Narrative/Description: All documents received in the Registrar’s Office are sorted by function and distributed to the various staff members. The staff members perform their job functions using manual and SIS processes. Once they complete their assigned duties, all supporting paper documents are forwarded to the Imaging Center within the Office of the Registrar.

The imaging Center staff (student assistants) sort documents according to “student record exists” or “application information”. Once the documents are sorted by term, type of document, staples and paper clips removed, they are ready to be scanned into our third party ImageNow System. The SIS system is used to pull “screen scraps” for filling in information on the ImageNow indexing screens. This is the only function SIS has related to imaging.

After documents are scanned and indexed, they are stored temporarily. System backups are run daily and on the weekend. Every Monday, after checking to make sure all backups were successful, the original documents are shredded. International student original documents are returned to the International Admissions person where they are maintained until the student is no longer enrolled at SRSU.

Electronic Inputs: None
Manual/Paper Inputs: None
Key Decision Points (list all): Type of document associated with type of student.
Related Policy(s): State Library Records Retention Policies, SRSU policy and procedure.
Interface to Other Systems: ImageNow Document Storage System
Web Features: None
Electronic Outputs: “screen scraps” of data from screens in SIS
Manual/Paper Outputs: Imaged documents
Customer(s): Registrar’s Office, SRSU Staff
Regulatory Items: Texas Library Records Retention Policy
<table>
<thead>
<tr>
<th>Frequency/Volume:</th>
<th>On-going daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential Break Points:</td>
<td>Backup function failure</td>
</tr>
<tr>
<td>Automation:</td>
<td>Semi-automatic</td>
</tr>
<tr>
<td>Issues:</td>
<td>Software’s ability to capture data from SIS screens.</td>
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</tbody>
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