

IMPERIAL VALLEY COLLEGE
Admissions & Records
Document Scanning Plan
2009-10 Academic Year

January 2010

1. Identified items to be scanned.
2. Prioritized items to be scanned.

February 2010

1. Identified work station for scanner.
2. Created index for scanning system.
3. Jose met with IT to set up indexing program in Banner.
4. Began scanning/indexing transcripts from other institutions

March 2010

1. Inservice with Technicians to demonstrate scanner.
2. Loaded Banner Xtender program to computers used by Techs.
3. Continue with scanning/indexing of transcripts.
4. **Notified by IT to hold off beginning new jobs as scanning is putting a strain on the server. IT will be purchasing and installing a new server in July 2010.**

April 2010

1. Prepare current student folders in safe.
2. Identify and discard obsolete/disposable documents.
3. Continue scanning/indexing incoming transcripts.

May – June 2010

1. Prepare, clean and ready back log of Census Rosters.
2. Scan/index rosters when new server is ready.
3. Continue with incoming transcripts.

July – August 2010

1. Scan/index student folders in safe.
2. Scan/index older folders (Microfilmed).
3. Scan other items in safe.

Other items to be scanned in 2010-11:

- Continue with scanning and indexing items in the safe.
- Census Rosters in the backroom.
- Files in the backroom.
- Director's files