

# Task Details Report

**Planning Unit:** Assessment, Orientation & Registration  
**Unit Manager:** Lead Staff, Assessment, Orientation & Registration

**Objective:** 765 - Improve office processes and efficiency

**Objective Description:**

Improve office processes and efficiency by archiving and storing prior records electronically, and improve staff ergonomics.

<b>Start Date:</b> 2/28/2018	<b>Task Type:</b> Resource Request	<b>Priority Level:</b> High	<b>Task Order:</b> 1
<b>Due Date:</b> 2/28/2018	<b>Completion Date:</b> 12/31/2018	<b>Task Status:</b> New	<b>Budget:</b> \$92,245

Purchase scanning and indexing services for the following records:

1. Old file folders that contain the original transcript                      1976-1981
2. Aperture Cards containing transcripts and applications                      1968-1975
3. Microfilm rolls that contain the original application
4. International Student File Folders

These records contain original documents that need to be preserved as they are starting to deteriorate. In addition, scanning and indexing these old records will save time for staff district wide. Admissions' employees will be able to access the needed records via WebExtender instead of having to contact the appropriate college to obtain the record causing unneeded delays for students.

**Budget Remarks:**

Date:	Name:	Remarks:
No Data to Display		

**Budget Details:**

GL Code	Account	Description	Requested	Approved
ConSvc	Assessment, Orientation & Registration	Scanning and Indexing of old student records	\$90800.00	\$50000.00
Equipm	Assessment, Orientation & Registration	Ergonomic headsets	\$1445.00	\$1445.00

**Assignment Details:**

Name:	Email:
No Data to Display	