# Checklist:
# Grade Your Current Records Management

**DIGITECH SYSTEMS**

Struggling with record handling? Use this checklist to grade your school's strengths and weaknesses when it comes to managing student records, personnel files and other important school information. Learn why more schools are switching to electronic records management.

| Pass ✅ | Fail ❌ | Does your current approach to records handling... |
|---------|---------|---------------------------------------------------|
| ☐ | ☐ | Avoid IT Costs |
| ☐ | ☐ | Give you access to student records and other information in an instant |
| ☐ | ☐ | Enable fast access to records from anywhere at any time on virtually any device |
| ☐ | ☐ | Make use of eForms and eSignatures to further streamline record handling |
| ☐ | ☐ | Allow you to share records quickly and securely |
| ☐ | ☐ | Connect buildings and campuses into a single information management network |
| ☐ | ☐ | Protect records at all times with strong security settings and audit trails |
| ☐ | ☐ | Save time and money on document retrieval and processing |
| ☐ | ☐ | Help you comply with the Family Education Rights and Privacy Act (FERPA) |
| ☐ | ☐ | Enable you to handle information intelligently |
| ☐ | ☐ | Help the environment by reducing paper and $CO_2$ emissions |
| ☐ | ☐ | Enable distance/hybrid learning with anytime shared access to documents |
| ☐ | ☐ | Offer affordable per-user tiered-services pricing |
| ☐ | ☐ | Add/remove users and features as needed |
| ☐ | ☐ | Automate record retention and destruction |
| ☐ | ☐ | Store both paper and electronic records for every department |

**Total:** ☐ / 16    How did you score?

Learn why more schools are moving to the **PaperVision**® product suite to gain **fast, secure, anytime access** to student records and other important information.

866.374.3569 | www.digitechsystems.com/applications/education/