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SENSIBLE.  
SECURE.

## Adams County School District 50 Wins National Awards After RMMI Implements ImageSilo®

Adams County School District 50 realized the following results by choosing RMMI for their digital document solutions:

- Gained one day of productivity per employee per week—an estimated 20% overall
- Decreased time of finding data from 30 minutes to just seconds
- Freed office space for three additional employees
- Required no IT for installation, training, or maintenance

### CASE STUDY FACTS

**Client:** Adams County School District 50

**Problem:** Paper-based filing in finance and human resources made information difficult to locate and slowed employee productivity.

**Solution:** ImageSilo®

“We have improved employee productivity and saved space without burdening our IT staff. We’ve become a model district in the region, and other districts frequently visit to see the ImageSilo system. If they really knew how much they’d save, they would do it; the system more than pays for itself.”

**Sandra McClure**, Director of Finance

Adams County School District 50 is one of Colorado's larger school districts. The District, located in the Denver metropolitan area, is home to more than 10,100 students and 1,070 employees. District 50 oversees 26 locations and manages a total budget over \$93,000,000.

Prior to employing RMMI for digital document solutions, District 50 utilized a variety of records, including electronic files, paper, and microfilm in its various administrative departments.

At the end of each year, the finance and human resource departments in particular performed a records cleanup during which documents were pulled, sorted, and prepared for transfer to microfilm. This process involved hiring a temporary employee who was on-site for six weeks to sort documents and remove paper clips and staples. Transferring the information to microfilm took an additional week.

The District's paper-based system made documents hard to find because each department used its own filing system and indexes to locate information. Employees typically spent as much as 30 minutes searching for information needed to respond to customer service requests and audits. Documents were frequently

lost or in use, making them inaccessible. Also, the increasing volume of documents was stored in hallways and common spaces, and one entire office was occupied entirely by filing cabinets.

Since implementing ImageSilo, District 50 has consolidated all of these files into a single on-demand Enterprise Content Management (ECM) system that makes needed information immediately available. Employees have recovered one full day of productivity each week because information is now accessible in seconds. They simply pull documents from the on-demand ECM system right at their desktop computers.

During the implementation of ImageSilo, the District consolidated the index values used to search for information, so employees enter one value to pull back all related documents. Flexible security settings allow administrators to protect sensitive information and restrict employees to see

only what they need to in order to perform their job functions. This consolidated records system is leading to cost savings and improved productivity.

In addition to cost savings and improving employee productivity, the District has the ability to maintain and configure the system within departments. An unlimited licensing structure allows the District to seamlessly add new users, and the on-demand system automatically makes storage space available as needs grow. Users can implement, configure, and train on the system entirely within their organization.

Thanks in part to their recordkeeping changes, the District received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada for its comprehensive annual financial report—the highest recognition from government for school finance and accounting. The Association of School Business Officials (ASBO) International has also recognized the District's efforts by awarding Adams County the Certificate of Excellence in Financial Reporting Award.



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## About RMMI

RMMI is a full-service digital document solutions provider based in Denver, Colorado. We provide simple, sensible, and secure solutions that dramatically improve the digital document management experience for government agencies, businesses, and nonprofit organizations throughout Colorado and surrounding states.

**To learn more about RMMI, call 303.427.0625 or visit [www.rmm-i.com](http://www.rmm-i.com).**

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