



Document Scanning for Educational Records

At EO Johnson, we're committed to making your business better. For many organizations, this means clearing years of old files and folders, piles of paper, and a significant amount of square footage dedicated to storing paper. Digitizing your information increases efficiency, keeps important information secure, decreases costs and ensures that your business is ready for anything—including the future.

Scanning solutions to meet your needs

- Student Transcript Records
- Enrollment Files
- Human Resources
- Payroll Records
- Accounts Payable and Finance Records
- Board Minutes and Agendas
- Historical Records
- Facilities Records including large format drawings

Increase efficiency, decrease costs

- Reduce document search and retrieval times
- Eliminate lost or misplaced files
- Simultaneous access to information
- Recover office space used for paper records
- Disaster readiness—critical documents will always be available
- Compliance—apply and manage a retention policy



Education is all about information

Your student transcripts, enrollment files, faculty files, and financial records are unique to your school, and immediate access to this valuable information is the key to an efficient operation.



"It's great to know that EO Johnson is certified to handle documents that contain confidential information—the whole process has been very simple and secure. Digitizing our documents has freed up physical space normally needed in file cabinet drawers, and we can more readily locate documents."

— Wisconsin Rapids Public Schools
Wisconsin Rapids, WI



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Document Scanning



Industry leading security

- Controlled access scan office with 24-hour security
- UCS/SOC2 Type 2 certified, FFIEC examined technology service provider
- EO Johnson's Locknet® Managed IT Services ranked in top 35 worldwide for Managed Services Providers



Scan on-demand request processing

- All records are accessible during the scanning process
- Next business day and rush service for approved requesters with encrypted email delivery



Confidential document destruction and data erasure

- No cost retention of documents and data for 30-90 days after scanning
- Confidential destruction and data erasure after customer review and signature approval



Project reporting

- Detailed update reports on a regular basis
- Production totals, cost-to-date, current averages
- Budget projections for remainder of project



Multiple data output options with secure delivery

- Multiple data output formats available compatible with most existing software systems
- Secure data delivery with options for customer download from EO Johnson or upload to customer server



Document scanning pricing

- Based upon processing time and images produced
- Per completed image pricing—you only pay for the actual images you receive
- Options for customer to provide database file(s) for automation or complete portions of work to offset cost

Flexible options to meet your needs and budget

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| <input checked="" type="checkbox"/> One-time processing
One-time pickup of all records with continuous start-to-finish processing | <input checked="" type="checkbox"/> Deferred billing
Up front processing with billing deferred over a longer period of time (12, 24 or 36 months) |
| <input checked="" type="checkbox"/> Incremental processing
Weekly, monthly, quarterly or annual | <input checked="" type="checkbox"/> Store and scan
One-time pickup of all records with monthly costs for storage and scanning over a set period of time |

Contact Us

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