



AkuTrust™

e-Record Management for Student Records

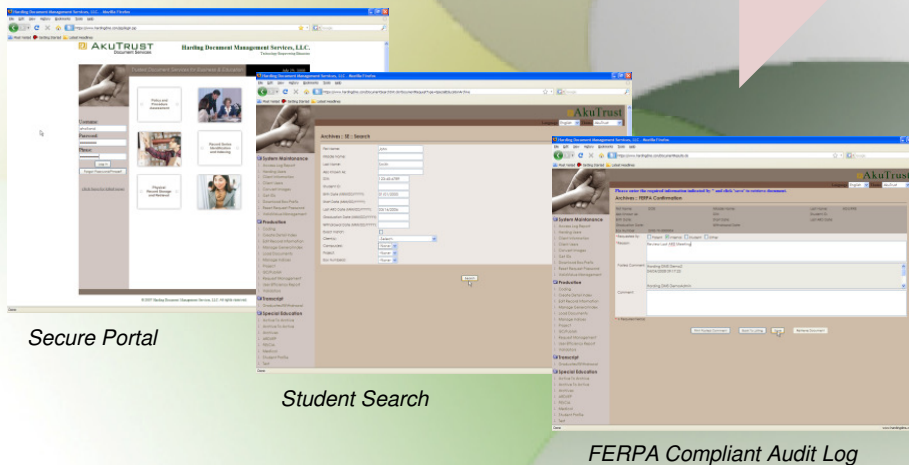
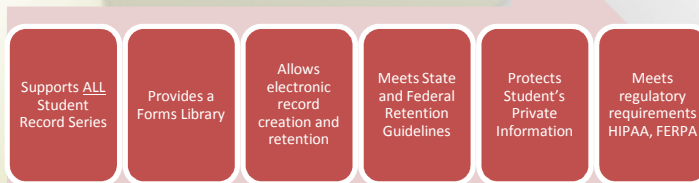
“Championing the Business of Education”

The **Harding Group** is an eRM / IT solutions provider specializing in the challenges encountered by business, education and government entities in the areas of operations, technology, and information / records management.

The Software-as-a-Service (SaaS) model provides cost effective advantages over traditional on-premises software applications. For Electronic Record Management (eRM), the SaaS model provides secure access controls and security of electronically stored records, but it is also fast to deploy, is cost effective, and encourages “best practices.” Understanding document workflow and processes are critical to the successful implementation of a records management program.



Why your Student Record system should reside on AkuTrust



Secure Portal

Student Search

FERPA Compliant Audit Log

Secure Student Record Management

- Automates the creation, posting and management of a student's cumulative folder
- Provides standardization of policies, procedures and organization of documents
- Ensures only the required documents are filed and maintained
- Enables the campus registrar to import documents directly into the student's folder
- Secure document check-out and check-in controls
- Eliminates paper and reduces physical storage requirements
- Allows for the immediate transfer of student record to another campus
- Provides for the automated changing of “active” to “archive” upon student's graduation or withdrawal
- Automatically assigns retention periods
- Records are stored in accordance with state electronic record regulations

AkuTrust Services

AkuTrust is a suite of products and services that introduce “best practices” into the design and implementation of a comprehensive, structured program for the management of active and archive student records.

The expertise of our experienced consultants focuses on solutions to the diverse challenges encountered in the operation of *The Business of Education*.

Services include:

- Record pick-up and Indexing
- Record storage and retrieval
- Scanning
- On-Line search and retrieval
- Retention Policies and Retention
- Destruction

Record Series services include:

- Student Cumulative Folders
- Graduation Records
- Transcripts
- Withdrawals
- Special Ed “Archive”
- Special Ed “Active”
- Forms Library
- e-Forms Processing
- Workflow Management

MORE INFORMATION

The Harding Group, Inc.
www.harding-group.com
hdms-sales@harding-group.com
 214.631.7030

Buy Board Approved





AkuTrust™ e-Record Management for Student Records

Success Factors

Understanding document workflow and processes are critical to the successful implementation of a records management program. Eighty percent (80%) of all e-Record projects fail due to any one or all of the following:

- Failure to conduct a business operations assessment
- Failure to conduct a document/records procedure analysis
- Failure to define record retention policies and procedures
- Failure to define a File Plan

The Harding DMS Approach for Success



Professional Services. Harding DMS provides professional services to assist our customers with project assessment, project management, and record retention policies and procedures.

Document and Record Services. Harding DMS is a full service record management provider. Services include: record storage, record retention services, record conversion (i.e. scanning, microfilm to digital media, etc.), document and record destruction, and pickup and delivery services.

Low Cost of Ownership. *AkuTrust* is a pay-as-you-go subscription service based on an annual user fee. Since the system is SaaS based, this eliminates the cost for hardware, system integration, software license and administration that are typically associated with an on-premises solution.

Secure Content: SaaS enables Harding DMS to leverage “best practices” for the protection of the records while being digitally stored and while they are in transit. The SpringCM platform is SAS 70 compliant.

Customer Satisfaction. As a leading vendor in SaaS based ERM, Harding DMS is driven to provide cost effective solutions for the “*Business of Education.*” for any size district or institution of higher learning. Our record management services are used by school districts across the State of Texas.



With Harding DMS, your destination is a total electronic environment . . . safe, secure, compliant accessible, and flexible. We get there as fast as your budget allows . . . and you control the speed.

Contact Harding DMS and let us show you why school districts across Texas are using *AkuTrust*.

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