The Complete Guide

Educational Records Scanning

Introduction

For educational institutions, effective records management is fundamental to organized administration, compliance with educational standards, and safeguarding sensitive student and staff information.

Academic environments naturally produce a large number documents—ranging from student transcripts and research papers to faculty employment records and grant documentation. However, efficiently managing these records while ensuring compliance with state and federal regulations is often complicated by budget constraints and minimal staffing.

For this reason, a significant number of educational institutions still rely on some form of paper-based recordkeeping. This not only poses operational challenges but also increases the risk of data loss, unauthorized access to sensitive information, and compliance issues.

In this guide, we'll explain how digitizing your paper records with the help of our professional scanning service can enhance data accessibility, simplify compliance procedures, and promote efficient operations—all while significantly cutting costs for your institution.

Records Management Issues & Their Impact on Educational Institutions

Paper-based recordkeeping presents educational institutions with a host of challenges that directly impact administrative efficiency, data security, and ultimately, educational outcomes.

By understanding these challenges, organizations can better assess the urgency and benefits of transitioning to a digital records management system.

The average university uses more than 2,000 sheets of paper per day, with an annual cost of over $16,000.

Records Management Issues & Their Impact on Educational Institutions

Limited Accessibility

The lack of immediate access to records can hinder operational efficiency, requiring staff to spend excessive time searching for the data they need.

In an educational setting, this could translate to delays in academic advising, financial aid disbursements, or even emergency contact information retrieval.

Susceptibility to Errors

Physical paper records are susceptible to a variety of human errors, including misfiling, misplacement, or even accidental discarding. These issues can lead to compliance failures, poor administrative decisions, and compromised educational outcomes.

Spiraling Storage Costs

Maintaining a physical archive of student records, administrative documents, and academic papers can place a significant financial strain on educational institutions, which often operate under tight budget constraints.

Data Recovery

Many educational institutions are inadequately prepared for events like natural disasters, cyberattacks, or hardware failures, leaving invaluable data vulnerable.

The loss of academic records, student information, or research data can have a long-lasting impact on the institution's reputation and operations.

Complex Compliance Requirements

Educational institutions are bound by numerous federal and state regulations to ensure the proper storage and protection of student information. Paper-based systems make it increasingly difficult to enforce consistent compliance measures.

Data Degradation

Paper is a poor medium for long-term storage due to its vulnerability to environmental conditions like moisture, heat, and light. These factors pose significant risks to the preservation of historical and academic records.

What Are The Benefits of Digitizing Educational Records?

Transitioning from paper-based systems to digitized legal records provides a host of advantages for law firms and their clients. From heightened accessibility and data accuracy to regulatory compliance and cost-effectiveness, digital record-keeping has become indispensable for modern legal practices.

Instant Access

Digital records provide instant access to crucial information, aiding in quick decision-making and streamlined operations.

Regulatory Compliance

Educational records are subject to strict regulations. ERMs comply with these rules automatically, reducing the risk of non-compliance penalties.

Cost Savings

Digitization reduces the need for physical paper storage and paper related expenses, translating to substantial savings in operational costs.

Improved Data Accuracy

Digital records minimize the likelihood of human errors such as misfiled or misplaced files, enhancing the overall accuracy of stored information.

Sustainability

Transitioning to digital recordkeeping reduces paper consumption, contributing to your institution's eco-friendly initiatives by decreasing your carbon footprint.

Data Security

Digital records can be secured with encryption, access controls, and 27/7 monitoring, safeguarding sensitive information from unauthorized access or disclosure.

Outsourced Scanning vs. Scanning In-House: Which is Best?

Scanning In-House

When educational institutions decide to manage their digitization efforts internally, the entire process is overseen by the institution's staff within the school, college, or university's own premises.

Pros:

- Schools and universities maintain absolute control over the entire digitization process, from the selection of documents to be scanned to the indexing criteria.
- Digitized records are readily available since everything is conducted on-site.
- The process can be tailored to meet specific academic needs and requirements.

Cons:

- Acquiring the necessary scanning equipment and software can be a substantial investment.
- Maintaining equipment and software up-to-date requires consistent monitoring and budget allocation.
- Staff will require specialized training, which could divert resources from other academic and administrative duties.

Outsourced Scanning

By partnering with a professional scanning service, educational institutions can offload the responsibilities of digitization from collection to scanning, indexing, and secure data delivery.

Pros:

- Leverage the skills and experience of professionals who specialize in record digitization.
- Utilizing a service that operates at scale can often result in cost savings in the long run.
- Faculty and administrative staff are free to concentrate on their core responsibilities, such as teaching and student services.
- Our service implements robust security measures, ensuring that sensitive student data is handled in compliance with regulatory standards.
- Advanced technologies and experienced staff ensure higher accuracy and quality.
- All equipment and software maintenance is handled by SecureScan, saving you both time and resources.

How Does Our Educational Records Scanning Service Work?

1 Packing and Pickup

We will arrive at your location to pick up your documents, packing them for you if needed.

2 Transportation

Your documents will be transported directly to our scanning facility, handled with care from start to finish.

