

30803
RECEIVED AND PLACED ON FILE - BOARD OF
TRUSTEES COMMUNITY COLLEGE DISTRICT NO. 508
DECEMBER 2, 2010

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS**

**RECORDS DEPARTMENT UPGRADE FEATURED
IN RECORD MANAGEMENT CASE STUDY
Malcolm X College**

THE CHANCELLOR

REPORTS

that the Malcolm X College Office of the Registrar upgraded to a TAB filing system, which puts order to tens of thousands of student records. The decision and installation of the record management system was featured in a case study produced by the vendor, TAB fusion RMS. Determined to overhaul the system, Malcolm X College adopted a simple, streamlined solution that systematically tracks both physical and electronic records and lays the groundwork for entirely digital record collection in the future.

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

December 2, 2010