



TIES  
St. Paul, MN  
www.ties.k12.mn.us

### Industry:

Education & Research

### Annual Revenue:

US\$20 million

### Employees:

96

### Oracle Products & Services:

Oracle Universal Records Management  
Oracle Distributed Document Capture

**“Districts are required to retain student transcripts permanently. Some employee records and payroll information have to be stored for as many as 30 years. On paper, those records begin to take up a lot of space. One district used the Oracle system to scan eight pallets of records and made a large room usable for other functions in the process.”** – Elizabeth Schweizer, Chief Executive Officer, TIES

## TIES Drastically Improves Records Process and Retrieval with Document Management Solution

TIES brings together technology and education to create comprehensive, cutting-edge solutions for school administrators, educators, and students. TIES was created as Technology Information Education Services in 1967 to provide technology and information resources to school administrators, educators, and students. TIES is a joint powers cooperative owned by 38 Minnesota school districts.

### Challenges

- Replace aging microfiche systems, paper files, and siloed document management software with an integrated records management solution
- Enable organization to simplify and automate the capture, management, and disposition of multiple record types within a single, easily managed platform

### Solution

- Implemented Oracle Universal Records Management to provide the ability to take a physical document, scan, and then store—allowing school districts to destroy the paper copy, as well as save filing space and time
- Reduced storage costs by allowing schools to capture and store multiple pallets of paper files in the system, eliminating the need to pay for physical housing for the records
- Improved access to records by creating a central, electronic repository—eliminating the need for employees to find the correct location of the physical files or search through multiple files to find information
- Allowed authorized district personnel to securely access records right at their desks
- Enabled districts to quickly scan and load records into the system, as well as immediately make those records available to users—eliminating the process of converting documents to microfiche, and retrieving the microfiche when needed
- Allowed TIES to meet the State of Minnesota’s security standards for records management