STUDENT RECORDS RETENTION AND DIGITIZATION PROJECT
LAUREN WITTEK, MLIS 2018

PROJECT OVERVIEW

Since 1988, DigiPen Institute of Technology (DIT) has relied heavily on paper-based student records with minimal disposition and digitization taking place. This project sought to alleviate the filing room overcrowding and streamline administrative workflows.

PROCESS & DELIVERABLES

Created records retention audit report via informational interviews, researched legal requirements, and consulted industry best practices.

Surveyed department stakeholders to identify filing room usage trends, current practices, and pain points.

Collected multiple vendor quotes for digitization, mobile high density shelving installation, and off-site storage services.

Compiled retention audit results, survey feedback, and vendor quotes into a comprehensive report with recommendations, including assessment of options.

NEXT STEPS

- Executive team will determine which vendor option best meets administrative and budgetary needs.
- Internally publish records retention process via DIT's Wiki page.
- Department stakeholders will need to weed through their files to create additional space in the filing room.

IMPACT

- Save departments time when filing and accessing student records by making more efficient use of space.
- Prepare for future growth of records by modernizing methods of collection and retention.

Sponsor: Mandy Wong,
Executive Director, Institutional Effectiveness

DigiPen
INSTITUTE OF TECHNOLOGY

Information School
UNIVERSITY of WASHINGTON