

The Lifecycle Management of Records

Creation —> Use —> Maintenance —> Storage —> Disposition

The Records and Document Imaging Team provides:

Customer Service



- Retention Schedules
- File Maintenance
- Forms Completion
- Consulting
- Training

Document Conversion



- Convert paper documents to microfilm images
- Convert paper documents to digital images and output to CD or online
- Convert PDF to text
- Scan images to TIFF or PDF
- Scan documents between 2" x 3" and 12" x 23"
- Scan documents, files, books

Records Destruction



Secure and confidential destruction of records:

- Paper
- CD/DVD
- Cassettes
- Video

Records Storage



- Storage of office records for all Departments
- Storage of Special Education student records for Schools
- Storage of all records for closed Schools

Records and Document Imaging Services – 713-556-6055



HOUSTON
Independent School District

Records and Document Imaging Services

4400 West 18th Street
Houston, TX 77092

Call us for assistance with
your records management questions .

Office: 713-556-6055

Fax: 713-556-7010

Email: RecordsManagement@houstonisd.org

There are **NO CHARGES** for our services as part of the District's Records Management Program