SAN LEANDRO UNIFIED SCHOOL DISTRICT
BUSINESS AND OPERATIONS

To: Facilities and Technology Committee

From: Kevin Collins, Assistant Superintendent

Date: May 31, 2017

Re: Scanning Human Resources and Payroll Records

Our district began transitioning to electronic file retention several years ago. We contracted with a company to scan HR and payroll files for active employees at the time. Payroll and HR staff use a program called Laserfiche to access those electronic files. The program allows for easy storage and retrieval of data and has increased efficiency.

The district did not originally scan its voluminous files for inactive employees or old timesheets. We currently have upwards of 500 boxes of HR and payroll files in a caged area of the warehouse. While the records are not frequently accessed, they are considered “permanent records” and must be retained in perpetuity.

With the possible of a future repurposing of the warehouse building, staff is recommending that we scan the remaining permanent HR and payroll records to prepare for future improvements within the space. Staff has received estimates from both Ray Morgan Company and SyTech for scanning. SyTech offers the lower price and is used by Alameda County Office of Education.

Staff is recommending the approval of a contract with SyTech to scan up to 480 boxes of records at $181 per box, for a maximum total of $86,880 using Developer Fees (Fund 25). Use of Fund 25 is permissible because the work is being done in conjunction with a facilities project that will expand student capacity within the district.