Student Records Transition to Electronic Filing System

Student Success

    2.2   Creating clear curricular pathways: Improve timeliness of admissions and enrollment (e.g., imple an E-Transcript reader program).

Historically, the campus has managed student records in physical form. Management of physical records i both time consuming and requires use of already limited storage space on campus. Furthermore, student records are o by more than one area on campus. As a result, some areas duplicate record keeping, and/or must coordina Enrollment Management to manually access the records.

In direct support of Strategic Initiative 2.2, ITS has partnered with Enrollment Management and external partn deploy an enterprise electronic document imaging and storage platform. This system facilitates scanning, in storage, retrieval, retention and disposal of student records.

In 2018-19, ITS and Enrollment Management have worked to transition student transcripts to this electronic s (Fileflow). The electronic system serves to increase the security of student records, provide a central electronic for student records, enable campus staff to access records more efficiently, automate document reten compliance with University policies, and decrease the amount of physical space on campus currently used physical records.

To date, 614,919 student records have been converted to the electronic system, including over 560,000 doc and transcripts previously stored in legacy system (Hershey Singularity). ITS estimates current growth rate at 3,800 documents per month.

Number of documents migrated from the Singularity legacy system: 560,320

Number of documents currently stored in Fileflow: 614,767 (10%)

Achieve 100% migration of documents from Singularity to ████████████████████
████ by ████████.