

DEPARTMENT OF JUVENILE CORRECTIONS

CUSTOMER SITUATION

The Arizona Department of Juvenile Corrections (ADJC) was running out of storage space for past student records. The ADJC is required to archive basic information about students as part of their permanent school records.

The system of storing boxes in the basement was no longer tenable because of space limitations, the potential loss of records as paper degraded, and the risk of disasters such as fire.

SOLUTION

ADJC went through the documents, identifying which to destroy, return to students, or to keep. ICM picked up the large backlog of key documents for digital conversion, prepared the documents for scanning, and organized them using bar-code technology in order to keep track of where each record originally came from. ADJC was happy with the helpful ICM staff, and felt that delivery of the digital files met their expectations.

BENEFITS

"The project had great value," said Ron Dangal, Education Student Information Coordinator.

"We found ICM to be professional, friendly . . . their advice was sound and their recommendations have assisted us in being coordinated and organized. I was extremely impressed."

ADJC now has a base of records that can be stored offsite to guarantee its safety. The department is able to scan new records to keep the system current.