



Digitise & Stay Digital




For over 20 years we have been supporting many industries to digitise their physical documents for either digital archiving purposes or to extract and analyse the now digital data or utilise into automated workflow streams. However, from our experience working closely with the education industry across Australia, we have found knowing where to start is often the first hurdle schools encounter.

As a result, we are delighted to provide guidance.

Recent reports of high-profile data breaches have highlighted the potential consequences of poor record management – Identity theft, fraud, reputational damage and legal liability have been the focus of many child related institutions across the country.

While future files may be digitally native, most institutions are troubled by historical records that have long retention periods, fragile in nature and old media. Digitisation, accurate management and future-proof solutions for historic & current student records has become a focus of many Australian schools and other environments housing child related records.

Record Retention: What You Need to Know for Your School

 <p>Schools need data retention policies to manage data effectively and avoid the "keep everything forever" approach, which is no longer legally acceptable.</p>	 <p>Scanned and digitised records can be safely destroyed by certified organisations. Accuracy of the digitised data must be ensured.</p>	 <p>Schools should securely store digitised data for comprehensive management, and quick and easy retrieval according to data retention policies.</p>	 <p>Avoid disorganised digital systems. We recommend schools deploy a proven content management platform to store digital data.</p>
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Our 5 Step Guide to EduScan: A Comprehensive Solution

1	2	3	4	5
<p>Engagement</p> <p>Our initial interaction takes place by providing guidance on school record management, scanning options, and EduScan's capabilities.</p>	<p>Discovery</p> <p>We complete an audit of your records, provide a proof of concept, and understand the types of documents you currently have and how they should best be kept or destroyed.</p>	<p>Digitisation</p> <p>We can guide you on how to create a manifest of documents to be scanned. Then we'll securely scan, index, and return them in digital format. Physical files can also be returned.</p>	<p>Retention</p> <p>We can help you with your digital content storage solutions - On-premises or cloud management technology implemented as part of your digitisation.</p>	<p>Destruction</p> <p>Our compliance processes ensure documents are destroyed or de-identified securely. The school is issued a certificate of destruction.</p>



Step 1
Documents sent offsite to a secure location



Step 2
Where they are scanned and indexed



Step 3
Stored electronically and in paper format



Step 4
Documents sent back to your school

Our Experience: Catholic Education Diocese

The Challenge

- Keeping student files for 75 years and 99 years for indigenous students is an Australian Society of Archivists (ASA) recommendation for all schools nationally
- The catholic education sector has a mandate for all student files to be digitised
- The diocese had requirements to digitise all their schools' student files that dated back 20 years. Many of the student files were in poor condition and were slowly deteriorating.

The Solution

- The diocese chose to undertake a proof of concept (POC) as an initial step. This allowed Fujifilm Business Innovation to demonstrate capability
- The POC helped to understand file sizes, data capture rates and the condition of the files
- The solution was based on the latest scanning and image recognition technology
- Optical character recognition (OCR) technology captured the indexes and manual verification was overseen from a professional operator.

Execution

- The Fujifilm team receipted the physical files
- Full page OCR was applied to generate searchable PDFs
- The diocese provided Fujifilm a lookup file with student details which assisted with the data matching and capture process to increase data accuracy
- 4,800 files were securely digitised on time and on budget. 566,400 pages were processed, a total of 636,067 images
- All images were transferred back via SFTP and loaded into the school's enterprise system.

Outcome

The benefits:

- Increased floor space
- Electronic student records
- Governance / risk mitigation
- A better student experience

The results:

- As a result of the POC, budget was allocated to all schools to complete scanning requirements
- Over a two and a half year project, all 42 schools in the diocese have been digitised.

The voice of our customers:

Independent Schools Queensland's Journey toward digitising physical records.



< Scan or click to watch

FUJIFILM Business Innovation has:

Processed **NAPLAN**
Tests for
2 State education
departments

Digitised
350,000 pages of administration and student records
—Sydney-based independent college

Captured over 10,000
private and government school student files, school
business records, yearbooks and valuable artefacts

Benefits of Digitisation

Increase accessibility
2.5hrs*
time saved per
school record



Reduced storage costs — 9.5 sq mtr
of storage space will save you
\$3,150*
per year in storage costs.

Improve disaster recovery — 2021-2022 Queensland
floods affected nearly
1,000 schools*
with an estimated damage cost of **\$100 million***.



Increase security - Robust and effective information security and quality management practices are critical to ensuring successful project delivery. FUJIFILM is certified to:

ISO27001:2013 Information Security
Management System;



ISO 9001 under Certification No: QEC7772 — audited and
registered by SAI Global.

*The Impact of Digitizing Student Records on School District Operations, Journal of Educational Administration in 2016 University of California Los Angeles – M Gottfried
* Queensland Reconstruction Authority to estimate the social and economic costs of South East Queensland Rainfall and Flooding event
* Real Estate Costs - FBDMS study for Digital Mail Services

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