



## Optimized for K-12 Education

### Eureka Union School District: Reducing Administrative Document Archive Costs



The Eureka Union School District (EUSD) serves grades K-8 and is located in Placer County, California. Currently, there are eight schools in the District; three K-3, three 4-6, and two 7-8, serving over 3,800 students. As is true throughout much of California, tightening budgets combined with enrollment reductions point to the need to economize wherever possible. EUSD noted that documents produced by administrative departments such as Human Resources, Business, Special Services, and Student Services were being archived using a remote county service center. In addition, whenever archived documents needed to be accessed, personnel had to travel to the archive center to find and view them. EUSD realized that the implementation of an onsite Optix Document Management system could save these outsourcing and travel costs as well as free up space previously occupied by the physical paper files.

Today, EUSD's ongoing conversion program has reduced the direct costs associated with storing, archiving, and accessing administrative files, capturing over 20GB of information across 8 custom indexing screens designed and implemented onsite using standard Optix utilities. Any document in the system can now be accessed in seconds. Optix also allows EUSD to store and index the increasing number of electronic desktop files used in district administration.

Optix has been used to scan and store budget and payroll reports for auditing; historical records of students that have graduated out of the district; employee applications and historical personnel records; and historical information for special education students. In the future, EUSD will look at additional departments to determine if further savings can be achieved.

"With our in-house Optix system, we save the time and costs associated with outsourcing and accessing our historical administrative documents."

Karen Perrin  
Technology Coordinator, EUSD