WILLOWS UNIFIED SCHOOL DISTRICT
Office of the Superintendent

Date: 3-8-18

Request For Placement on the Board Agenda:

AGENDA TOPIC: Permanent & Ongoing Document Storage

PRESENTER: Debby Beymer, Director of Business Services

[ ] Information / Discussion   [X] Discussion/Possible Action

---

BACKGROUND

The district has nearly 400 banker boxes full of old records currently in storage. Many items in personnel files and student cumulative files must be retained forever.

We have obtained estimates from 3 leading companies that work with education and have determined EdFiles as the company that would best suite our needs, with the most cost effective program.

EdFiles has agreed to work over the summer to bring all old files into a searchable data base and assist us with ongoing record retention and updating new files all the while keeping us in compliance with state and federal document retention rules and regulations.

EdFiles has also agreed to allow us to split the cost of processing the banker boxes over two fiscal years with 50% payment in 2017-18 and a 50% payment in 2018-19.

RECOMMENDATION:

District administration recommends the board approve the contract with Ed Files for record retention and preservation and the contract for annual document storage and support.

Facilitating the Permanent Retention & Exchange of Organized & Secure Education Records!
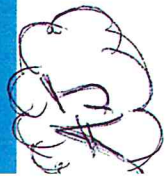
Records Retention Manual
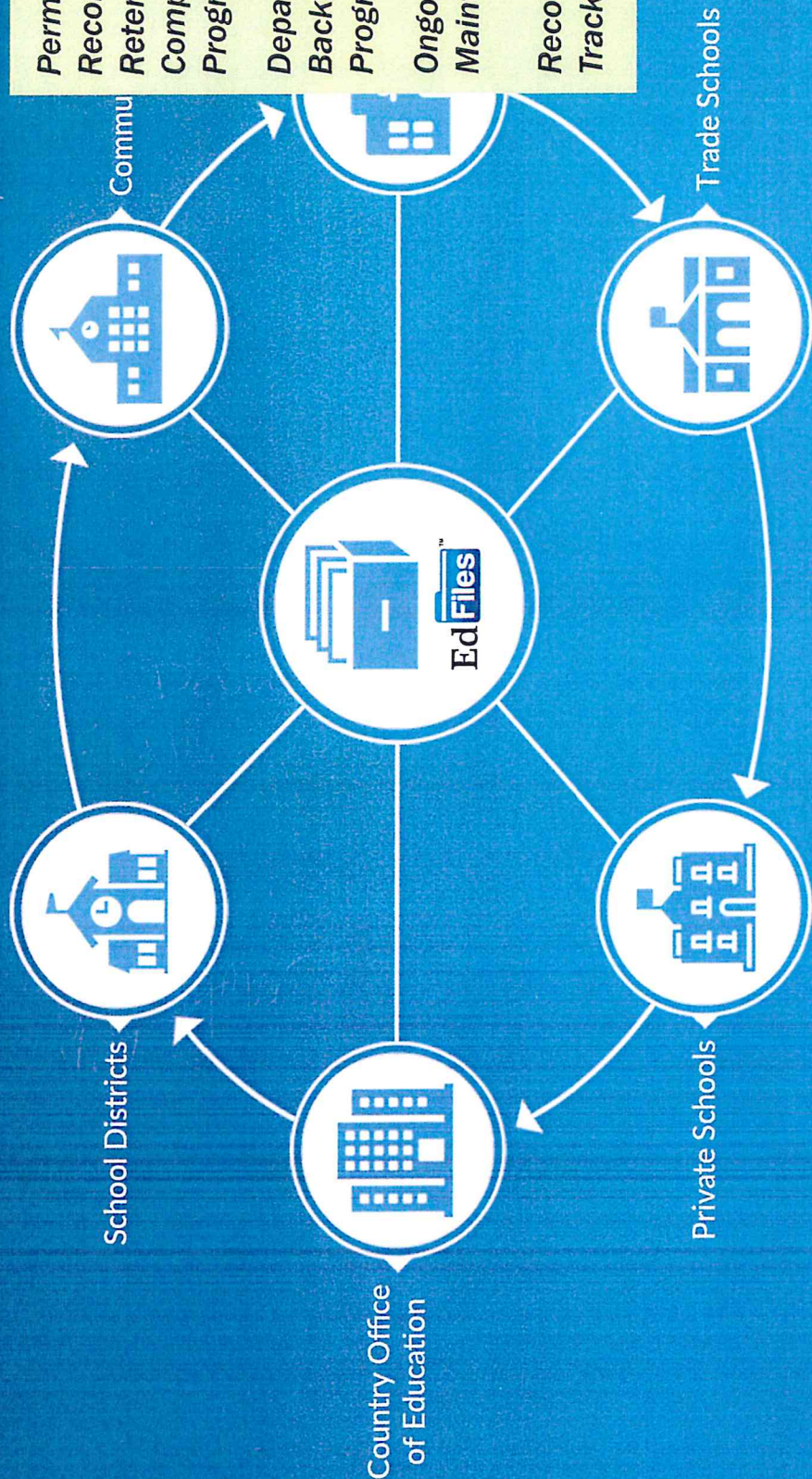
Permanent Records Retention Compliance Program:

