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LIVE | 2017

# Banner Document Management ApplicationXtender: Meeting Evolving Needs

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99122



# Disclaimer

The views and opinions in this presentation are those of the presenter and do not necessarily reflect the position of Ellucian.

# Introduction

**The University of Illinois recently reviewed its 14 yr. old system and discovered some strengths and weaknesses in its current Banner Document Management Application Xtender installation.**

**In this presentation we will share the review process, outcomes, and tools you can use to review and refine your own system to keep up with evolving user and governance needs.**

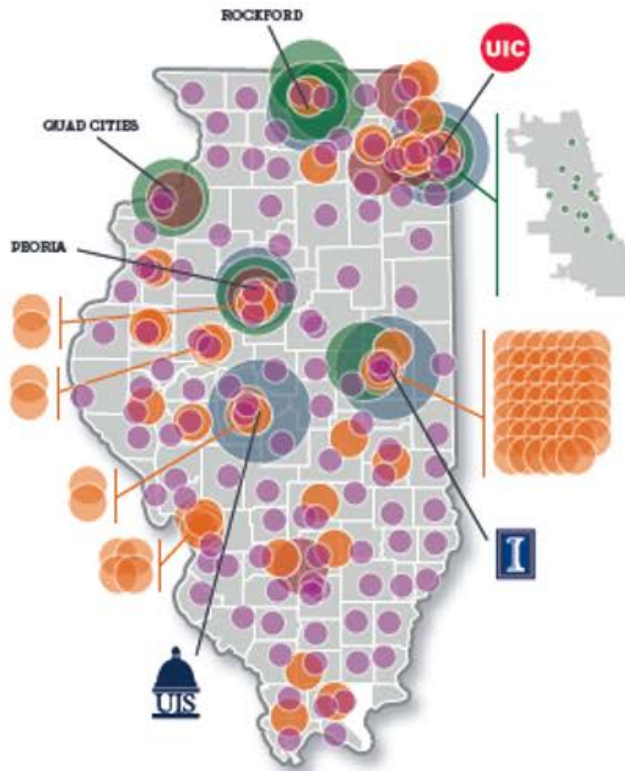
# Agenda

- 1 Who is the University of Illinois
- 2 BDM-Xtender Current Use and Future Need
- 3 How to proceed
- 4 Results
- 5 Next Steps

Who is the  
University of Illinois ?



# Who is the University of Illinois



## ABOUT THE SYSTEM FALL 2016

|                                 |                   |
|---------------------------------|-------------------|
| Total enrollment                | 81,499            |
| Full-time equivalent employees  | 24,705            |
| Faculty                         | 6,030             |
| Administrative and professional | 7,448             |
| Support staff                   | 11,227            |
| Graduate assistant (headcount)  | 9,474             |
| Degrees awarded (2015–2016)     | 21,517            |
| Operating budget*               | ⌘ \$5.64 billion  |
| Separately funded research      | ⌘ \$747.3 million |
| Living alumni**                 | 709,072           |
| Student organizations           | 1,749             |

\* Operating budget includes \$1.12 billion in payments made on behalf of the System for employee benefits and \$36.9 million for the Academic Facilities Maintenance Fund Assessment (AFMFA).

\*\* All are members of the Alumni Association

⌘ Figures from last available budget, 2014–2015



# University of Illinois – BDM-Xtender

| Statistics          |                 |
|---------------------|-----------------|
| Disk Space          | 2.3 Terabyte    |
| Number of Documents | 32.3 million    |
| Number of Pages     | 40.7 million    |
| Growth              | 14.8% per month |

| Configuration                 |       |
|-------------------------------|-------|
| Custom Applications           | 17    |
| Users                         | 6,173 |
| Security Groups               | 41    |
| Functional Units              | 487   |
| Web Services Applications     | 5     |
| Multi-Entity Processing (MEP) | 4     |

# University of Illinois – BDM-Xtender

| Largest Collections | Document Count | Page Count |
|---------------------|----------------|------------|
| B-H-ID              | 6,651,833      | 9,521,908  |
| B-F-DOCS            | 7,912,930      | 7,920,926  |
| B-S-ADMN            | 6,740,273      | 9,348,934  |
| UI-F-INV            | 5,468,664      | 6,278,616  |
| B-R-TREQ            | 3,807,160      | 5,506,329  |
| UI-S-TRNSCRPT       | 998,187        | 1,268,279  |

| Team         |         |
|--------------|---------|
| BDM-Xtender  | 2.0 FTE |
| App DBA      | .5 FTE  |
| Virtual Team | 15      |



# Current Use and Future Need



## Define Problem & Scope

### Current Document Management Service (BDM-Xtender)

- Modifications needed to meet business processes
- New functionality needed
- New Security needed.



BlackBerry 5810  
(2002)



Sanyo SCP-5300  
(2002)







# Project Plan w/dates

| Task   | Assigned Resources                                      | Start    | Finish   |
|--|---|----------|----------|
| [-] Project Plan                                 |   | 1/1/14   | 2/28/14  |
| Placeholder Task - Replace during planning phase | AITs - Application DBA;AITs - Deployment Specialist;... | 1/1/14   | 2/28/14  |
| Discovery Phase                                  | Cowsert, John;Ledford, Noni;McCarter, Elizabeth;Wile... | 10/8/13  | 2/14/14  |
| [-] AITS Software Development Project            |   | 10/1/13  | 10/31/14 |
| Project Management - Time Reporting              | Ledford, Noni   | 12/16/13 | 7/31/14  |
| [-] Initiation and Planning                      |   | 10/7/13  | 4/14/14  |
| Planning - Time Entry                            | Cowsert, John;Deyoung, Michelle;Ledford, Noni;McC...    | 10/7/13  | 4/14/14  |
| Hold Discovery Meeting                           |   | 10/25/13 | 10/25/13 |
| Create high-level flows                          |   | 11/1/13  | 11/14/13 |
| Determine functionality of front-end             |   | 11/14/13 | 11/29/13 |
| Create Communication Plan                        |   | 12/31/13 | 4/4/14   |
| Create Project Charter                           |   | 12/31/13 | 4/4/14   |
| Conduct Project Kick-Off Meeting                 |   | 4/4/14   | 4/4/14   |
| Develop Project Plan                             |   | 1/31/14  | 3/28/14  |
| Hold Project Plan Review                         |   | 3/31/14  | 4/4/14   |
| Create Project Baseline                          |   | 4/4/14   | 4/4/14   |
| [-] Execution                                    |   | 10/1/13  | 10/1/14  |
| [-] Close  |   | 10/2/13  | 10/31/14 |

