



Focus on: Dallas Independent School District Dallas, Texas

Districtwide Records Management Implements Intersect RCAMS System

In late 2006, the Dallas Independent School District Districtwide Records Management department selected the RCAMS records management system for use in managing the district's records.

Intersect software installed in the District's central records facility includes *Retention Schedule Manager*, *Records Control and Management System*, Intersect's *Image Manager* document image management and indexing system, and the *Accession* and *Accession Monitor* workflow components.

Intersect Systems was able to convert the existing records database from the system DISD had been using to the RCAMS format, greatly simplifying the transition to the Intersect records system.

Following the data analysis and conversion, and following initial training sessions conducted by Intersect for Districtwide Records Management personnel, the department went live with the RCAMS system in February of this year.

Intersect Systems welcomes the Dallas Independent School District to the community of users of Intersect's records management software system.

Christopher Stone, Director of Districtwide Records Management for Dallas ISD, manages a nine-person staff that in-

cludes two records specialists, a database specialist, three persons dedicated to special education records, an administrative assistant, and a records facility supervisor. The nine-person Districtwide Records Management staff supports 225 schools and over 200 departments in the Dallas school system.

The DISD records management facility is based in a 36,000 square foot climate-controlled facility located in west Dallas. The facility is relatively new, having opened in 2003. Chris Stone and his staff are developing the facility and its operations with a focus on both current and long-term records management and storage requirements for the school district. The current container inventory is over 40,000 containers, and the center is preparing to incorporate the records inventory from the former Wilmer-Hutchins school district, recently merged into the Dallas system.

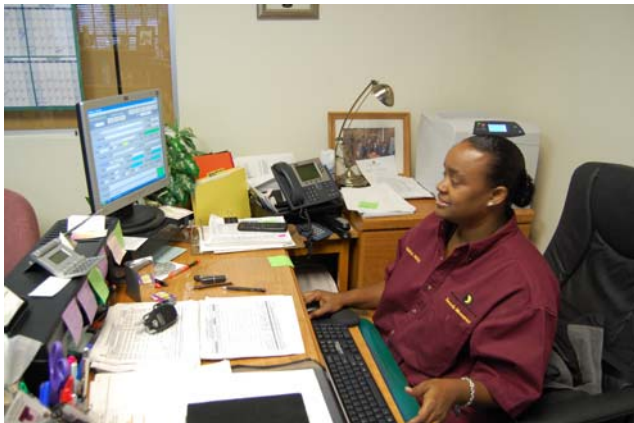
In a very recent development, following an evaluation of the rapidly growing facility and estimated future requirements, Districtwide Records Management made a decision to upgrade the existing RCAMS installation to RCAMS SQL, joining the growing list of RCAMS SQL installations. The RCAMS SQL extensions will be installed at the records center as soon as new server hardware is installed.



Christopher Stone, Director of Districtwide Records Management for Dallas ISD.

The Dallas Independent School District is the 12th-largest school district in the United States, with 225 campuses representing 157 elementary and 68 secondary schools. Student enrollment for the 2006-2007 academic year is 159,752, and total employment is 20,077, representing 13,557 professional and 6,520 support staff. With an annual budget of over \$1.8 billion and over 20,000 employees, the Dallas ISD is one of the largest employers in North Texas, and a large organization by any measure. The district covers an area of 384 square miles.

The Dallas Independent School District has a strong focus on academic achievement. For the 2006-07 school year, thirteen schools in the district have been named as Exemplary schools by the Texas Education Agency, and sixty-five schools have achieved Recognized status. In early 2007, Newsweek magazine named the DISD Talented and Gifted magnet as the top American high school for the second year in a row. The magazine also named the DISD School of Science and Engineering as the number two American high school for 2007.



Debra Reeves at RCAMS station at the DISD Records Center. Debra is the Database Administrator for the department, with the primary responsibility for RCAMS data entry. Debra also manages records requests including check-outs and check-ins using the RCAMS system.



Some of the staff members at the DISD Records Center. From left: Roy Simms, Michael Greer, Sam Sims, Debra Reeves, Chris Stone, Elida Vasquez, Margaret Jackson, Leo Adams. Not shown: Tara Griffith, Marlene Carson, Lucy Carrasco.