3 Arrival and Inspection

We inspect the delivery against our initial inventory and record the transfer of documents to our scanning team.

4 Document Preparation

We'll prepare your documents by removing staples, paperclips, and creases that could interfere with the scanning process.

5 Document Scanning

Your documents are scanned with one of our high-resolution scanners to ensure optimal quality and readability.

6 Quality Control

Quality control will review each scan manually. Images that fail to meet our high quality standards are rescanned.

7 Indexing

Important identifiers like IDs, names, or invoice numbers will be extracted from your documents, enabling text-search functionality.

8 Share and Store

We deliver your digital files via SFTP, encrypted USB drive, or upload them into an existing document management system in the format of your choice.

Our Capabilities

Our document conversion process is engineered to meet the most stringent data privacy and security requirements that educational institutions face, including FERPA (The Family Educational Rights and Privacy Act).

With cutting-edge facilities and HIPAA certified scanning technicians, our secure scanning service is guaranteed to meet or exceed your requirements.

Services We Provide

- ✔ High resolution scanning and data extraction
- ✔ Microfiche, COM fiche, and microfilm digitization
- ✔ Optical character recognition (OCR)
- ✔ Transportation of documents to and from our facility
- ✔ Document preparation and reassembly
- ✔ Large format scanning capabilities
- ✔ Image enhancement
- ✔ Indexing & manual data entry

Why Choose SecureScan?

At SecureScan, the security of your documents is our highest priority. We go far beyond industry standards to ensure that your data is protected throughout the scanning process with continuous vulnerability testing, third party audits, and investments in secure technologies.

Clear and Honest Pricing

With our transparent pricing model, you'll have a clear understanding of your project's final cost from day one, completely free of hidden fees or unexpected expenses.

Precision in Data Capture

We employ a meticulous double-blind data entry system along with manual reviews to ensure unparalleled accuracy in capturing your information.

Flexible

We recognize that each law firm or legal department has its unique requirements. That's why we work closely with you to tailor our services to meet your specific needs.

Secure and Compliant

Our HIPAA/HITECH compliant, SOC 2 Type 2 Certified scanning service adheres to the strictest legal standards for data privacy.

Reliability

You can count on our team for timely project completion, exceptional one-on-one support, and consistent professionalism throughout the scanning process.

Experienced

Our experience working with educational institutions of all shapes and sizes ensures the digitization process is straightforward, effortless, and free of unnecessary complications.

Educational Institutions We Serve

Our specialized service is engineered to meet the unique needs of educational institutions, aiming to digitize records in a way that maximizes operational efficiency without disrupting existing workflows. We adhere to the strictest data protection guidelines, including compliance with FERPA (Family Educational Rights and Privacy Act), to ensure the safety and confidentiality of educational records.

Our extensive portfolio of satisfied academic clients serves as a testament to our commitment to excellence, security, and innovation in document management solutions tailored for the educational sector.

ALFRED STATE COLLEGE
STATE UNIVERSITY OF NEW YORK

SUNY Cortland

SUNY Cobleskill

ESF State University of New York College of Environmental Science and Forestry

Suffolk COUNTY COMMUNITY COLLEGE

FREDONIA
STATE UNIVERSITY OF NEW YORK

SUNY ONEONTA

Stony Brook University

SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE

CANTON STATE UNIVERSITY OF NEW YORK

Purchase College
STATE UNIVERSITY OF NEW YORK

GENESEO
THE STATE UNIVERSITY OF NEW YORK

RCC Rockland Community College
STATE UNIVERSITY OF NEW YORK

BINGHAMTON UNIVERSITY
STATE UNIVERSITY OF NEW YORK

Farmingdale State College
State University of New York

UNIVERSITY AT ALBANY
State University of New York

New Paltz
STATE UNIVERSITY OF NEW YORK

MVCC
MOHAWK VALLEY COMMUNITY COLLEGE

DUTCHESS COMMUNITY COLLEGE

SUNY ADIRONDACK

About SecureScan

For more than 20 years, SecureScan has been transforming the way educational institutions store and manage their records. We've partnered with schools, colleges, and universities throughout the Northeast to digitize everything from confidential student records to extensive academic research archives, and everything in between.

Our service streamlines the transition from cumbersome paper-based systems to digital formats, enhancing operational efficiency in a secure manner, without disrupting your existing workflows.

Our cutting-edge, highly secure facilities combined with a team certified in educational data compliance make us your reliable partner in transforming the way your institution manages its records. With SecureScan, you can count on unparalleled security, quality, and efficiency in all your document management needs.

HIPAA COMPLIANT

SOC 2 TYPE II CERTIFIED

HITECH COMPLIANT

FERPA Compliant

AAA NAID CERTIFIED

SecureScan

Secure. Simple. Affordable.

Contact us online or email us at info@securescan.com to learn more about the process and get an obligation free quote from one of our scanning specialists. We will discuss your needs and work with you to create an approach and timeline that meets your requirements.

Let's Chat About Your Next Project.

(877) SCAN-DOC

securescan.com