Departmental Records Backup & Organization Programs & Tools.

Ongoing Online Records Maintenance Program.

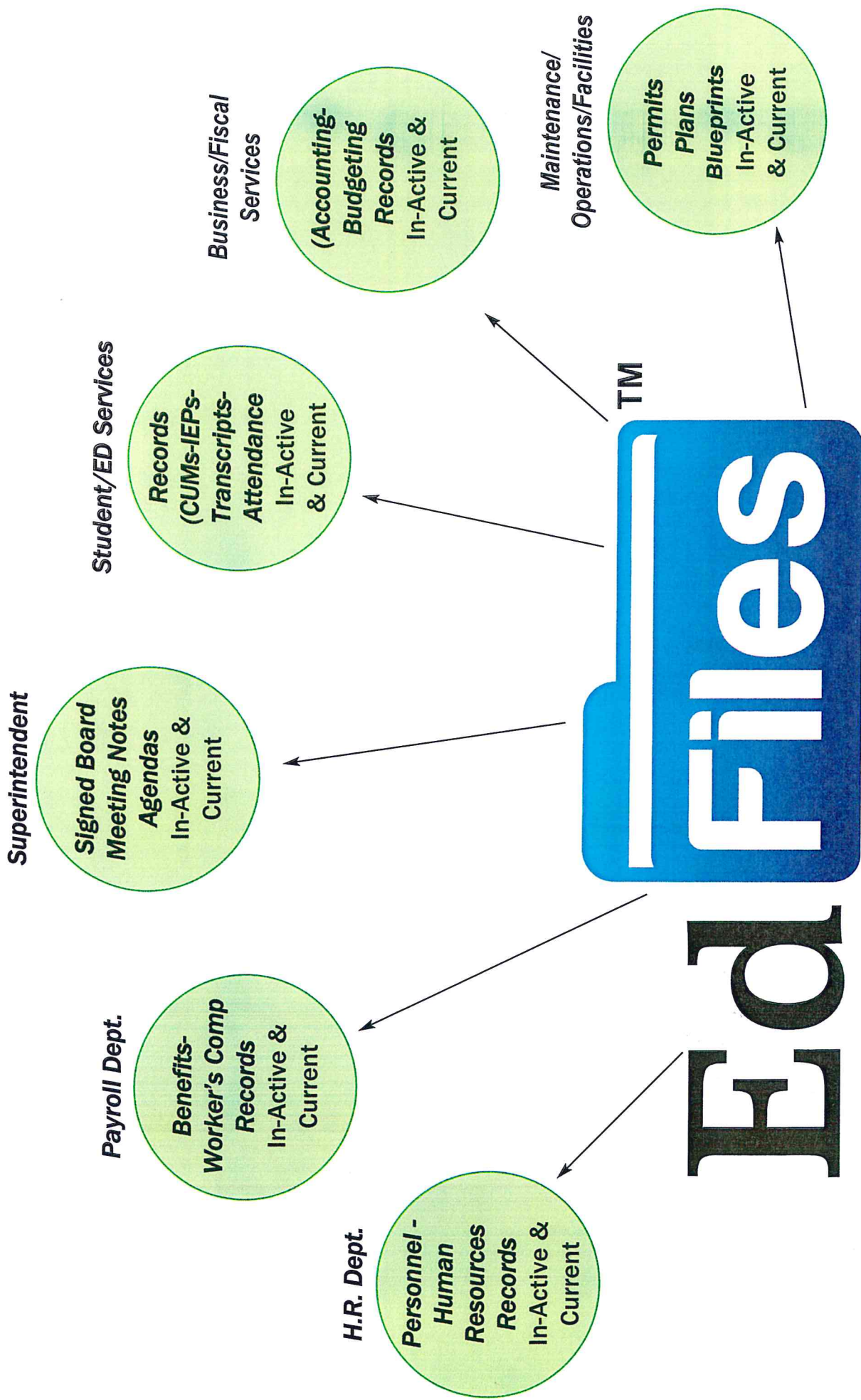**Records Securing, Tracking & Storage.**

