



Document imaging provides electronic archiving of paper documents and provides tools for moving towards paperless processes.

BUILDING A STRATEGY FOR YOUR DEPARTMENT

Answering these questions will help you understand the needs of your department and you can build a strategy to go paperless.

1. What type of documents do you keep?
2. How long do you keep each type before they can be destroyed?
3. How are the documents stored now? In filing cabinets? On a shared drive?
4. How do you find a document when you need to look for it?
5. Who needs access to your documents?
6. What documents do you already store in Laserfiche?
7. Do you already have staff with Laserfiche client installed on their PCs? Do you have desktop scanners?

TRAINING & QUESTIONS REGARDING SCANNING & LASERFICHE

Training is available on AISD's ['My Training'](#) site for Laserfiche documentation processes. Please contact James Phares (4-9237) if you have questions.

HIRING TEMP/HOURLY OR SUBSTITUTE EMPLOYEES TO SCAN DOCUMENTS

Funds *must* be available in your department's 'Temp/Hourly' budget in order to initiate one of the processes below:

1. Hiring Process: Interview and screen candidates based on qualifications. Recommendation is then submitted to Classified Human Resources for processing.
2. You may submit a recommendation if you already have a candidate in mind.
3. A substitute(s) can be brought on as a temp/hourly employee.