

# CASE STUDY

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<b>Client Industry:</b>	Education (Independent)
<b>Project</b>	Review the Management of Student Records

The independent Anglican school engaged Records Solutions to conduct a comprehensive review of their student records management policies, systems, practices and procedures in collaboration with staff.

In summary, the following deliverables were provided through the delivery of this project:

- Review of the current end to end management of student records management which incorporated:
  - a. Documentation
  - b. Processes
  - c. Procedures
  - d. Systems
- Review and updating of existing policy and procedural documentation
- Assistance with the implementation of revised policies and procedures, including the destruction of records (both physical and electronic)
- Development of a professional development plan for future use
- Identification of gaps within the framework and areas of non-compliance

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<b>Client Industry:</b>	Education (Independent)
<b>Project</b>	Treatment of Contaminated Records

The independent school engaged Records Solutions to conduct conservation treatment of student records due to mould and rodent infestation to enable the digitisation of the records so they could be managed appropriately according to their lifecycle management requirements.

In summary, the following deliverables were provided through the delivery of this project:

- De-canting of all records
- Freezing of mould affected records
- Vacuuming of all pages
- Re-boxing all records.