

# Digital Document Conversion Procedure

For Loading **PAPER DOCUMENTS ONLY** into SIRE  
(FCUSD Digital Document Management System)

All paper documents that are to be loaded into SIRE are required to go thru this process to be accepted for conversion. This process is setup to ensure that documents are prepared correctly for digital conversion and loading into SIRE. SIRE is comprised of specific areas for storing documents of a particular area of business. These areas are called Cabinets in SIRE. Each cabinet has a set of index values that are used to locate these documents after they have been loaded into SIRE. As an example, a fiscal yearend report would be loaded into the Budget Finance Cabinet. That report would need to have the index values of Document Type, Fiscal Year and Date attached to the report for digital conversion. Below are the steps that should be followed to prepare documents for digital conversion.

- 1 Determine what SIRE Cabinet your documents will be loaded into. The following list of cabinets will give you the required indexes that can help in determining what cabinet your documents belong in.

**(Please contact the ETIS Department if you don't see the appropriate Cabinet for your needs 355-1111 ext 164 or DocRetention@fcusd.org )**

CABINET NAME	INDEXES			
<b>Accounts Payable</b>	Fiscal Year	Date	Process Name	Report Name
<b>AP Contracts</b>	Vendor Name	Fiscal Year		
<b>AP Red Files</b>	Vendor Name	Fiscal Year		
<b>Benefits</b>	Calendar Year	Date	Process Name	Report Name
	Document			
<b>Budget Finance</b>	Type	Date	Fiscal Year	
<b>Contracts</b>	Contract Name			
		Document		
<b>Facilities Documents</b>	Date	Type	Project Name	
			Document	Doc Sub
<b>Facilities Projects</b>	Site Name	Project Name	Type	Type
				Report
<b>General Ledger</b>	Fiscal Year	Date	Process Name	Name
<b>Inactive Employee Data</b>	Date of Birth	Last Name	First Name	
<b>Miscellaneous</b>	Name			
<b>Payroll</b>	Calendar Year	Date	Report Name	Process Name
	Document			
<b>Personnel Documents</b>	Name			
<b>Personnel Legal</b>	Last Name	First Name	Date of Birth	
<b>Psychological Services</b>	Name	Date of Birth		
<b>Student Data</b>	Name	Date of Birth		
<b>Worker Compensation Claims</b>	Last Name	First Name	Date of Birth	

- 2** Clean up each document. Make sure there are no staples, paper clips, or other foreign material within the document. Make sure the pages are in order if needed and that each page or piece of paper is flat and smoothed out with no wrinkles or folds. It is important to have documents as orderly as possible for good quality scanning.
- 3** Collect each document into a folder or strap into a bundle with a separate piece of paper indicating the values for each index of the cabinet you are having the document loaded into. Example from above, a document for the Budget Finance Cabinet would require a value for Document Type, Date, and Fiscal Year. Each value would be written on a separate piece of paper attached to each document. Box all documents into a box or boxes for each Cabinet you have documents for. Do not mix documents in a box if they are not to be loaded into the same cabinet.
- 4** For each box of documents you have prepared fill out online the online SIRE Digital Document Storage Conversion Form online at: <http://www.fcusd.org/sire/docform/>. After filling out each form, click the Submit Request button to send the document to ETIS, then click the Print Form link at the top of the confirmation page and attach the printed form on each box for identification.
- 5** Boxes may then be delivered to ETIS for storage until conversion. Conversion will take place once a year in the month of September. All boxes need to be delivered to ETIS by September each year.