



# "It's Essential to Do My Job Effectively and in a Timely Manner"

## How Logikcull Became the Backbone of Poudre School District's Records Response



POUDRE SCHOOL DISTRICT

**Organization:** Poudre School District, Northern Colorado

**Department:** Records Office

**Schools:** 54

**Enrollment:** ~25,000 students

**Logikcull Use Case:** CORA public records, FERPA and student records, personnel records, subpoenas and warrants, litigation, and legal holds

At a 54-school district in Northern Colorado, Logikcull allows the records team to streamline responses, meet deadlines, and protect student data.

90%

Email data reduced  
before review

6

Record types managed  
in one Logikcull hub

0

New hires added to  
absorb the surge

**“In today’s world, if you don’t have something like this, you can’t effectively move forward, be transparent, and be responsive to requests.”**



Emma Berrigan  
Records Manager, Poudre School District

Emma Berrigan is the Records Manager at Poudre School District in Northern Colorado. She stepped into this role after working as a teacher in the district for nine years. Now she sits under the legal division as the primary person handling requests for student educational records, employee personnel records, public records, and any records tied to subpoenas, warrants, and litigation. She collaborates closely with the district’s compliance specialists, general counsel, and assistant general counsel, who review and authorize the team’s responses.

Records requests at Poudre arrive in a constant flow, their scope swinging between narrow asks and sweeping any-and-all demands. Under Colorado’s Open Records Act (CORA), the district has three business days to respond once a request comes in. Against a steady stream and growing datasets, that timeline leaves no room for inefficient processes.

## Before: Sharpies, Photocopies, and a Process That Couldn't Keep Up

Poudre adopted Logikcull just before Berrigan joined the team. **"I'm very thankful that they got Logikcull before I came on, because the previous way would have never worked for me,"** Berrigan recounted. Beyond clashing with her organizational and work style, the prior process would not have scaled to the volume her team has taken on over the years over the years.

Before Poudre implemented Logikcull, records response ran manually at every level.

**To collect relevant emails:** They'd have to open every email one by one, wasting hours combing through duplicates and complicated threads.

**To redact personally identifiable information:** The team printed the records, redacted them by hand, and had to photocopy them twice to ensure the redactions weren't visible through the marker.

**To place legal holds:** Poudre's legal holds were managed in a spreadsheet, with preservation notices and custodian reminders tracked manually and sent via email.

## After: One Connected Workflow

When Poudre implemented Logikcull, they retired the disconnected, manual process and consolidated all request types into a single connected workflow for collecting, reviewing, redacting, and producing responsive records.

## Here's how Berrigan runs records request fulfillment now:

- 1** A request comes in, and Berrigan opens a single Logikcull project for it.
- 2** A template built for that request type (FERPA, public records, litigation) loads the right tags from the start.
- 3** Global deduplication clears the email pileup, in some cases cutting volume by as much as 90% before review begins.  

This is Berrigan's favorite Logikcull feature, "Global deduplication is my best friend, especially when it comes to emails," she joked.
- 4** Berrigan reviews and tags records, flagging any document she has a question on.
- 5** Legal reviews only the flagged items instead of re-reading the full set.
- 6** Redactions go on: auto-highlighting during review, and bulk redaction across the set wherever an identifier repeats.  

These redaction features allow Berrigan to bulk redact any data types that follow a standard format. Berrigan, for example, shared she "might just go to the bulk redact and redact all of the student and employee IDs throughout all of the documents, which really saves a lot of time."
- 7** The district produces the request.

These seven steps span any request types and hold up against data from 54 schools and 25,000 students.

## Within the Free Hour: How Time Savings Translate to the Community

Poudre gives requesters one free hour of staff time per public records request, then charges a time-and-cost estimate for anything beyond it. Under the old manual process, that hour vanished in collection and hand-redaction, capping how much the team could hand over before the meter started. Logikcull changed the math, and Berrigan feels it daily: **“The time-saving capabilities, I can’t speak to enough. They feel essential to do my job effectively and in time.”** She now moves through the same records fast enough to produce substantially more within the free hour, so the district’s opening response goes out more complete and more transparent, at no additional cost to the requester.

## Legal Holds: Off the Spreadsheet and Onto the Record

Beyond the public records request workflow, Poudre also uses Logikcull’s legal hold function, which Berrigan describes as a “huge” improvement. They threw out the spreadsheet; preservation notices now run from Logikcull, with templates built for each matter type, ranging from state complaints to due process.

The Microsoft 365 integration lets them place holds on a custodian’s data in a few clicks and then track the full lifecycle. For a district that has to prove preservation through state complaints, due process hearings, and litigation, that documented lifecycle is the difference between asserting defensibility and showing it.

## The Result: 90% of Email Data Culled, Student Records Protected, and Deadlines Met

With Logikcull, Poudre School District:

- Cuts email review volume by as much as 90% using inclusive email and global deduplication.
- Redacts student and employee IDs in bulk across an entire production, replacing the print-redact-photocopy-twice routine.
- Meets Colorado's three-business-day CORA deadline across every category of records work—without adding headcount.
- Runs FERPA, public records, personnel, litigation, subpoenas, warrants, and legal holds from one secure hub.
- Produces more within the district's one free hour of staff time, so requesters get a fuller opening response.

Time savings anchor Poudre's story, but they undersell what those hours buy. A lean records team guards some of the district's most sensitive data—student files, personnel records, litigation holds—against a three-day statutory clock and a volume that keeps climbing. Logikcull lets that team hit the deadline, keep the data protected, and hand the public a complete, transparent answer every time.

Districts protecting student records at scale need the right tools behind them.

*That's why Logikcull exists.*

[Logikcull](#) is the AI-powered eDiscovery and public records response platform built for the high-frequency requests agencies face every day. Essential to 1,500+ organizations including the largest state and local government agencies, higher education institutions, and school districts, Logikcull lets customers kick off responses in seconds, find critical documents in minutes, and predict spend to the penny, all with drag-and-drop ease. That means you never miss another FOIA or PRA deadline.