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3.235 Digitizing Records

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Digitizing Records Policy Policy 3.235	
Business Management Policies		Effective date: February 27, 2010	
Policy History:	Approved by:	Resolution #	Date:
	Board of Governors	2.27.10:16	February 27, 2010
Revised (Non-substantive):	N/A	N/A	October 27, 2017
Revised	Office of General Counsel	N/A	January 7, 2021
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of University Records Administration	Director of Records Administration	937-769-1291	University and all Campuses

I. Introduction and Purpose

All campuses and University units are expected to digitize documents and records in place of paper copies, and to store these records in one central location appropriate to their campus or to the University. Digitized records will provide easy access and enable employees to retrieve, view, and print documents more easily.

II. Conversion

To meet our goals of "greening" our campuses and the University, and provide better service to students and employees, Antioch University has invested in ImageNow software which allows for storage of information in a number of ways, including by campus, by document type, by name, etc., making the retrieval of records flexible and easy for any employee who has access to the information. This conversion also allows records to be selected based upon their creation date which aids in the determination of the end of the record's retention period (see Records Retention Policy # 3.233).

III. Advantages

Below are some examples of the advantages of digitizing:

1. While traveling on behalf of their campus, Admissions officers can view information scanned into the system by their office, which allows them to stay up to date with the progress of prospective applicants.
2. The Registrars' Office can retain digital copies of academic records either by scanning records as the student progresses or by copying the student's file upon graduation. Digitized transcripts and narrative records allows for easy retrieval and printing. Turn-around time for student service and satisfaction improves.
3. Alumni officers may view information on past students to help facilitate better discussions while asking for support.
4. Human Resources offices may scan and retain digital images of important employee records and departmental reports.
5. Provosts', the Chancellor's and Vice Chancellors' Offices may scan important legal documents for storage, retention, and future use without jeopardizing the security of storage in paper format.

Policy Cross Reference

Records Retention Policy	Policy # 3.233
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