

Miami-Dade County Public Schools  
Records Department

The Employee Records Department maintains all personnel district files for over 48,000 current employees and separated employees for 25 years, as mandated by Florida Statute. - <http://jobs.dadeschools.net/rtranscripts/default.asp>

There has been a significant change in the maintenance of employee records over the last four years. Historically, the department would collect hard copies of documents, e.g., coursework transcripts, employment contracts, evaluation forms, and use a microfilm process in order to maintain files.

Transitioning from paper documents to electronic documents impacted this department as it increased accessibility and delivery of these documents via electronic means thus increasing customer satisfaction. We service our own employees, former employees, the Office of the Inspector General, internal and external attorneys and auditors, as well as the public at large when responding to public information requests.

In January 2010, M-DCPS launched the e-Recruiting software as part of the Enterprise Resources Planning (ERP) system. This resulted in a reduction of labor costs in the collection of documents, cost effective storage, and rapid deployment of information. The paper application became obsolete and all records were easily stored and managed virtually with the added capability of running various reports.