# Project Plan w/dates

- Weekly status meetings
- Team meetings
  - Working Sessions
  - Status Meetings
- Time reporting and project schedule
- SharePoint for collaboration and documents
- Change to scope will be considered according to process in the Charter
- Issues/Risks reviewed in status meetings

# Survey

|  |                   |
|--|-------------------|
|  Enterprise_DMS_Checklist20150514.xlsx | 5/14/2015 3:50 PM |
|  Functional_Requirements.xlsx          | 5/14/2015 4:21 PM |
|  GeneralQuestions.xlsx                 | 5/14/2015 4:29 PM |
|  Technical_Requirements.xlsx           | 5/14/2015 4:26 PM |

| Document Management Software Requirements   | Standard | Optional | Comments |
|---|----------|----------|----------|
| <b>Key System Requirements</b>  |          |          |          |
| The Document Management System has multiple methods to import existing documents from existing 3rd party applications, desktops, network drives and file servers. Importation can be done en masse.   |          |          |          |
| The Document Management System provides both a Web browser and a Desktop Client Interface.  |          |          |          |
| The Document Management System allows navigational security, with multiple layers of user definable security to limit access at department, user, system, function, and file levels.  |          |          |          |
| Role based security model includes ability to establish exceptions. Additionally, access can be limited to "read only" at the user level.   |          |          |          |
| The Document Management System is fully integrated with Microsoft Office applications (Word, Excel, PowerPoint, OneNote, Visio) and add e-mail, including attachments (Outlook) to the library.   |          |          |          |
| The Document Management System allows to attach documents directly to outgoing e-mail using Microsoft Outlook.  |          |          |          |
| The Document Management System has the ability to classify documents with metadata to make them easier to search and retrieve in the future. The number of metatags and document types should be unlimited.   |          |          |          |
| The Document Management System ensures a mandatory amount of metadata is captured for each document or record in the library. As new documents are added, the user is prompted to classify the file using required metadata fields as defined by the controlled vocabulary, menus, and text fields.       |          |          |          |
| The Document Management System has the ability to process e-forms and automatically extract metadata values.  |          |          |          |
| The Document Management System has the ability to track the location of hardcopy paper documents and physical records. Physical documents can be located via search.  |          |          |          |
| The Document Management System has the ability to "check out" both electronic document and physical records.  |          |          |          |
| The Document Management System has the ability to automatically increase the version number of the document upon check in. Previous versions of documents are maintained by the system in the event that a rollback is required.  |          |          |          |
| The Document Management System provides check in / check out ability preventing documents from being overwritten or deleted as documents are updated. The Document Management System librarian can review the status of all documents checked out and check a document back in on behalf of another user. |          |          |          |



How to proceed?



# Identify GAP

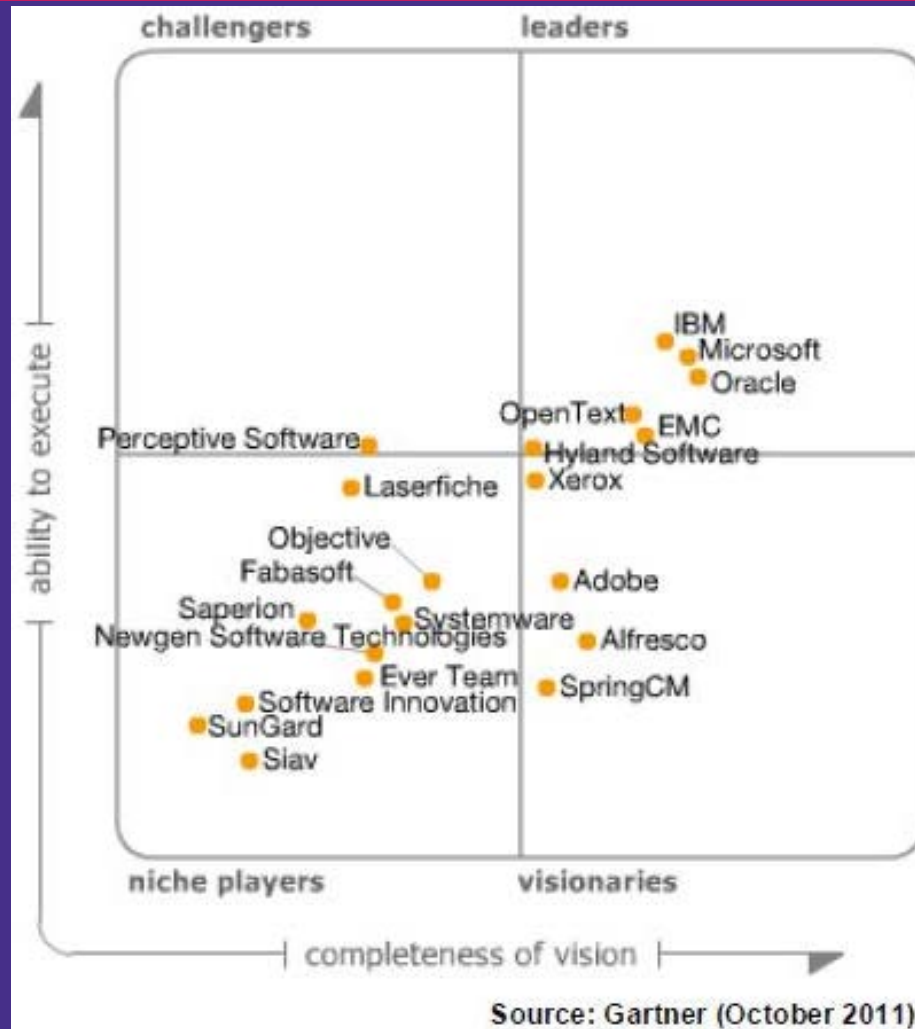
| GAP Requirement/Criteria   | Mission Critical | Desirable | Nice to have | BDM_Xtender | Notes                             |
|--|------------------|-----------|--------------|-------------|-----------------------------------|
| Support content from MS Outlook and Exchange   | X                |           |              | N           |                                   |
| Read-only capability be provided through user and group access?                          | X                |           |              | Y           |                                   |
| Ability to ensure most recent version always presented as the first search result?       | X                |           |              | N           |                                   |
| Batch scanning? Paper  | X                |           |              | Y           |                                   |
| Document formats are supported (i.e. TIFF, PDF, JPEG, MicroSoft, etc.) in native formats | X                |           |              | Y           | stored as encrypted BIN           |
| Color images   | X                |           |              | Y           |                                   |
| Support photocopier based networked scanning devices, such as MFD?                       | X                |           |              | Y           |                                   |
| Support downloaded images from the network?  | X                |           |              | Y           |                                   |
| Ability to monitor network folders for file import automatically?                        | X                |           |              | Y           | IndexImageImport Wizard (Polling) |
| Controls to schedule file monitoring   | X                |           |              | Y           | AppWorx, WhatsUp and SiteScope    |
| Support File Transfer Protocol (FTP)?  | X                |           |              | Y           |                                   |
| Automated removal of blank images for mixed batch duplex scanning?                       | X                |           |              | Y-N         | NOT Deployed                      |
| Image enhancement tools?   | X                |           |              | Y-N         | Not automatic                     |
| Support OCR (Optical Character Recognition)?   | X                |           |              | Y-N         | NOT Deployed ( OCR ANYDOCS)       |



