

Chronology – Docufree Platform Licensing, Scribbles, and Records Storage Services

In June 2024, the DeKalb County School District (DCSD) received Board approval for a districtwide initiative with Docufree Corporation to digitize and modernize school and business records in an amount not to exceed \$6,136,008.00. That action established Docufree as the district's enterprise solution for the secure collection, preparation, scanning, indexing, and long-term management of records and included the first year of the software platforms required to access and manage digitized content. The overarching goals of the initiative are to modernize records management, improve operational efficiency, strengthen security and compliance through role-based access and audit controls, eliminate legacy multi-media recordkeeping practices, and provide reliable, districtwide access to critical documents.

The district's digitized records environment is supported by the Docufree platform, including the Scribbles student records platform and the broader Docufree enterprise content management (ECM) platform for Human Resources, finance, and other business records. These platforms are not project-based scanning services; rather, they represent the ongoing application environment required to access, organize, and manage records that have already been digitized and those added through future digitization efforts. In addition, the Docufree program includes secure, vendor-managed storage of physical records while they are being staged, reviewed, and processed as part of the digitization workflow.

The current request continues the annual platform licensing and subscription services for Scribbles and the Docufree ECM platform, as well as the associated records storage services. This request does not include project-based scanning activities

Project Status Update

Since implementation, the Docufree program has delivered measurable progress toward the district's records modernization goals. The district has digitized more than one million human resources records and processed millions of student record documents, with tens of millions of index fields and searchable pages created. The initiative has established a single, governed system of record with role-based access controls, improved security and auditability, and significantly reduced record retrieval times from days to seconds. The district has also reclaimed thousands of square feet of physical storage space previously occupied by paper records, allowing facilities to be repurposed for instructional and operational needs.

- Human Resources Records: 100% complete
- Centralized Student Records: 89% complete
- Finance Records: 25% complete
- Legacy Microfiche Records: 77% complete

The district has invested substantially in converting paper records into digital format through the Docufree digitization initiative. Continued access to these records, and the ability to manage records currently in process and those added in the future, depends on maintaining the Docufree platform licensing and subscription services, including the Scribbles module, as well as the associated records storage services. Without these services, staff would lose access to the systems used to retrieve, manage, and process digitized records, and the district's ability to sustain the program would be disrupted.

Key Services to be Provided:

Scribbles Student Records Platform: \$250,200

The Scribbles platform provides a fully hosted K–12 student records environment that supports secure, paperless student records management and inter-district records exchange.

- Secure online records requests (ScribOrder)
- Digital student records archive (ScribOnline)
- Digital cumulative folders (ScribFolders)
- Electronic records transfer (ScribTransfer)
- System integration and data exchange (ScribIntegrate)

Docufree Enterprise Content Management (ECM) Platform for Human Resources and Business Records: \$120,000

The Docufree ECM platform provides a secure, centralized repository for Human Resources and other business records, supporting compliance, governance, and operational efficiency.

- Secure, encrypted records repository
- Houses millions of text-searchable images and documents across multiple record types
- Provides centralized access to authorized users across departments
- Role-based access controls and audit trails
- Ensures users only see records they are authorized to access
- Supports compliance with district policies and records retention requirements
- Provides full audit history of document access and activity
- One Touch Search and application integration
- Enables direct, single-click access to authorized documents from other applications
- Improves staff efficiency by reducing time spent searching for records
- Standardized capture and indexing profiles
- Ensures all uploaded documents conform to district taxonomies and indexing standards
- Supports consistent organization and long-term manageability of records
- Ongoing system availability and vendor-supported maintenance
- Includes platform hosting, security updates, and performance enhancements
- Ensures continued reliability, compatibility, and protection of district data

Secure, Vendor-Managed Records Storage Services: \$52,000

As part of the ongoing digitization process, Docufree provides secure storage for physical records while they are being reviewed and processed.

- Secure storage during image review and processing periods
- Stores physical records for up to 120 days during image review
- Allows for extension periods when required due to volume and workflow demands
- Chain-of-custody and records protection controls
- Ensures sensitive records are safeguarded while in vendor custody
- Maintains accountability and security throughout the digitization process
- Support for large-scale conversion activities
- Accommodates the volume and throughput required for districtwide digitization

- Ensures records remain protected while transitioning from paper to digital formats

The Docufree platform licensing, including the Scribbles student records platform and the Docufree ECM platform, along with the associated records storage services, are required components of the district’s enterprise records management environment and are separate from project-based scanning activities. Together, these services represent the ongoing software and operational foundation needed to operate and sustain the district’s digitized records program.

Renewal of these services ensures uninterrupted access to records that have already been digitized, supports records currently in process, and enables the continued addition and management of new records. This action protects the district’s prior investment in digitization, maintains system continuity, and ensures that staff can continue to perform records-related functions without disruption..

Procurement

Pursuant to Board Policy DJE III.D.3.h, Continuation of Existing Agreements, this purchase represents the continuation of existing software platforms and associated services currently used by the district in support of the Docufree digitization solution. The Docufree platform licensing, including the Scribbles module, and records storage services are required to maintain compatibility and operational continuity with the district’s established enterprise records management environment.

Financial Impact

Service	Cost
Scribbles Student Records Transcripts Platform	\$250,200
Docufree Enterprise Content Management Platform	\$120,000
Records Storage	\$52,000
Total	\$422,200 Requested