



Polar Imaging Case Study:

Client:	Avon Maitland District School Board
Product/Service:	Document Management Solution & Scanning Services
Industry:	Education
Usage:	Student Records

Background

Sorting through fifty-five years' worth of records stored on a combination of microfilm and paper is a time-consuming and often frustrating task! Yet, this is the assignment that faced the Avon Maitland District School Board in Southwestern Ontario. With the installation of [PaperVision® Enterprise](#), Polar Imaging's document management solution in 2004, the School Board now has these student records at their fingertips. Where records retrieval used to take days, it now takes seconds.

Situation

The Avon Maitland District School Board operates fifty-four schools spread over 6,000 square kilometers! Ten of the schools in the District are secondary schools, which require extensive record-keeping. To be in compliance with Ontario laws, each student's record must be kept for fifty-five years in order to meet requests for copies of their Ontario School Records (OSR) by colleges, universities and employers.

Over time, the existing records had been kept in a variety of formats including paper or hardcopy files and microfilm. When the Records Department re-

ceived a request, they often did not know where to look for the file or even what format it would be in!

Solution

Polar Imaging, a London, Ontario Document Management Service Bureau, has been working with the Avon Maitland District School Board to de-



fine their document management needs. They installed a document management system in August 2004. The main system is housed in the Records Department where all Ontario Student Records (OSR) are now kept in a single system, and the various schools have access to the records through the thin client document management application.

The ten secondary schools can now retrieve the OSRs through their web browsers allowing instant

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retrieval of any student record when a request comes in. In addition, the records can be immediately emailed to the requestor instead of a lengthy copy and mail process. The privacy of school records is preserved through user and document-level security policies that allow users to see only those rec-

ords for which they have permission. The document management solution has freed the Records Department from the wasted hours spent searching for student records. They are now able to focus on more critical tasks.

Recognized Benefits

The new [PaperVision Enterprise](#) system allows the Avon Maitland District School Board to find student records instantly. No more searching through rolls of microfilm, or jumbled paper files. Hundreds of thousands of student records are now available at the touch of a keyboard! They are also extremely pleased with the ease of use provided by the new system. The District's Records Management Coordinator says, "I could not imagine a better system. It's perfect!" The familiarity of the web browser environment and the simplicity of storing records in a single system have made training new employees in the system a simple task. Initial installation and training took only one day!

In serving customers like the Avon Maitland District School Board, Steve Todd with Polar Imaging has said, "Digitech, our software developer, allows us to offer our customers a complete document management solution that is quick, easy, and affordable."

About Polar Imaging Inc.

With over 30 years' experience, Polar Imaging is a leader in document management and scanning, delivering a broad spectrum of electronic content management solutions, fully customized to fit the needs of its customers. Polar Imaging also specializes in cloud backup and recovery, unlike any other provider in the region. Its unique services offer a customer experience that surpasses all others.

Core products and services:

Document Management Services, Scanning Services, Business Workflow & Mailroom Automation, Cloud Backup and Recovery, Software as a Service (SaaS), Microfilm Equipment and Services, & Professional Services.



POLAR IMAGING INC.

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