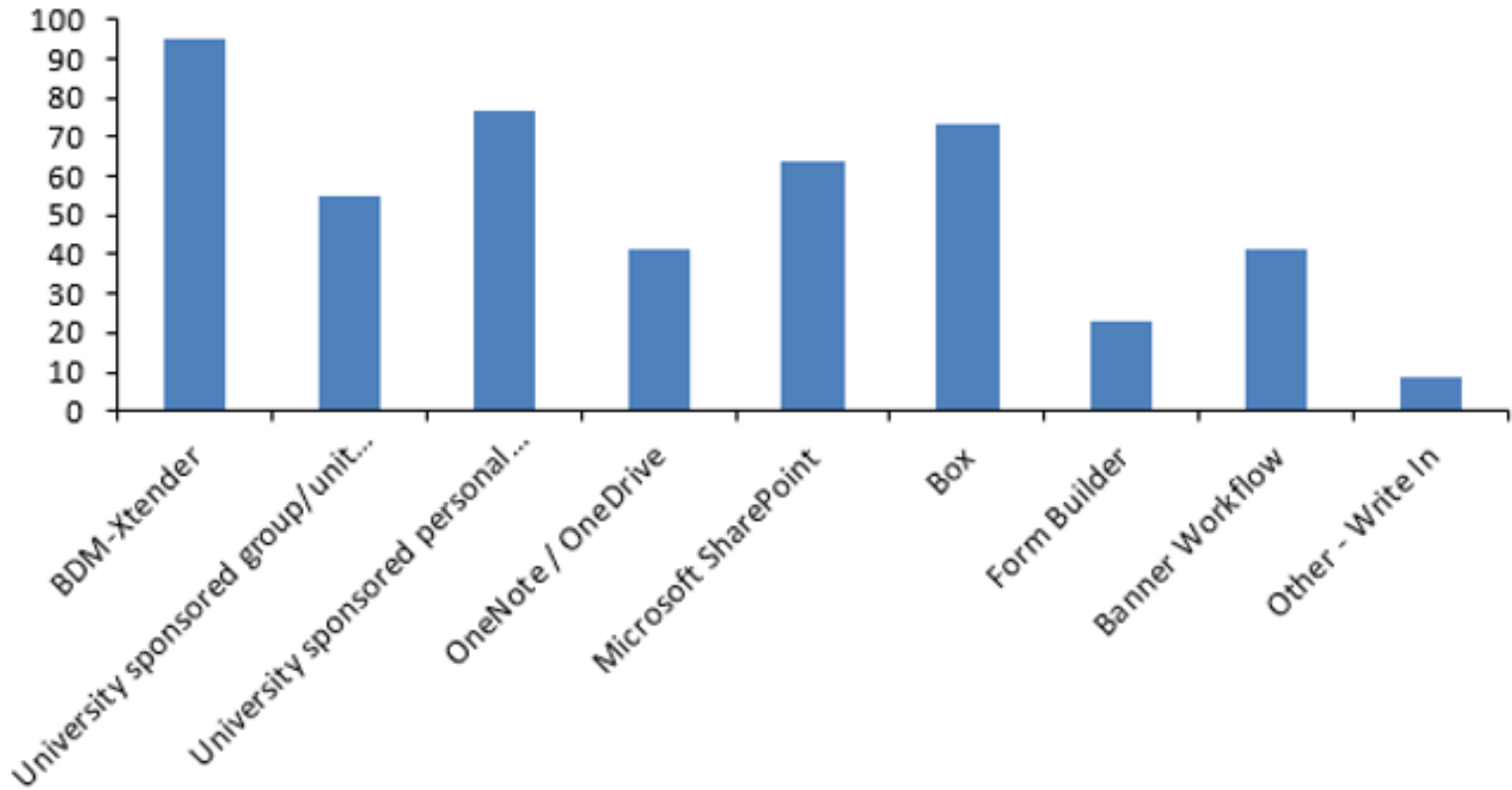
# Identify GAP

|   | Very Important | Important   | Moderately Important | Slightly Important | Not Important |
|---|----------------|-------------|----------------------|--------------------|---------------|
| Storing various document types (MSWord, emails, PDFs, etc.) | 72.7 %<br>16   | 13.6 %<br>3 | 0.0 %<br>0           | 13.6 %<br>3        | 0.0 %<br>0    |
| Restricting access to certain documents                     | 71.4 %<br>15   | 14.3 %<br>3 | 4.8 %<br>1           | 4.8 %<br>1         | 4.8 %<br>1    |
| Preservation and storage                                    | 85.0 %<br>17   | 15.0 %<br>3 | 0.0 %<br>0           | 0.0 %<br>0         | 0.0 %<br>0    |
| Monitoring who is editing or viewing documents              | 57.9 %<br>11   | 10.5 %<br>2 | 21.1 %<br>4          | 5.3 %<br>1         | 5.3 %<br>1    |
| Tracking edits being made to documents                      | 42.1 %<br>8    | 36.8 %<br>7 | 5.3 %<br>1           | 10.5 %<br>2        | 5.3 %<br>1    |
| Accessing, editing and sharing document via mobile devices  | 15.8 %<br>3    | 10.5 %<br>2 | 26.3 %<br>5          | 26.3 %<br>5        | 21.1 %<br>4   |

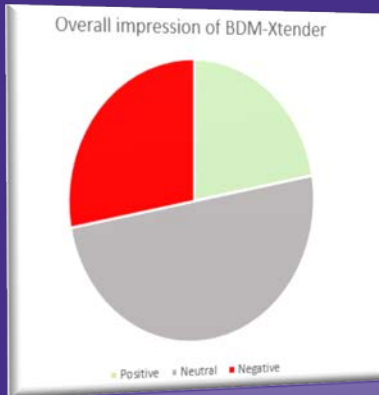
# Identify Alternatives



# Identify Alternatives (we own)



# Define Strengths & Weaknesses



## Pro

- works best as an archive system
- serves it's purpose
- fine for what we use it for
- functional, effective
- works well
- meet the basic needs of its users

## Cons

- basic commenting tools.
- lacks the granular security
- leaves a lot to be desired
- slow and non-intuitive
- cumbersome seems very basic;
- more workflow options/opportunities would be beneficial.
- not an overly robust system

# Primary needs

|   | Very Important | Important   | Moderately Important | Slightly Important | Not Important |
|---|----------------|-------------|----------------------|--------------------|---------------|
| Storing various document types (MSWord, emails, PDFs, etc.) | 72.7 %<br>16   | 13.6 %<br>3 | 0.0 %<br>0           | 13.6 %<br>3        | 0.0 %<br>0    |
| Restricting access to certain documents                     | 71.4 %<br>15   | 14.3 %<br>3 | 4.8 %<br>1           | 4.8 %<br>1         | 4.8 %<br>1    |
| Preservation and storage                                    | 85.0 %<br>17   | 15.0 %<br>3 | 0.0 %<br>0           | 0.0 %<br>0         | 0.0 %<br>0    |
| Monitoring who is editing or viewing documents              | 57.9 %<br>11   | 10.5 %<br>2 | 21.1 %<br>4          | 5.3 %<br>1         | 5.3 %<br>1    |
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| Accessing, editing and sharing document via mobile devices  | 15.8 %<br>3    | 10.5 %<br>2 | 26.3 %<br>5          | 26.3 %<br>5        | 21.1 %<br>4   |



# Results



# Findings

| Function              |                                    | *  | Xtender<br>(AS-IS) | Xtender<br>(w/baseline) | Xtender<br>(w/Add-ons) | Xtender<br>(Version FY18) |
|-----------------------|------------------------------------|----|--------------------|-------------------------|------------------------|---------------------------|