CASBO
Smart business. Smart schools.

Premier Partner
CASBO
Smart business. Smart schools.

EdFiles

Commu...

Trade Schools

School Districts

Private Schools

Country Office of Education

EdFiles™

w w w . E d F i l e s . c o m

Call **1-855-5ED-FILE** or **1-657-217-3260**

to schedule an informative presentation at your District.

Departmental "Permanent" Records Retention & Preservation Program *(One size does not fit all!)*

Business/Fiscal Services
(Accounting-Budgeting Records In-Active & Current

Maintenance/Operations/Facilities
Permits Plans Blueprints In-Active & Current

Student/ED Services
Records (CUMs-IEPs-Transcripts-Attendance In-Active & Current

Superintendent
Signed Board Meeting Notes Agendas In-Active & Current

Payroll Dept.
Benefits-Worker's Comp Records In-Active & Current

H.R. Dept.
Personnel - Human Resources Records In-Active & Current

Ed Files TM

Ed Files™

Proposal Date: December 11, 2017

Prepared for:
Willows Unified School District
823 West Laurel Street
Willows, CA 95988-2830
Attn: Debbie Beymer
       Director of Business Services

To assist in the scanning of:
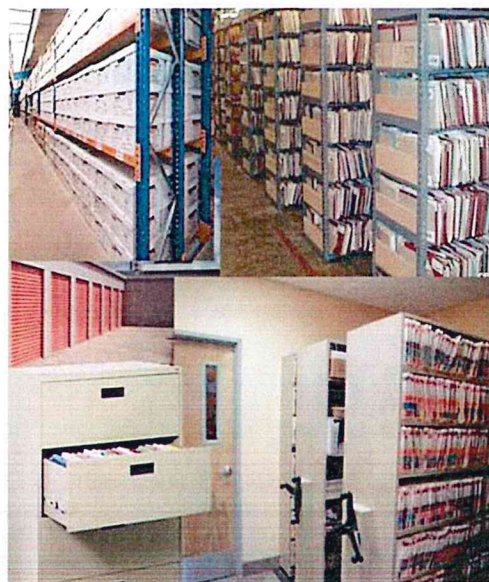**District Permanent Paper Files (In-Active Warehouse)**

Prepared by: Frances Ampudia
                      Business Development, Education Sector
                      Direct: (714) 941-0878
                      Email: frances@edfiles.com

Premier Partner
CASBO *Smart business. Smart schools.*   *PRISM*   **HIPAA COMPLIANT**

Our belief...The reason for our existence:
To Store, Organize and Manage Information...Not Paper!

