Rutherford County Schools Dramatically Improves Document Processes

The Problem

The employee document filing process for Rutherford County Schools involved extensive paper filings, running out of physical storage space, cramming massive stacks of paper into physical folders and thousands of hours attempting to maintain the files.

The manual filing process was prone to errors because paper files on every employee could grow to over 200 plus pages each. Renewal letters for teachers took days to file into the respective employees' folders. Pages would stick together and employees with similar names were misplaced. Administrators and staff were frustrated in the time and effort it took to find the right folders and files. Extensive personal hours were spent shuffling paper, taking time away from administration and classroom activity.

The challenges facing Rutherford County Schools included continually purchasing additional filing cabinets and adding physical space for over 5,000 certified and classified employee files. HR Staff spent a tremendous amount of time just accessing, refiling and maintaining the growing physical paper files. Plus, having to hire admin assistances each year to move paper files around.

The Bottom Line: Time, efficiency, and space were extreme challenges. File room known as "The Vault"

In fact, the school system realized they would need to purchase additional office space to accommodate their growing physical paper files. Space limitations and the time spent filing and retrieving documents were big motivators towards finding a better solution. The county wanted to focus more time helping students, employees, and quickly accessing information on qualified candidates instead of managing paper.

iAutomation
Intelligent Automation

Document Capture, Web Forms, and Workflow Made Simple

Results and Benefits

Rutherford County Schools now has reclaimed a large amount of physical space that was once taken up by shelves and filing cabinets to house an enormous amount of employee files. It is now a much-needed additional meeting space.

Paula Barnes, Assistant Superintendent for Human Resources & Student Services, explained; *"It's amazing how much more time and space we now have. "Almost a year later we are just now starting to realize how much we have actually saved. We have all kinds of time for other things instead of having to spend countless hours and days working with physical files."*
"The room we used to refer to as "The Vault" has been changed into meeting space. Instead of having to dig through stacks of physical files, we now can access all documents instantly."
"Every summer we had to transfer physical files from location to location due to running out of space and had to hire additional administrative assistances to handle this process. Now we can use that funding to focus on the classroom."
"Recurring costs have been reduced and are so much more manageable and the paper that we do not have to touch now is amazing. "
"Human error is real, and finding the errors and fixing them is so easy now. IAutomation has made it very easy and manageable. "

Leslie Duke, Certified Employment Analyst of Licensure explained; *"The one-on-one training made it easy to learn, use and access all documents instantly. It has simplified the schools process with all the different searchable indexes. Redacting confidential information was a big challenge in the paper process but not anymore. Now finding the information fast has been simplified with the IAutomation solution."*

What's Next for Rutherford County Schools?

The news of the successful iAutomation implementation has now spread from Human Resources to several other departments across the Rutherford County School System. The Student Records Department and ESL/ELL is now leveraging the scanning and retrieval capabilities of the solution. With the built-in security features each department only has access to their records. As of **March 2017,** RCBOE added the HR **On-Boarding Web Forms** and **Workflow** modules, which will save additional personnel hours and money!
John Ibbitson on the Solutions Team would be happy to answer any questions you may have. He will show you how easy and cost effective going paperless is and hold your hand through the process every step of the way!

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