

How DocuDriven Helped Vancouver Public Schools Modernize Student Record Management



CHALLENGE

Vancouver Public Schools was drowning in paper. Thousands of student record files sat in physical storage, and pulling a single document could take days. Records had to travel through inner-office mail between schools and the central office, delaying everything from enrollment requests to routine compliance needs. As the district's archive grew, so did the risk. Staff had no reliable way to access records electronically, and any digitization effort had to meet strict security and compliance standards for sensitive student data. Vancouver Public Schools needed a partner who could take on a massive volume of records and digitize them quickly and securely, without disrupting day-to-day school operations.

SOLUTION

DocuDriven's proximity to the district and fast response time made it the right partner from the start. To meet Vancouver Public Schools' security and compliance requirements, DocuDriven ran the entire project under strict chain-of-custody tracking, so every document was accounted for at every step — from pickup through final digital delivery.

Key activities:

- Picked up the district's physical student records directly from its facilities
- Scanned and processed the records under secure chain-of-custody protocols
- Used a cover page on each file to auto-name and classify PDFs, creating a consistent naming convention across the archive
- Returned the fully digitized archive to the district on a fast turnaround



"Fast turn-around and great customer service."

SUANNE M. ANDERSON

RECORDS DEPARTMENT
MANAGER, VANCOUVER PUBLIC
SCHOOLS



RESULTS

Vancouver Public Schools now retrieves records in seconds instead of days. Files move electronically between schools and the district office instead of riding the inner-office mail, and the consistent naming convention means staff can find exactly what they need without digging through folders or worrying about lost paperwork. In total, DocuDriven digitized 8,513 student record files spanning 151,760 pages, with all scans completed in 4.5 weeks.

SuAnne M. Anderson, Records Department Manager of Vancouver Public Schools also offered her endorsement of DocuDriven's services:

"I would absolutely recommend DocuDriven to other organizations. I already have. Others have asked who we used, and I told them about the fast turnaround and great customer service."

THE DOCUDRIVEN DIFFERENCE

For Vancouver Public Schools, DocuDriven meant handing off the entire process — pickup, scanning, quality control, and organization — without pulling staff away from their daily responsibilities. "DocuDriven has the whole process. They scan everything, they double-check, and the documents were named properly," said Anderson. That's the DocuDriven difference: whether a district needs a few boxes digitized or an entire records archive modernized, DocuDriven delivers accuracy and peace of mind from the first box picked up to the last electronic file delivered .



"The biggest benefit is that things don't get lost anymore. Now, with the electronic folders, it's more automatic. It gets to the school faster instead of waiting 2 or 3 days for the inner-office mail to work. Everything is right there at your fingertips. Nothing gets lost."

**SUANNE M.
ANDERSON**

RECORDS DEPARTMENT
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ABOUT DOCUDRIVEN

DocuDriven optimizes the value of your records, delivering expertly designed solutions — on-time and on-budget. Whether you have decades of paper boxes, large format blueprints, or dormant/unstructured data, we help you cull out what you don't need and make your vital data searchable and easy to find.

When records accuracy, accountability, and scale matter, organizations choose *DocuDriven*.