We firmly believe that, all the valuable and necessary information, which currently resides in paper form, i.e., file storage boxes, file cabinets and records storage facilities, needs to be:

- Conveniently and **securely** accessible electronically from anywhere.
- The Information needs to be easily searchable.
- Needs to be formatted for Analysis, Reporting and Integration.
- Needs to be retrievable without ANY retrieval costs & hassles.
- It must be preserved and backed up.
  (If it requires retention, it needs to be backed up)
- And Most of all...**It must be available to all size budgets.**

EdFiles
Fullerton, Fresno San Jose, San Diego, & Dallas, TX
Tel. 1-855-5-EdFiles or 1-657-217-3260 – www.EdFiles.com
Proposed Project: (Scanning & Digitizing District's In-Active and Active Permanent Paper Files)

Debbie,

As per our meeting and my inspection of all inactive records, EdFiles can pick up on an ongoing basis and **scan the following:**

_____ Std. Banker Boxes (See Image on page 4) (in-active stored permanent records)

_____ Large Banker Boxes (See Image on page 4)

_____ Lateral File Cabinets (See Image on page 4) (active records, TBD)

_____ Vertical File Cabinets (See Image on page 4) (active records, TBD)

(*See pricing on page 4*). While in-active files will be scanned, all departments will be trained to manage and maintain EdFiles for each student and employee files going forward! (see separate EdFiles proposal)

1. Files will be prepared for scanning by the removal
   of documents from boxes, file folders, pockets,
   fasteners, paper clips, staples and all other bindings. Any Post-its attached to documents will be relocated to an area on the document where it doesn't cover-up any other information

2. Files will be scanned at a resolution of 300 dpi for 100% legibility Guarantee!

3. Scanned files will be indexed per file folder:
   (i.e. Employee First and Last Name and Employee)

4. Scanned files will be available in 2 locations
   a. In our secure cloud dive
   b. External Backup Hard Drive

Why are you still storing paper?

Simple...

Paper File Folders to eFileFolders!

Organize, Retrieve & Store Information...not Paper!

www.efilefolders.com

1-855-eFileFolders
1-855-334-5336

www.eFileFolders.com
Store, Organize & Retrieve Information...not Paper!

5. After scanning, the in-active documents will be securely shredded in compliance with all relevant Ed code, unless otherwise instructed.

EdFiles Project Roles:

EdFiles has set up an organization structure to ensure the successful completion of our scanning operation. For this project, we would anticipate having the following roles:

Project Manager – This individual is the main liaison between You (Customer) and EdFiles with respect to the implementation of the scanning project. This role includes responsibilities for staff management, work logs, scheduling and general management of the process.

Prep Personnel – Individuals who will be responsible to prepare the documents for scanning.

Scanning Technicians – Individuals who operate the scanners and are in charge of the physical scanning of documents. They also review the images prior to the batch moving to the index stations.

Data Entry Operators – Individuals who will perform data entry to index/name the documents.

Quality Assurance Specialist(s) – the QA specialist will review the batches and works with the prep, scanning and data entry personal to ensure that the images and data meet the high standards established for the project.

Quality Assurance Plan:

- EdFiles has an established quality control plan to ensure that its customers' documents are processed correctly and that image quality and data entry accuracy meets or exceeds its customer's expectations. The following measures will be put into place to ensure maximum image quality, data accuracy and overall project success.

- EdFiles utilizes Fujitsu, Canon and other leading document and data capture application for batch-level scanning and image processing. EdFiles provides image cleanup, including de-speckling, de-skewing and other image enhancements if needed.

- Document Prep personnel are trained to properly prepare documents in accordance with the specific project guidelines. Damaged documents are carefully handled and prepared for scanning.

- Documents are scanned and closely monitored at all times during the scanning process. The scanner hardware has ultrasonic double-feed detection technology to avoid undetected double-feeds. Problem images are rescanned.

- Detailed work logs are kept.

Security Plan Compliance:

- EdFiles has been involved in many document scanning projects involving sensitive information. We take security very seriously and employ all reasonable measures to ensure that our customer's documents and information are kept secure at all times.

- All employees go through a background prescreening before hiring and must agree in writing to a non-disclosure and confidentiality clause as a condition of employment.

