



Focus on:
Dallas Independent School District
 Dallas, Texas

Large-Format Imaging Project

A blueprint is a reproduction of a drawing, typically of an architecture design. Invented in the 19th century, the process uses a contact print on light-sensitive paper sheets which allows rapid and accurate reproduction of construction drawings. Sometimes reproduction is on vellum or polyester film, and today a whiteprint process is often used.

Copies of construction drawings are required when a building is being renovated, added to, or otherwise modified, and unfortunately, during the life of a structure, construction drawings deteriorate with handling as well as from age and from humidity.

The Dallas Independent School District is the 14th-largest school district in the United States, covering an area of 384 square miles, with 223 campuses representing 157 elementary and 68 secondary schools, as well as numerous

other facilities. Remodeling, renovation, and additions to facilities are going on continually, and contractors constantly require copies of construction drawings, which in the past have had to be physically handled to make reproductions.

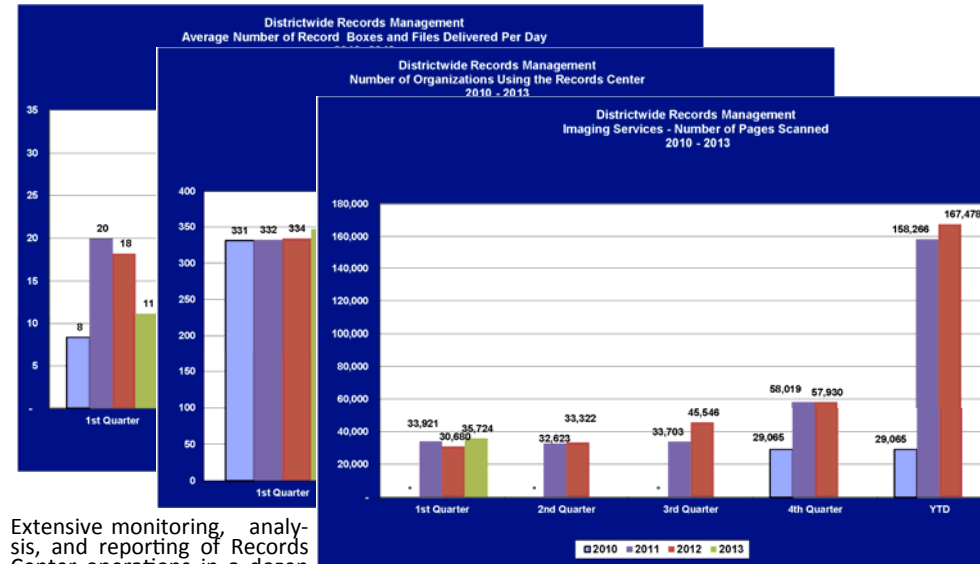
In late 2006, the Dallas Independent School District Districtwide Records Management department selected the RCAMS records management system from Intersect Systems Inc. for use in managing the district's records. RCAMS includes an image indexing system, which allows digital images of documents that have been scanned to be indexed and saved on a server and accessed through RCAMS Accession stations. Query and search options allow a desired document to be located easily.

Responsibility for archiving construction drawings and accessing and copying them for contractors was transferred to the Dallas ISD Records Center in West

Dallas, and Chris Stone and his staff at the Records Center began to explore the possibility of scanning and indexing the District's construction drawings into RCAMS.

Initial testing of the idea was positive, and with a new, dedicated server running Microsoft SQL Server®, and with the RCAMS system, all that was needed was a scanner. In 2009 a large format Ricoh scanner was purchased, with a special document carriage to allow badly deteriorating drawings to be scanned, and the Dallas ISD blueprint scanning and indexing project got underway. The objective was simple: when a contractor required a copy of a construction drawing, the staff at the Records Center would locate the digital image of the original drawing in the RCAMS system and create a CD-ROM for the contractor. The original drawing did not have to be handled. In fact, an objective of the large-format imaging project is to never touch a drawing again once it is scanned and indexed into RCAMS.

The process involves scanning each drawing, typically grouped with other drawings related to a particular facility, to a server. Then the RCAMS image indexing system is used to enter the drawings and details such as date, architect, contract, and re-



Extensive monitoring, analysis, and reporting of Records Center operations in a dozen areas is central to Dallas ISD Districtwide Records Management. The Imaging Services Chart above shows quarterly growth in pages scanned, and projections through 2013.

lated information into RCAMS. The digital images are grouped by facility, and a comprehensive system query capability allows a drawing to be quickly located by any one or a combination of the description parameters, viewed for verification, and then copied to a CD-ROM.

The image database has grown consistently during the past year of operation, and the total number of indexed images for the recent quarter is 1,559.

Approximately 45% of the large existing drawing inventory has been scanned and indexed at this point.

The Dallas ISD Records Center also uses Intersect's RCAMS (Records Control and Management System) for their large physical records inventory, and includes a separate high-volume document scanning operation that serves several departments in the district.

Districtwide Records Management also uses Intersect's Retention Schedule Man-



Chris Stone, Records Management Officer, DISD Districtwide Records Management

ager to manage the district's records retention schedule, and the Intersect RCAMS Accession and Accession Monitor workflow components for remote departmental access to a department's records in the central RCAMS SQL Server database.

Christopher Stone, Records Management Officer for Dallas ISD, manages a nine-person staff that includes two records specialists, a database specialist, three persons dedicated to special education records, an administrative assistant, and a records facility supervisor. The nine-person Districtwide Records Management staff supports 223 schools and over 200 departments in the Dallas school system.

The records management facility is based in a 36,000 square foot climate-controlled facility located in West Dallas.



Rod Williams at large format Ricoh scanner used for scanning blueprints

Michael Greer, Warehouse Supervisor, Olivia Taylor, and Rod Williams In Blueprint Section of Records Center