| Document Management   | Repository                         | 1  | ✓                  | ✓                       | ✓                      | ✓                         |
|                       | Imaging                            | 2  | ✓                  | ✓                       | ✓                      | ✓                         |
|                       | Capture/Viewing                    | 3  | ✓                  | ✓                       | ✓                      | ✓                         |
|                       | Web/Cloud Ready                    | 4  | ✓                  | ✓                       | ✓                      | ✓                         |
|                       | Library (Records Mgmt.)            | 5  | ✓                  | ✓                       | ✓                      | ✓                         |
|                       | Browser Support                    | 6  | ✓                  | ✓                       | ✓                      | ✓                         |
|                       | ERP Integration                    | 7  | ✓                  | ✓                       | ✓                      | ✓                         |
|                       | Auto-Data Capture                  | 8  | ✓                  | ✓                       | ✓                      | ✓                         |
| Electronic Processing | Workflow                           | 9  | ✓                  | ✓                       | ✓                      | ✓                         |
|                       | Microsoft Integration (Mail, Word) | 10 | ✓                  | ✓                       | ✓                      | ✓                         |
|                       | Function                           | *  | (AS-IS)            | (w/baseline)            | (w/Add-ons)            | (Version FY18)            |
|                       | OCR                                |    | ✓                  | ✓                       | ✓                      | ✓                         |
|                       | Native file format                 |    | ✓                  | ✓                       | ✓                      | ✓                         |
|                       | 3rd Party Application Integration  |    | ✓                  | ✓                       | ✓                      | ✓                         |
|                       | Full Text Indexing                 |    | ✓                  | ✓                       | ✓                      | ✓                         |
|                       | eForms                             |    | ✓                  | ✓                       | ✓                      | ✓                         |
|                       | Process based Security             |    | ✓                  | ✓                       | ✓                      | ✓                         |
| Cost**                |                                    |    | ✓                  | ✓                       | ✓                      |                           |



