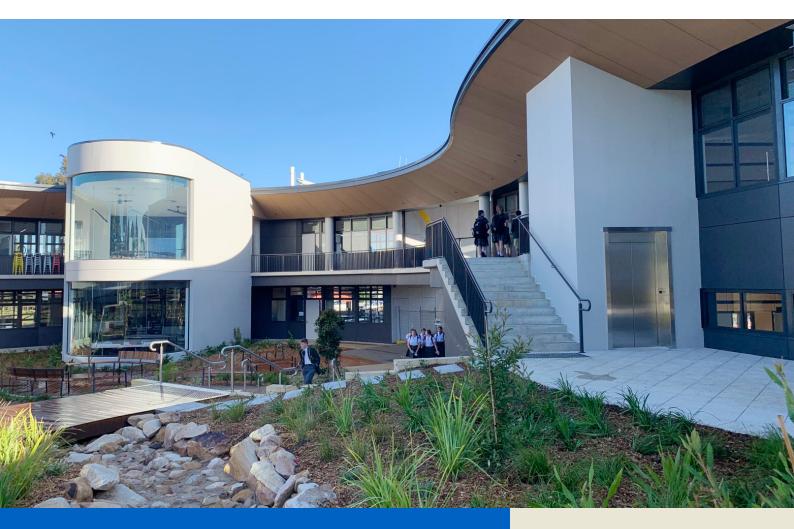# MACARTHUR ANGLICAN SCHOOL DIGITISES 35 YEARS OF RECORDS SEAMLESSLY WITH KONICA MINOLTA AUSTRALIA

CHALLENGE

- Free up classroom space occupied by 35 years of student records
- Store and protect data and records from potential disasters
- Overcome internal resource limitations for large scale scanning.

SOLUTION

- Scanner powered by Kodak Alaris
- Scanning-as-a-Service
- Konica Minolta onsite support services.

CUSTOMER BENEFITS

- Reclaimed space for a new classroom
- Reduced offsite storage costs
- Improved document retrieval through searchable digital archives.

Industry: Education
Location: Cobbitty, NSW

Macarthur Anglican School is an independent Anglican school in Cobbitty, Southwest Sydney, that supports more than 800 students. The school has provided a holistic education that fosters both academic and character development for more than 40 years.

The school's mission is to equip students for lifelong learning and a future that honours personal and community values.

Giving Shape to Ideas

"When Macarthur Anglican School needed to digitise thousands of student files, Konica Minolta Australia provided the perfect solution: onsite scanning with trained staff who could scan the files directly into the school's servers without any data loss or security concerns. The process was seamless and quick, and the team was impressed with how Konica Minolta Australia handled the entire project."

KENT PALMER,
IT SYSTEMS AND SPECIAL PROJECTS ADMINISTRATOR,
MACARTHUR ANGLICAN SCHOOL

CHALLENGE

Macarthur Anglican School faced a significant challenge in managing 35 years' worth of student and administrative records that had accumulated in a dedicated storage room as well as a paid offsite storage facility. The storage of more than 2,827 student files, as well as another 16 boxes with other archived documents, became an increasingly critical issue as the school expanded and space became a premium. Storing these records physically also posed a substantial safety and security risk. The school was deeply concerned about the possibility of losing decades of student records due to a fire or other disasters and the potential for irreversible data loss weighed heavily on the school's leadership without a digital backup.

Kent Palmer, IT systems and special projects administrator, Macarthur Anglican School, said, "The files were taking up a full classroom, and the school couldn't afford to let that space sit unused any longer as it expanded. On top of that, the team was concerned about what would happen if something went wrong and the school lost all those records."

In addition to space and security concerns, the school struggled to manage the digitisation process internally. While multiple attempts had been made to assign staff members to scan the records, the volume was overwhelming, and progress was slow. With no dedicated team or resources available, the project kept getting postponed, further delaying plans to use the room for educational purposes.

Kent Palmer said, "The school's internal team just couldn't get to it. The sheer amount of work was too much and the project never got done. It was clear the school needed an external partner to step in and help complete the task."