Scanning Project Pricing and Plan:
Project Duration: The actual duration is TBD. During the scanning period, all files are accessible on request within 60 minutes and are available in EdFiles & cloud drive.

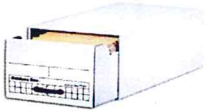$79 per standard Letter Legal 15x12x10
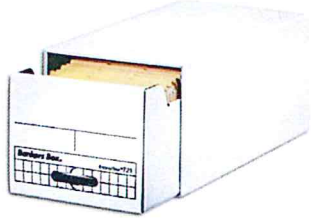
$159 per (Large Legal) box 24x15x10

$299 per Lateral File Cabinet Drawers

$229 per Vertical File Cabinet Drawers

Our Prices includes, File Prep, Scanning, Indexing and Compliant Destruction with a Scanned File Audit Report.

Types of Files	Estimated No. of Boxes and Drawers	Approximate Cost Estimate
Standard Banker Boxes	_370_ Boxes (preliminary estimate...actual count will be determined upon pickup and separation of permanent records)	$79 x _370_ = $29,230 ½ first year =$14,855 ½ second year= $14,855
Lateral File Cabinet (Active Files)	_____ Lateral File Cabinets	$299 x _____ =
Vertical Cabinets (Files)	_____ File Vertical Cabinets	$229 x _____ =
Large Banker Box	_____ per (Large Legal) box 24x15x10	$159 x _____ =
Total		**$ 29,710.00**

*pickup fee of $240 included

Please note the above is an estimate template of boxes, actual quantity and cost will reflect exact count of boxes and cabinets picked up and scanned. *See separate proposal for the software tool and cloud drive for storing and managing scanned files going forward.*

Project Payment Terms:

Project Terms: PO Required
Flexible terms based on district policy.
Invoices will be submitted for the number of actual boxes we pick up.

Regards,

Frances Ampudia
Business Development, Education Sector
EdFiles (714) 941-0878

Customer Acceptance:

We have read and approve the EdFiles, proposal to perform the work described.

Willows Unified School District
823 West Laurel Street
Willows, CA 95988-2830
Attn: Debbie Beymer
         Director of Business Services

Approved by (print name): _____Mort Geivett, Ed. D._____

Title: ____Superintendent_____

Signature: _____

Date: _____March 9, 2018_____

<table>
<tr><td>

Return Mailing Address:
EdFiles
261 E. Imperial Hwy, #550
Fullerton, CA 92835

</td></tr>
</table>

Ed Files ™

Proposal Date: September 8, 2017

Prepared for:
Willows Unified School District
823 West Laurel Street
Willows, CA 95988-2830
Attn: Debbie Beymer
        Director of Business Services

EdFiles Software Tool
Online File Organization, Management and Storage Solution

Premier Partner
CASBO
Smart business. Smart schools.

PRISM The Global Trade Association for Information Management Companies

SECURE CUSTOMER DATA

HIPAA COMPLIANT

Prepared by: Frances Ampudia,
                    Business Development, Education Sector
                    Direct: (714) 941-0878
                    Email: frances@edfiles.com

EdFiles
Fullerton, Fresno, San Jose, San Diego, & Dallas, TX
Tel. 1-855-5-EdFiles or 1-657-217-3260
www.EdFiles.com

EdFiles Rollout Project:

EdFiles has a startup process in place to ensure the successful transition to the use of its EdFiles Electronic Filing System for all paper files. Rollout checklist:

- Workflow development & Consultations (Already underway)
- Consultation in Paper Capture/Scanning Functions (prior to rollout)
- Hands on Group & Individual Training (Day before launch)
- Scanning Service available upon request (Separate proposal)

Quality Assurance Plan:
At EdFiles, **Security is Priority One. On all Levels!**

- Our Data Center covers all three critical security areas: physical security; operational security; and system security. Physical security includes locking down and logging all physical access to servers at our data center. Operational security involves creating business processes that follow security best practices to limit access to confidential information and maintain tight security over time. System security involves locking down customer systems from the inside, starting with hardened operating systems and up-to-date patching.