# Findings

| Document Management<br>Service Analysis            | Key Business Functions  |          |        |                   |                 | Cost          |  |
|--|-------------------------|----------|--------|-------------------|-----------------|---------------|--|
|  | CONNECTS TO ERP/BAANNER | WORKFLOW | Access | Auto Data Capture | Browser Support | Budget Impact | Production & Test Licenses<br>and First Year Maintenance |
| Option Evaluation Grid                             |                         |          |        |                   |                 |               |  |
| Option 1 – DO nothing                              | X                       | e*       | -      | -                 | -               | -             | \$0  |
| Option 2 – Upgrade Baseline BDM-Xtender toolset(s) | X                       | e*       | X      | e*                | e*              | \$            | \$5K-\$6K  |
| Option 3 – Add additional Ellucian related tool(s) | X                       | e*       | X      | X                 | X               | \$            | \$5K-\$52K   |
| Option 4 – Replace BDM-Xtender with Laserfiche     | C                       | X        | X      | X                 | X               | \$\$\$        |  |
| Option 5 – Replace BDM-Xtender with Hyland-OnBase  | C                       | X        | X      | X                 | X               | \$\$\$        |  |
| Option 6 - Other                                   |                         |          |        |                   |                 |               |  |

# Next Steps

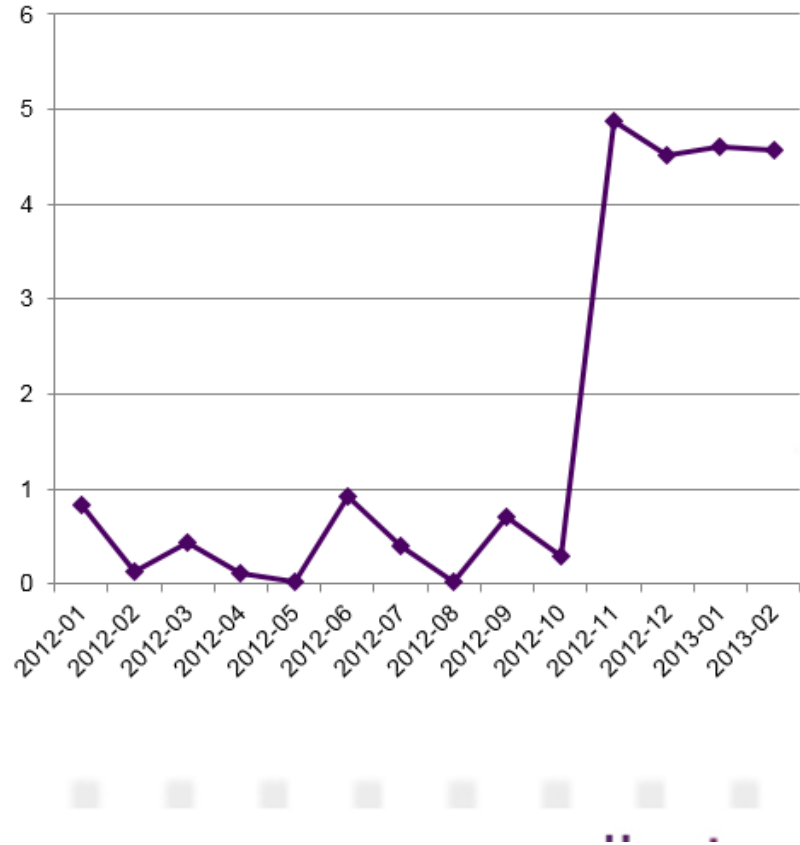


# Customization

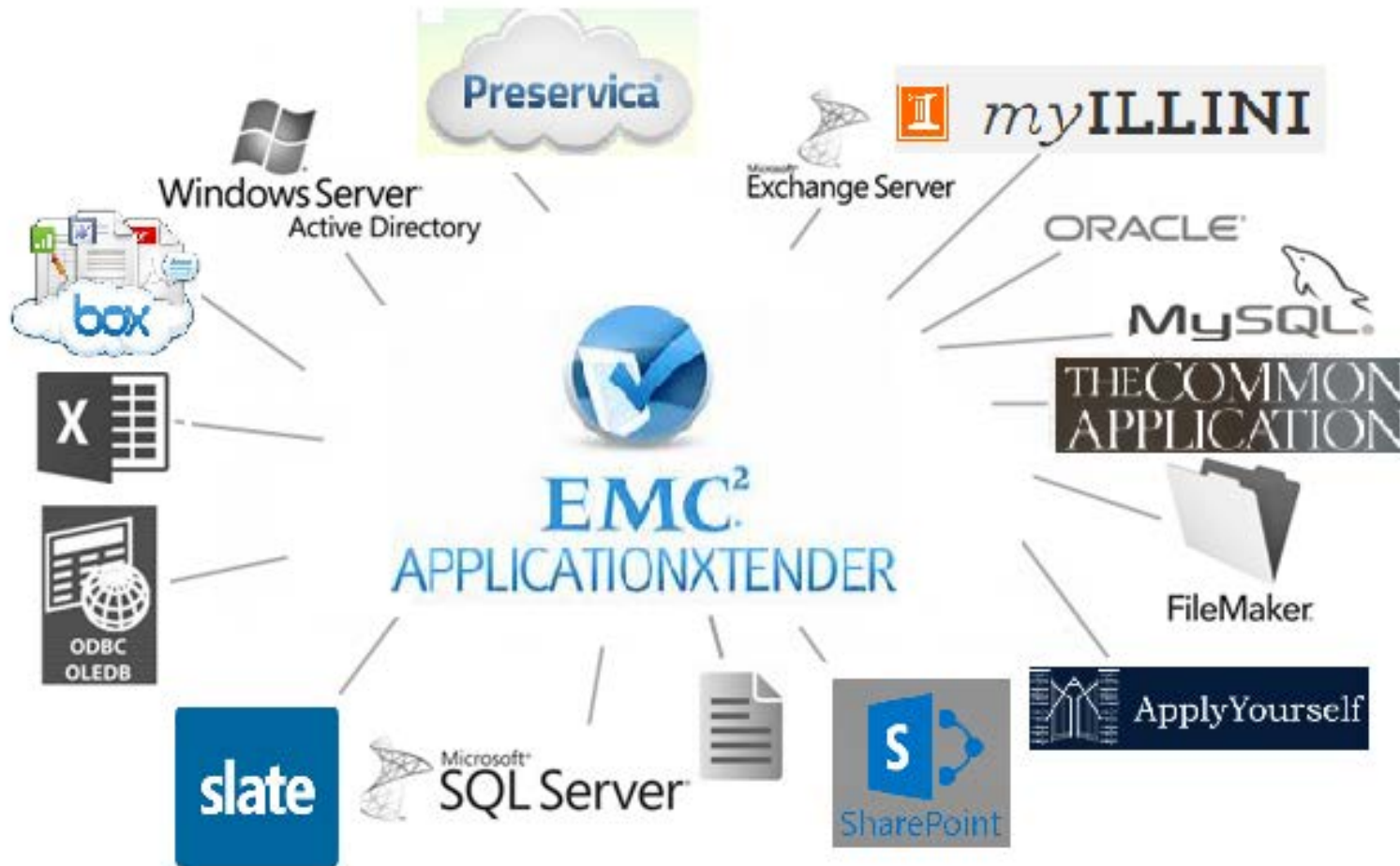
- Xtender is excessively flexible, create a base plan and implement that for everyone.
  - Supporting, Repository or Business Initiating object
  - Address Retention (Life-cycle need)
  - Review after 30-90days, too big or too entrenched.
- Adjust as needed, only after use