Giving Shape to Ideas

THE SOLUTION

Having built a relationship with the Konica Minolta Australia team through previous engagements, Macarthur Anglican School turned to the team for a comprehensive onsite scanning service and solution that addressed its space, security, and resource challenges. Konica Minolta Australia designed a tailored solution that provided the school with dedicated staff, advanced scanning equipment, and a seamless process for converting its physical records into a secure digital format.

Konica Minolta Australia conducted a pre-simulation test with Macarthur Anglican School using sample files from different time periods to assess the required scanning times and document complexities. This pre-simulation helped both teams understand the scope of the work and made the process efficient and accurate.

Kent Palmer said, "The pre-simulation was a crucial part of the project. It let Konica Minolta Australia and the school see how different types of files would be handled, established a working timeline and budget for the project, and provided confidence that the project would stay on track."

Konica Minolta Australia then deployed dedicated personnel to the school for over four months, working full-time to scan and digitise the student and administrative files. The team used scanners powered by Kodak Alaris to process documents ranging from standard A4 records to smaller files like receipts and handwritten notes. The entire process was conducted onsite, which eliminated the risk of files being lost or compromised during transport.

Kent Palmer said, "Having the team onsite was critical. The team didn't have to worry about any files leaving the school or getting lost, nor did the school need to keep dedicating its own staff to the project. The Konica Minolta Australia staff handled everything with such professionalism, and it was amazing to see how quickly the room started clearing out."

The digital files were stored in the cloud securely after scanning, with optical character recognition (OCR) applied to make them fully searchable. This lets the school easily locate any document within seconds, whether for daily use or in response to any potential requests. The inclusion of OCR was a key element of the solution, as it dramatically improved the efficiency of accessing archived records.

Kent Palmer said, "The instant searchability has been a game-changer. It could take hours to locate a particular document prior to this implementation; however, it's now just a matter of typing in a keyword and pulling the relevant file. It's saved so much time, especially when staff need to pull old records."

Konica Minolta Australia's team completed the student record scanning project ahead of schedule, giving the team time to also digitise two years' worth of financial records, freeing the school from ongoing costs associated with offsite storage. Even with the additional document scanning, the project was completed in just over four months, much quicker than the original six-month project timeframe. In total, 518,860 pages were scanned and digitised for Macarthur Anglican School.

CUSTOMER BENEFITS

Konica Minolta Australia's solution delivered multiple immediate and long-term benefits to Macarthur Anglican School. The reclaimed classroom space was the most immediate impact, providing much-needed room to accommodate the school's increasing student body.

Kent Palmer said, "Getting that classroom back was incredible, it's made a huge difference to the school's capacity. New houses are being built around the area every day with more demand for places at the school, so the extra space is invaluable. The school has also eliminated its offsite storage for financial records, alongside the associated costs. It's not just the immediate savings; it's also the long-term efficiency the school has gained by having everything digitised and organised in one place."

The school has also achieved a marked improvement in the security and accessibility of its records. Digitising student and administrative files has reduced the risk of losing important documents to fire or other disasters significantly. The new cloud-based system provides a secure environment for storing sensitive information, while the OCR feature lets school personnel access files quickly and easily, ensuring the school is now well-positioned to manage its records digitally and efficiently for years to come. It also makes it easier for the school to retain records for different time periods according to regulatory requirements.

Kent Palmer said, "When Macarthur Anglican School needed to digitise thousands of student files, Konica Minolta Australia provided the perfect solution: onsite scanning with trained staff who could scan the files directly into the school's servers without any data loss or security concerns. The process was seamless and quick, and the team was impressed with how Konica Minolta Australia handled the entire project.

It provided the school with much-needed space and removed the risk of parental data loss if its paper files were ever damaged. Overall, Macarthur Anglican School's experience was excellent, and the team would recommend Konica Minolta Australia to anyone needing scanning services. The Konica Minolta Australia team's expertise and professionalism are second to none, and the school looks forward to working with them again in the future."

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> PROJECTS ADMINISTRATOR,
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