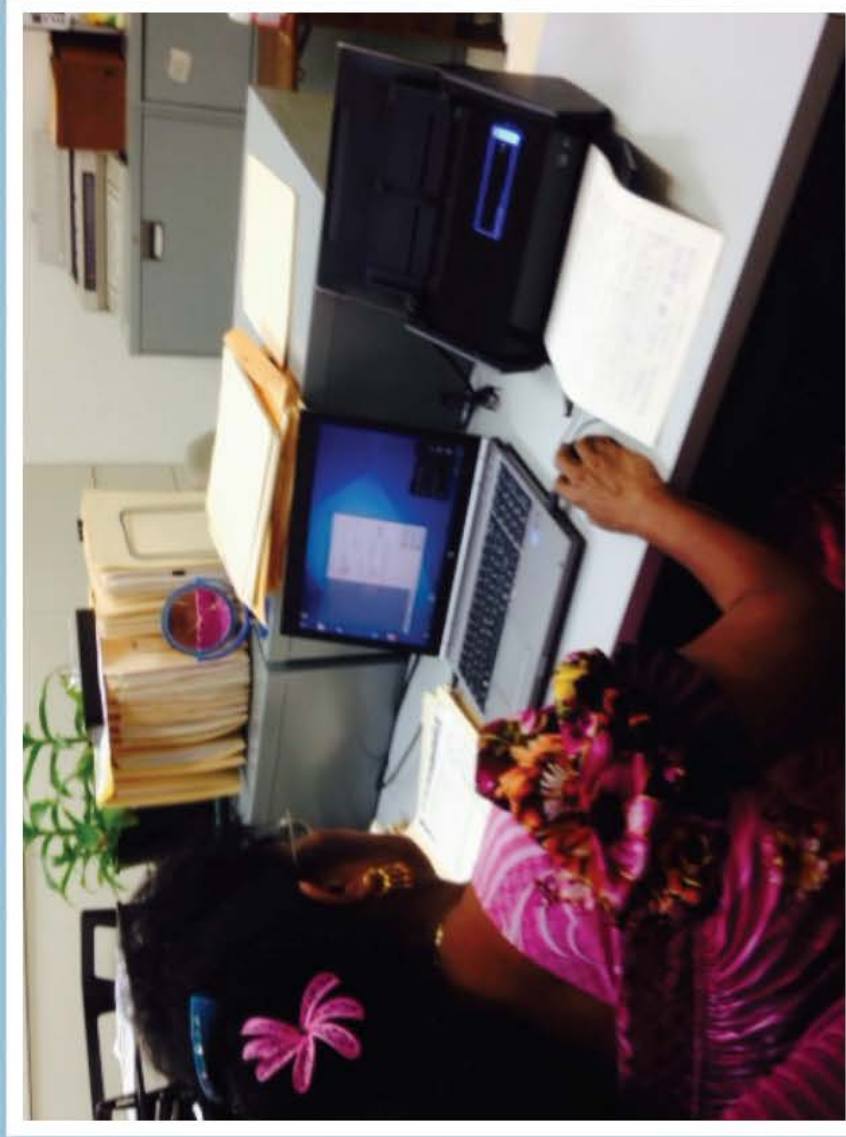




Office of Admissions, Records and Retention

Digitization of archival student records



OARR staff who is in-charge of student paper-files and other archival education records was given in-house training on digitizing paper archival documents.

Additionally, all other OARR staffs were given similar in-house training. AU has commenced the digitization of its student archival records which basically consisted of pre-database system educational records that date back to COM and CCM times. These records also included those under the college's quarter systems.



OARR has acquired a Fujitsu ScanSnap IX500 scanner, a portable computer (HP Elite book 8570p) which will be used for the digitization of all archival student education records (or pre-database system records).