## Look for unexpected growth

| # files   | total file size   | date    | Avg Size |
|-----------|-------------------|---------|----------|
| 3,254.00  | 275,711,251.00    | 2012-01 | 0.8274   |
| 5,783.00  | 77,571,715.00     | 2012-02 | 0.131    |
| 463.00    | 20,742,541.00     | 2012-03 | 0.4375   |
| 184.00    | 2,020,542.00      | 2012-04 | 0.1072   |
| 3,509.00  | 6,234,165.00      | 2012-05 | 0.0173   |
| 660.00    | 62,031,578.00     | 2012-06 | 0.9178   |
| 416.00    | 17,114,271.00     | 2012-07 | 0.4018   |
| 1,107.00  | 2,353,390.00      | 2012-08 | 0.0208   |
| 8,203.00  | 59,396,995,536.00 | 2012-09 | 0.7071   |
| 22,401.00 | 6,896,860,803.00  | 2012-10 | 0.3007   |
| 22,760.00 | 11,343,874,211.00 | 2012-11 | 4.8673   |
| 43,214.00 | 19,967,387,501.00 | 2012-12 | 4.5123   |
| 66,215.00 | 31,215,175,869.00 | 2013-01 | 4.6037   |
| 21,078.00 | 9,869,333,062.00  | 2013-02 | 4.5725   |



# Integrate



# Communicate

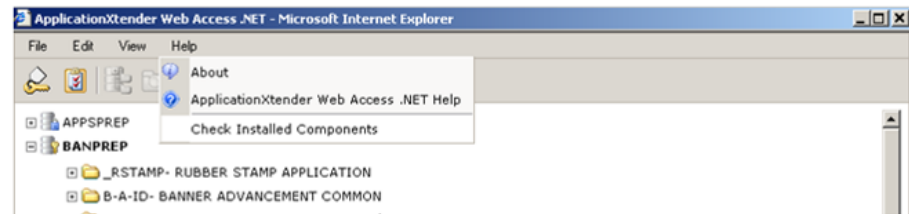
ellucian  
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ApplicationXtender 8.0  
AVAILABLE NOW!

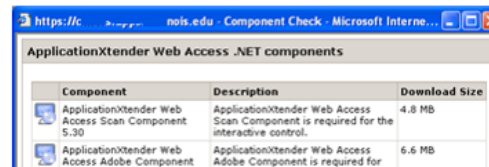
## Communicate

**Error message:** I am in ApplicationXtender Web Access WebXtender (WX); how do I check what components are installed.

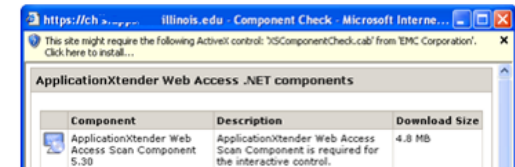
**Solution:** You need to click **Help** on the ApplicationXtender Web Access .NET toolbar



You should get the following screen displaying the Current install status at the bottom as in Panel 1 , if your Current install status panel looks like Panel 2 you will need to install the Component Check viewer.



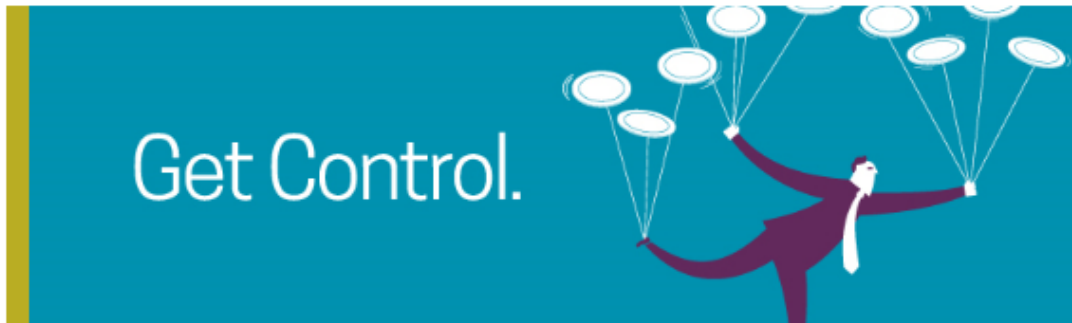
| Component   | Description   | Download Size |
|---|---|---------------|
| ApplicationXtender Web Access Scan Component 5.30 | ApplicationXtender Web Access Scan Component is required for the interactive control. | 4.8 MB        |
| ApplicationXtender Web Access Adobe Component     | ApplicationXtender Web Access Adobe Component is required for                         | 6.6 MB        |



This site might require the following ActiveX control: 'C:\ComponentCheck.cab' from 'EMC Corporation'.  
Click here to install...

| Component   | Description   | Download Size |
|---|---|---------------|
| ApplicationXtender Web Access Scan Component 5.30 | ApplicationXtender Web Access Scan Component is required for the interactive control. | 4.8 MB        |

## Records and Information Management Services



The purpose of the Records and Information Management Services (RIMS) office is to provide a cohesive approach to the effective management of records and information resources throughout the University of Illinois, across all departments and campuses.

