

## SCANSNAP CUSTOMER SPOTLIGHT: ANDOVER PUBLIC SCHOOLS

### ANDOVER SCHOOL DISTRICT SAVES TAXPAYER MONEY AND INCREASES COMMUNITY INVOLVEMENT USING FUJITSU SCANSNAP SCANNERS

Andover Public Schools serve 6,000 students in 10 different schools in suburban Boston, Massachusetts. The district has a five-member School Board which oversees the budget, policy and legal matters for the school district. Committee members, having assumed a time intensive position requiring the review and retention of a great deal of information, are often inundated with paper documents in the form of meeting agendas, budget information, policy issues, contracts, curriculum paperwork, research, and memorandums.

Soon after new committee member Christopher Smith was elected to the board, he found himself overwhelmed with the massive amounts of paper documents he was receiving. Smith soon recognized that the current process of disseminating and retaining paper documents could be vastly improved.

“The district’s administrative office was sending me weekly budget information, contracts along with other paperwork relating to curriculum and policy issues. These were also being sent to my colleagues on the Committee along with administrators at each of the district’s 10 schools. Sometimes we were receiving hundreds of pages per week, typically delivered by courier. I needed a new filing cabinet just to house all of the information I received the first month after being elected,” recalled Smith.

#### *School Administration Goes High-Tech*

Smith was familiar with the benefits of Fujitsu ScanSnap™ scanners and PDF technology due to his experiences as CEO of American Graphics Institute, an educational services and training company, and author of numerous books on Adobe Acrobat. Smith enlisted the help of a Fujitsu ScanSnap scanner to help reduce the amount of paper that he and his colleagues were receiving, and maintain a more organized work space. The ScanSnap scanner was a natural fit for Andover and was selected over competing products based on its simple one-touch functionality, small footprint, impressive speed and high resolution.

With the purchase of the new ScanSnap scanner, School Committee members agreed to participate in a pilot program receiving their weekly information packet electronically in PDF form rather than the hard copies that were once hand delivered via messenger. Almost immediately, members of the committee unanimously recognized the time and cost saving that could be achieved through digital compilation, storage, and dissemination of documents.

In a very short time the benefits to Andover were apparent. “With only one scanner we eliminated more than 50 pages per week distributed to 20 people. When you multiply that out and add in incidentals, we’re saving taxpayers the expense and ourselves the time of printing and distributing more than 50,000 pages per year,” said Smith. “Beyond saving the cost of printing and distributing, this also frees our administrative staff from spending time collating and distributing documents, allowing them to focus on the core mission of our schools.”



The Fujitsu ScanSnap scanner was such a hit with School Committee members that the district purchased one for the technology office as well. With these two scanners alone, Andover public schools have been able to modernize the way they think about and handle paper documents, while saving thousands of dollars. Vital documents that drive school policy and processes are now quickly and easily archived in centralized locations and can be recalled on demand.

“In our current economic climate it is important that schools find ways to operate more efficiently. The Fujitsu ScanSnap scanner has truly made this possible. Our staff spends less time duplicating and delivering documents, which frees them for more valuable work while saving us the cost of paper and copying. As an added benefit, we can make information more readily available to the public by scanning information and posting it to our web site, allowing us to more effectively share information with our community,” said Smith.

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