

Austin Community College
Records Management Services
Summary of Activities
FY2001 - Present

Summary of Projects Document Imaging/Preservation								
Project Scope						Project Status		
Description	Quantity	Unit	Start Date	Projected Completion	Quantity Complete	Quantity Remaining	Percentage Complete	
Microfiche	4000	Fiche	July 2004	2010	98	3902	2.45%	
Microfilm	1,681,774	Images	May 1, 2005	June 23, 2006	1,681,762	12	100.00%	
Time Sheets (pre eTime)	85	Box	March 2005	June 2007	71	14	77.65%	

Summary of Record Center Activities

Date	Record Center Inventory				* Record Destruction (lbs)		Retrievals	
	New	Destroy	Current	Capacity	Record	Non-Record	Number	Time (hr)
	FY2001						17,787	7,523
FY2002					14,472	9,593	1,988	
FY2003					19,667	28,076	872	
FY2004					26,340	16,842	789	
FY2005	591	355	2,409	80.30%	10,074	25,976	811	166
FY2006	490	389	2,498	87.46%	11,481	25,321	482	123
FY2007	443	394	2,547	89.18%	13,851	20,478	320	70

*By recycling 1 ton of paper, we save 17 trees. Since FY2001, we have saved | 2,104 | trees. |

Summary of Student Record Imaging Processes

Date	Network/System Downtime (hr)	**All Transcripts (pages)	**Daily Updates (pages)	Original File (boxes)
FY2001	89.5		56,250	89
FY2002	22.0		30,000	213
FY2003	13.0		27,750	254
FY2004	0.0		21,000	241
FY2005		54,097	27,674	79
FY2006	4.0	51,668	20,125	69
FY2007		27,278	9,439	67

**The imaging of student records was transferred to the Admissions and Records department on April 2, 2007.