This approach requires close coordination with other units as well as individuals with departmental and technical expertise. An effective program will help protect vital University records, reduce legal liability, support the preservation of historic records, promote scholarship and teaching excellence, and improve operational efficiencies.

The RIMS office consists of several core staff members, an Advisory Committee, and an ad hoc virtual team of functional and technical experts from across the University that are available for input on issues related to their areas of expertise.

For more information about the work of the RIM Advisory Committee please visit the [Advisory Committee](#) page.

### ✓ Policy and Recommendations

Familiarize yourself with important information policies and recommendations for scanning records or planning a move.

### ⚙️ Training

Browse training that RIMS offers and view training modules. Also, learn about how you can become a Records Liaison.

### 📁 Retention and Disposal

How long must you keep your records and what should you do with them if you are no longer required to keep them?

- [Retention Schedules](#)

### 🔧 Forms and Other Resources

View forms, tools, and other resources that can assist you with your records and information management.

Operations since...





# Operations



# Operations

## Daily

- PJ-jobs (IndexImageImport.exe)
- Better to have 1 file with 1000 entries than 1000 files.
  - 1:3 (txt, log, rej); 1000 becomes 3000 (txt, log, rej)

## Daily

- PJ-COMMONAPP

**/U "xspollstu" /W "xxxxxxx"**

**/A "B-S-ADMN"**

**/S "OAR\_COMMONAPP\_POLLING\_IMP"**

**/P 330**

**/F "\\docmgt\uic\comapp\app\image\\*.txt"**

**/C /M /I**

# Operations

650974665|LTRS OF  
REC|Gomez|1|220138|1|CATE|||2UIC|2960|20GF5150BS|||PERM|YE  
S||@ @\\docmgt\uic\comapp\app\image\B082\_2\_14\_2013\_1SCF\_94  
47509.pdf

653513158|AppInfo|Gonzalez|2|220138|1|HSCF|||2UIC|2680|20FR02  
65BA|||PERM|YES||@ @\\docmgt\uic\comapp\app\image\B083\_2\_14  
\_2013\_1SCF\_10046586.pdf

# Operations

## Daily

- **Define Destruction**
  - Set post-import & delete guidelines

**Review & Communicate reject files (\*.rej)**

## Daily

### Production scheduler - ApplicationManger (AppWorx a.k.a. UC4)

- **Define Ingestion**

- Do not store source objects on repository
- Limit access
- Outline capture directives - set capture rules / Check size

# Operations



# Operations

## Weekly

- Review / Correct reject file causes
- Verify compliance on all guidelines
- Check space allocation
- Apply post-import guidelines
  - zip & remove



# Operations

## Monthly

- Communicate monthly objectives
- Storage size review
- Reports

# Operations

## Ad-Hoc

- Growth plan
- Records Schedule and Records Disposition
- Change Process
- Create Reporting Roles

# Operations – Feeding the Beast



# Maintenance

## SQL and various scripts we run



## Ad-Hoc

- SQL script
- Reject (\*.rej) reporting
- re-process
- return to user
  - Review User-defined Lists
- look for unused
- look for unexpected growth



# Maintenance

```
COL RecCnt           HEA '# Records Imaged'           FOR A20 TRUNC
COL ImageCnt         HEA '# Currently Imaged'       FOR A20 TRUNC
COL ImageMonth       HEA 'Image Month'           FOR A20 TRUNC
```

```
--
```

```
CLEAR BREAKS
```

```
select substr(field10,1,7) AS PurchaseOrders, COUNT(field3) as RecCnt,sum(numobjects) as ImageCnt from
otgmgr.ae_dt506
```

```
  where substr(field10,1,7) > '2011-12' and substr(field10,1,7) < '2012-12'
  group by substr(field10,1,7)
```

```
union
```

```
select 'Total',sum(RecCnt),sum(imagecnt)
from (
```

```
  select substr(field10,1,7), COUNT(field3) as RecCnt,sum(numobjects) as ImageCnt from otgmgr.ae_dt506
  where substr(field10,1,7) > '2011-12' and substr(field10,1,7) < '2012-12'
  group by substr(field10,1,7) order by substr(field10,1,7)
);
```

# Maintenance

| <b>PURCHASEORDERS</b><br>----- | <b># Records Imaged</b><br>----- | <b># Currently Imaged</b><br>----- |
|--------------------------------|----------------------------------|------------------------------------|
| 2012-01                        | 411                              | 833                                |
| 2012-02                        | 416                              | 770                                |
| 2012-03                        | 350                              | 658                                |
| 2012-04                        | 314                              | 556                                |
| 2012-05                        | 940                              | 1339                               |
| 2012-06                        | 302                              | 636                                |
| 2012-07                        | 347                              | 758                                |
| 2012-08                        | 595                              | 963                                |
| 2012-09                        | 430                              | 799                                |
| 2012-10                        | 373                              | 840                                |
| 2012-11                        | <u>273</u>                       | <u>506</u>                         |
| Total                          | 4751                             | 8658                               |
| 12 rows selected.              |                                  |                                    |

