



Focus On: Carrollton-Farmers Branch ISD Carrollton, Texas

Carrollton-Farmers Branch ISD Opens New Records Center

The Carrollton-Farmers Branch Independent School District acquired Intersect's RSM / RCAMS Records Management Suite software in early 2006, when Kristie Keesee, newly appointed Records Management Specialist for the district, began the process of organizing the District's records management program.

In the three years since, the District has made remarkable progress with the records management program, including a move to a new records center in early 2009. The district also upgraded the standard RCAMS system to Intersect's RCAMS SQL version in anticipation of increas-

ing volume and installation of RCAMS Accession stations, and extensive scanning and indexing of electronic documents into the system.

The new climate-controlled records center is located in a facility adjacent to the school district's administration building, and currently inventories 5,500 standard records containers with room for expansion. A heavy-duty shredder allows on-site shredding of records that have met their retention.

Currently, two RCAMS SQL Accession stations are in operation in other departments, providing read-only access to their records inventory and online requests by the departments.

In addition to paper records, electronic documents are making up a growing percentage of the District's records being managed with the RCAMS system. Student Cumulative folders, payroll records, personnel records, and graduate student records are being scanned and indexed at the records center by Kristie using a Canon high-speed duplex scanner.

A third RCAMS Accession station is installed at a service center in the north of the city for Special Education use, and the off-site document indexing and transfer function is being used to scan and index Special Education folders into the RCAMS SQL system



Kristie Keesee, Records Management Officer for the Carrollton-Farmers Branch ISD, in her office in the new climate-controlled facility.



The new facility features a \$28,000 heavy-duty paper shredder for disposal of records. The shredder easily handles paper clips and staples.



A portion of the containers in the 5,500 container inventory at the new Records Center.

from the remote facility.

The Carrollton-Farmers Branch ISD records operation is an excellent model of planning and implementation of a records management program. The results also underscore the efforts of Kristie Keesee over the past three years in planning, organizing, entering data, and scanning and indexing of records, illustrating what one person can accomplish with appropriate District support, resources, and software.