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For Immediate Release

## Square 9's New Guide Offers Direction on Records Management and Digitization for K-12 Educators

The Guide Offers Strategic Insights on Record Retention, Automation,  
Implementation, and More

**New Haven, CT. March 6, 2024** – [Square 9 Softworks](#), a leading provider of AI-powered Intelligent Information Management solutions, has recently published an updated, comprehensive guide to implementing document management and automation in K-12 schools.

With documents such as cumulative, health, supplemental, and administrative records all residing both in and outside student information systems and subject to compliance policies and legal discovery, this subject is especially relevant to school districts as they search for ways to archive and organize this information.

Both document management and document automation combine updated processes and new technology to store, retrieve, and track documents while streamlining tasks for increased efficiency. For K-12 schools, this often means digitizing legacy records, automating administrative tasks, and managing information outside student information systems.

This expert guide, [The Future of K-12: Your Guide to Embracing Document Management and Automation](#), aims to provide a convenient launching point for K-12 schools to begin their research. It details everything from record retention and administrative automation to successful change management and implementation timing.

“Educational institutions are undergoing a transformative shift, investing in new technologies that benefit everyone from students and parents to faculty and administrators,” says Stephen Young, Square 9 president and CEO. This guide ultimately aims to help those in this space research tools and processes that will help them manage their information and work in tandem with the technologies they already have.”

In addition to guiding those researching document management and automation in the education space, Square 9 has also created expert guides for [document management](#), [enterprise content management](#), [accounts payable automation](#), [optical character recognition](#), and [human resources departments](#) looking to transform how they manage their information.

Thoughtful and informative pieces like this showcase Square 9’s dedication to service throughout the customer journey. You can view Square 9’s K-12 document management and automation guide for yourself here:

[https://info.square-9.com/kto12\\_digitaltransformation\\_guide](https://info.square-9.com/kto12_digitaltransformation_guide)

#### About Square 9 Softworks®

Square 9 Softworks is an industry-leading provider of an AI-powered intelligent document processing platform that takes the paper out of work and makes it easier to get things done! With digital workflows that automate many aspects of how you work today, Square 9 makes it easy by extracting information from scans or PDFs, storing documents in searchable archives, and building digital twins of your current processes through graphic workflows. For more information, please visit [www.square-9.com](http://www.square-9.com).

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