- **Operational Security**
    1. ISO17799-based policies and procedures, regularly reviewed as part of our SAS70 Type II audit process
    2. All employees trained on documented information security and privacy procedures
    3. Access to confidential information restricted to authorized personnel only, according to documented processes
    4. Systems access logged and tracked for auditing purposes
    5. Secure document-destruction policies for all sensitive information
    6. Fully documented change-management procedures
    7. Independently audited disaster recovery and business continuity plans in place and support services

- **Physical Security**
    1. Data center access limited to Authorized data center technicians
    2. Biometric scanning for controlled data center access
    3. Security camera monitoring at all data center locations
    4. 24x7 onsite staff provides additional protection against unauthorized entry
    5. Unmarked facilities to help maintain low profile
    6. Physical security audited by an independent firm

- **System Security**
    1. System installation using hardened, patched OS
    2. System patching configured by Rackspace to provide ongoing protection from exploits
    3. Dedicated firewall and VPN services to help block unauthorized system access
    4. Data protection with managed backup solutions
    5. Dedicated intrusion detection devices to provide an additional layer of protection against unauthorized system access

6. Distributed Denial of Service (DDoS) mitigation services based on proprietary Rackspace PrevenTier™ system

---

- **User Security**– You control your files.
  Documents stored in EdFiles are private by default. They are only accessible to others if you choose to share them or make them public.

- **99.9% uptime guarantee**– We give a 99.9% uptime guarantee to make sure that you always have access to your files. Detailed Security Compliance For:
  - HIPAA
  - SOX
  - GLBA
  - FISMA
  - SAS-70

Scanning Services Protocols:

- EdFiles has an established quality control plan to ensure that its customers' documents are processed correctly and that image quality and data entry accuracy meets or exceeds its customer's expectations. The following measures will be put into place to ensure maximum image quality, data accuracy and overall project success.

- EdFiles utilizes Fujitsu, Kodak and other leading document and data capture application for batch-level scanning and image processing. EdFiles provides image cleanup, including de-speckling, de-skewing and other image enhancements if needed.

- Document Prep personnel are trained to properly prepare documents in accordance with the specific project guidelines. Damaged documents are carefully handled and prepared for scanning.

- Documents are scanned and closely monitored at all times during the scanning process. The scanner hardware has ultrasonic double-feed detection technology to avoid undetected double-feeds. Problem images are rescanned.

- Detailed work logs are kept.

Security Plan and HIPAA Compliance:

- EdFiles has been involved in many conversion projects involving sensitive information. We take security very seriously and employ all reasonable measures to ensure that our customer's documents and information are kept secure at all times.

- All employees go through a background prescreening before hiring and must agree in writing to a non-disclosure and confidentiality clause as a condition of employment.

Pricing Plan Consist of:

- *Annual Training, Support and Maintenance*
- *Monthly Account Access Fee (unlimited EdFiles)*

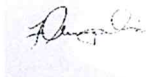| Description	Qty	Price	Annual
Initial Setup (one time) and On-going Training	1	$599.00	0
For ALL department accounts, with separate users, separate file access, meeting security and privacy	1	$234.00 (monthly) Annual PO $2808	$2808.00
Cloud Back Up Drive for In-Active Records	1	INCLUDED	INCLUDED
TOTAL to Start (First Month, Setup and Training)		$833.00	$ 3407.00

Scanning Service:
See attached Scanning Proposal
Project Payment Terms:
Account fee invoiced monthly $234.00

Regards,

Frances Ampudia
Business Development, Education Sector
EdFiles (714) 941-0878

Ed Files ™

Customer Acceptance:
We have read and approve the **EdFiles** proposal to perform the work described.

Willows Unified School District
823 West Laurel Street
Willows, CA 95988-2830
Attn: Debbie Beymer
Director of Business Services

Approved by (print name): _____ Mort Geivett, Ed. d.

Title: _____ Superintendent

Signature: _____

Date: _____ March 9, 2018

Return Mailing Address:
EdFiles
261 E. Imperial Hwy, #550
Fullerton, CA 92835