# Maintenance

## Monthly Report

| DOCUMENT TYPE                 |      |                               |        | Population Counts | RDA Item No |
|-------------------------------|------|-------------------------------|--------|-------------------|-------------|
| (category)                    | Code | Document Description          | count  |                   |             |
| ADMISSIONS APP                |      |                               |        | 0                 | 1,2         |
| ADMISSIONS REQS               |      |                               |        | 0                 | 1,2         |
| ALIEN REG CARD                |      |                               |        | 0                 | 6           |
| APPLICATION                   |      |                               |        | 83,972            | 1,2         |
| APPLICATION - GRADUATE        |      |                               |        | 0                 | 1,2         |
| APPLICATION - PRIOR TO JULY04 |      |                               |        | 106,689           | 1,2         |
| APPLICATION - UNDERGRAD       |      |                               |        | 0                 | 1,2         |
| APPLICATION DOCS              | OGAP | Grad App Summary              | 4      |                   | 1,2         |
| APPLICATION DOCS              | AF60 | Application Fee \$60          | 2      |                   | 1,2         |
| APPLICATION DOCS              | CASP | UIC Supplement - Common App   | 1      |                   | 1,2         |
| APPLICATION DOCS              | DEGP | Proof of Awarded Degree       | 1      |                   | 1,2         |
| APPLICATION DOCS              | MRKS | Marksheets from Foreign Appls | 1      |                   | 1,2         |
| APPLICATION DOCS              | MRKU | Marksheets Foreign Unofficial | 1      |                   | 1,2         |
| APPLICATION DOCS              | --   | <i>none specified</i>         | 10,977 | 10,987            | 1,2 ?       |
| APPLICATION INFO              | OGAP | Grad App Summary              | 3,066  |                   | 1,2         |
| APPLICATION INFO              | OSPM | See SPACMNT                   | 3      |                   | 1,2         |
| APPLICATION INFO              | CAAP | Common Application            | 14,751 |                   | 1,2         |
| APPLICATION INFO              | CASP | UIC Supplement - Common App   | 14,654 |                   | 1,2         |
| APPLICATION INFO              | GGRS | GRE - Subj Score Dept Request | 1      |                   | 1,2         |
| APPLICATION INFO              | HSCF | School Form-High School CA    | 19,825 |                   | 1,2         |
| APPLICATION INFO              | MISC | Miscellaneous                 | 29     |                   | 1,2         |



# Maintenance

| Application | Specification Name     | Fieldname       | Len   | Format              | REQ |
|-------------|------------------------|-----------------|-------|---------------------|-----|
| -----       | -----                  | -----           | ----- | -----               | --- |
| B-F-DOCS    | BFDOCS-IMP             | DOCUMENT ID     | 8     |                     | Yes |
| B-F-DOCS    |                        | BANNER DOC TYPE | 40    |                     |     |
| B-F-DOCS    |                        | DOCUMENT TYPE   | 40    |                     | Yes |
| B-F-DOCS    |                        | ROUTING STATUS  | 40    |                     |     |
| B-F-DOCS    |                        | UREF1           | 30    |                     |     |
| B-H-ID      | HRIS_BATCH_POLLING_IMP | ID              | 9     |                     | Yes |
| B-H-ID      |                        | DOCUMENT TYPE   | 41    |                     | Yes |
| B-H-ID      |                        | LAST NAME       | 60    |                     | Yes |
| B-H-ID      |                        | ACTIVITY DATE   | 20    | yyyy-mm-dd hh:mm:ss | Yes |
| B-H-ID      |                        | CAMPUS CODE     | 5     |                     |     |
| B-H-ID      |                        | SUBMISSION ID   | 40    |                     |     |
| B-H-ID      |                        | SUBMISSION DATE | 20    | yyyy-mm-dd hh:mm:ss | Yes |
| B-H-ID      |                        | DOCUMENT LABEL  | 40    |                     |     |

## 2. Admission Records - Enrolled

Admission Records – Enrolled are those documents that are part of the Admissions file for student applicants who subsequently enroll and are considered enrolled students. Examples include letters of recommendation for admission, waivers of right of access, credit by examination, entrance examination reports and test scores, high school transcripts, and general correspondence related to the admission process.

These records are generally retained for a longer period of time than those in an Admission Records - Non-Enrolled file, at least throughout the academic career of the student and usually longer.

### Retention

Retain letters of recommendation for admission and waivers of right of access (admissions) until admitted, and then **obtain State approval to dispose**.

Retain credit by examination and test scores for five (5) years after the application term has ended, and then **obtain State approval to dispose**.

Retain all other application materials for five (5) years after graduation or date of determination of non-attendance, and then **obtain State approval to dispose**.

### Document Types

A list of documents included in this records series, can be found on the [Student Records Retention Schedule page](#).

*Note:* Document types in **1. Admissions Records - Non-Enrolled** and **2. Admissions Records - Enrolled** may repeat, but they are treated differently according to the applicant's status.

#### Student Records Retention and Management Manual

1. Admission Records - Non-Enrolled
2. Admission Records - Enrolled
3. Student Academic Records
4. Publications, Statistical Data, and Institutional Reports
5. Family Educational Rights and Privacy Act (FERPA) Records
6. Federal Disclosure Records
7. Student Financial Aid Records

Student Records Retention Schedule

# Maintenance

## Ad-Hoc

- SQL script
- Reject (\*.rej) reporting
- re-process
- return to user
  - Review User-defined Lists
- look for unused
- look for unexpected growth

# Summary

- **Re-Evaluate**
- **Adapt**
- **Move Forward**

# Questions & answers



# Disclaimer

This product is meant for TEST and educational purposes only. Any resemblance to real persons, living or dead is purely coincidental. Void where prohibited. Some assembly required. List each check separately by bank number. Batteries not included. Contents may settle during shipment. Use only as directed. No other warranty expressed or implied. Postage will be paid by addressee. This is not an offer to sell securities. Apply only to affected area. May be too intense for some viewers. Do not stamp. Use other side for additional listings. For recreational use only. Do not disturb. If condition persists, consult your physician. No user-serviceable parts inside. Freshest if eaten before date on carton. Subject to change without notice. Times approximate. Simulated picture. No postage necessary if mailed in Uganda on a Tuesday. Breaking seal constitutes acceptance of agreement. For off-road use only. As seen on TV. One size fits all. Many suitcases look alike. Contains a substantial amount of non-tobacco ingredients. Colors may, in time, fade. We have sent the forms which seem to be right for you. Slippery when wet. For office use only. Edited for television. Keep cool; process promptly. Post office will not deliver without postage. List was current at time of printing. Return to sender, no forwarding order on file, unable to forward. Not responsible for direct, indirect, incidental or consequential damages resulting from any defect, error or failure to perform. At participating locations only. Not the Beatles. Void when wet. Not for Human Consumption.

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# Thank you

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**SESSION 99122**