

AQUINAS COLLEGE DIGITISES HISTORIC RECORDS TO IMPROVE ACCESSIBILITY AND COMPLIANCE



CHALLENGE

- Large volumes of historic and administrative paper records accumulated over decades
- Records stored across multiple locations, degrading over time
- Limited accessibility to important and historic information
- Increasing governance, compliance and record retention requirements

SOLUTION

- Onsite review of document storage across the campus
- Phased and customised digitisation approach
- Secure offsite scanning with specialist records digitisation partner
- Delivery of searchable, standards-compliant digital files

CUSTOMER BENEFITS

- Improved accessibility to historic and administrative records
- Reduced risk of document loss or deterioration
- Improved compliance with record retention requirements
- Reduced manual handling of physical and digital records



Industry: Education
Location: Salter Point, WA

Aquinas College is one of Western Australia's oldest Catholic boys' schools, with a history dating back to 1894. Located on a 60 hectare peninsula along the Canning River in Salter Point, Perth, the College educates approximately 1,380 students from Pre-kindergarten to Year 12 and operates the largest boarding program in Western Australia, with more than 200 boarders from Year 7 onwards.

Aquinas College is affiliated with both Catholic Education Western Australia (CEWA) and Edmund Rice Education Australia (EREA), and must meet strict governance, compliance and record keeping requirements while preserving more than a century of educational, sporting and cultural history.

The College's IT team of eight supports staff and students across a large campus, managing infrastructure, networks, AV, databases and a long standing Konica Minolta multifunction device fleet that underpins day-to-day teaching, administration and records management.



CHALLENGE

As a school with more than 130 years of history, Aquinas College had accumulated large volumes of physical records, including student files, administrative documents and significant historical archives dating back to the 1930s and earlier.

Over time, records were stored across multiple locations including storerooms, standalone buildings and shipping containers. Some storage environments were damp or unsuitable for long-term preservation, increasing the risk of document deterioration and loss.

Graeme Slapp, IT Manager at Aquinas College, said:

“Over time, records naturally accumulate. They move from storerooms into other buildings and, eventually, into external storage. At that point, you realise the approach is no longer sustainable.”

In addition to preserving historic documents, the College needed to meet strict legal and compliance requirements for record retention and accessibility, particularly following changes introduced after the Royal Commission. In the event of an audit or investigation, records needed to be secure, searchable, and readily accessible.

Aquinas College required a flexible, trusted solution that could reduce risk, integrate with existing records management systems and allow records to be digitised progressively over time without placing additional strain on internal resources.



SOLUTION

As a long-term Konica Minolta multifunction device and PaperCut customer, Aquinas College engaged Konica Minolta Australia to design a practical, scalable digitisation solution aligned to its operational and compliance requirements.

Konica Minolta conducted an onsite review of document storage areas across the campus to understand the volume, condition and structure of the records. To deliver specialist digitisation services, Konica Minolta partnered with Compu Stor, a specialist records scanning provider.

Rather than implementing a large scale project upfront, Konica Minolta proposed a small-scale, phased approach, allowing the College to validate output quality, refine document formatting and expand the program at a manageable pace.

Physical records were securely collected, scanned offsite and returned in PDF/A format, ensuring long-term preservation and keyword searchability. Konica Minolta and Compu Stor worked closely with the College to refine how documents were batched and structured, ensuring the output aligned with internal workflows and reduced manual processing.

Graeme Slapp said:

“We were able to work collaboratively to refine the format until it aligned with how we manage records internally. That flexibility made a significant difference.”

Digitised files were delivered in a format that could be easily uploaded into the College’s records management system, supporting both student records and historic archives, with future plans to make selected content publicly accessible.



CUSTOMER BENEFITS

The solution has delivered immediate and long-term benefits for Aquinas College, including:

- Reduced vulnerability of physical records, particularly those stored in unsuitable environments
- Improved compliance with record retention and accessibility obligations
- Searchable digital records, replacing hard-to-access paper files
- Reduced administrative effort, with documents delivered in a system-ready format
- Freed physical space previously used for document storage

“Instead of important records being stored in conditions that could lead to deterioration, they’re now preserved digitally and can be accessed quickly and easily.”

By outsourcing the most time-consuming part of the process, scanning and digitisation, the College’s Records Manager can focus on managing, archiving and publishing records rather than manually processing documents.



CLIENT FEEDBACK

Aquinas College highlighted trust, service responsiveness and flexibility as key reasons for working with Konica Minolta.

“We have a strong working relationship. If there’s an issue, I know I can pick up the phone and it will be addressed.”

The College valued the collaborative approach taken by Konica Minolta and Compu Stor, particularly the willingness to adapt document formats to suit internal processes rather than enforcing a rigid approach.

“It was a genuinely collaborative process. We worked together to arrive at an outcome that worked for everyone.”

Aquinas College is very satisfied with its Konica Minolta multifunction device fleet and records digitisation services and frequently recommends Konica Minolta to other schools across Western Australia. The College plans to continue digitising additional records over time as part of a long-term information management strategy.

“I would absolutely recommend Konica Minolta to other schools. The flexibility, quality and support make a real difference.”

**GRAEME SLAPP
IT MANAGER, AQUINAS COLLEGE**