

# Document Management Solution for your district's Administrative Records

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YellowFolder's document management solution for Administrative Records is the only intelligent file cabinet specifically designed for K-12 schools. We have developed a system to securely manage a variety of administrative files catered to your daily departmental needs. Our record management solution is designed for files such as Accounts Payable, board minutes, construction documents, menus and other documents with state required retention periods.

## YellowFolder Benefits:

### Safety & Security



- Access is centrally controlled by the district and allows you to enable roll-based access down to the document-level with activity tracking and logging.
- A system that is fully compliant with FERPA and HIPPA regulations.
- Digital documents cannot be lost or unintentionally destroyed, keeping your personnel files protected against theft or acts of nature.

### Efficient



- Cloud based system allows you to view or retrieve records from virtually anywhere on or off campus.
- Organized and accessible files reduce time spent on file retrieval.
- Part of YellowFolder's all-in-one solution of Human Resource, Student and Special Education Records.

### Cost Effective



- Reduce costs associated with creating new files by printing or scanning directly to the YellowFolder system.
- Improve staff efficiency with reducing time spent on file retrieval and updating.
- Reduce real estate needed for file storage.
- Save on office supplies by reducing the number of times files are copied.

## How it works:



- We organize your system based on your existing file structure.
- You select your privacy & security settings.
- Your team can retrieve, update & edit with any internet enabled device.