RE: Destruction of old records

Troy Stein <tstein@scview.com>

Wed 7/20/2016 9:19 PM

To:parkinson.charlene <parkinson.charlene@galionschools.org>; Brandon Meagrow <BMeagrow@scview.com>;

1 attachment (24 KB)

GALION Box Report as of 7-20-2016.xlsx;

Hi Charlene,

I apologize for the delayed response to your questions below. But, I *do* have some answers for you that should get you what you need so you can through the process of having your files destroyed.

I have attached a spreadsheet that gives you details for all of the boxes that we've picked up from Galion City Schools. In total, your Student Records from all of the boxes totaled about 700,000 pages (paper records). Your microfilm Student Records were the equivalent to approximately 50,000 pages. As far as dates goes, since all of the files were arranged alphabetically, we don't have a precise way to define the exact years. With that said, I can still give you some useful information. We indexed the birthdates for the students that were added to the system. The earliest birthdate on file in the system is September 15, 1903. From there, they range to the most recent birthdate of July 12, 2006. This most recent date represents a student that withdrew from the district.

The website these files can be accessed is www.myscview.com. We maintain the records on our servers in Norwalk, but also have other redundant servers that these files are backed up to in other cities (in case of disaster). All of the images are stored in a non-proprietary TIF format in order to protect the files for future access. This will ensure long-term usability of the images.

I hope this information is useful. If there are some other metrics you would like, please don't hesitate to let me know and I'd be happy to help as best I can. Thanks Charlene!

Sincerely,

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From: parkinson.charlene [mailto:parkinson.charlene@galionschools.org]
Sent: Friday, July 15, 2016 11:26 AM
To: Troy Stein; Brandon Meagrow
Subject: Destruction of old records