

# FY 2012 Adopted Budget Summary

## PURPOSE

The Records Management Department acts as the caretaker of information belonging to the city making it available in a usable and cost effective manner, providing comprehensive records management schedules and preservation standards for records are followed. The department also provides general mail, and in person to Collin County citizens.

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## MAJOR PROGRAMS

### **Records-Public Service**

Program Description - This function includes providing public assistance to the records of the professional, and citizen groups on the importance of preserving and managing local government records, implement, and manage new projects/software for compliance with county and state standards and on Records & Information Management best practices for storing records in paper or electronic technologies, best practices, and changes in statutory requirements.

### **Goals & Objectives**

To serve Collin County through the collection, storage, retention, preservation, and disposition of records; developing records and information management resources and technology. To serve Collin County citizens through the collection, storage, retention, preservation, and disposition of records and information.

<b>PERFORMANCE MEASURES</b>	<b>FY 2010 Actuals</b>
Projects Records staff involved in	93
Presentations on records issues internal and external	11
Public Assistance, requests for information and open records requests	146

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### **Records Retention**

Program Description -This function includes maintaining and updating retention schedules; monitoring and training on records & information management; scanning county records for inclusion in the county archive; back up tapes and original backup microfilm; and reviewing records for preservation of historical records.

## Goals & Objectives

To ensure that all records created and received by the County are maintained, preserved, and disp county retention schedule as per revised Texas State library and archives schedules.

PERFORMANCE MEASURES	FY 2010 Actuals
Boxes destroyed as per retention schedule	2,216
Pages Scanned (Records staff only)	748,050
Change existing retention schedules to meet new state mandated schedules (6 schedules tentative release date Feb 2011	2 released by state library; 2 reviewed and updates complete

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## Storage and Retrieval

Program Description - This function includes managing the County's offsite Records Center; man etc.); and managing County's electronic document records system including database structure, use

## Goals & Objectives

Store, retrieve, and preserve County records for departments. Provide a physical and electronic rec

PERFORMANCE MEASURES	FY 2010 Actuals
File folders & file research requested from Records Center	3,592
Records Center Storage Capacity - end of quarter	105.22%
New boxes received for storage	1,178
Electronic records managed by RMS system- Documents Total	1,654,379
Electronic records managed by RMS system- Images Total	2,639,758
Physical(paper, microfilm, CDs, DVDs, etc) managed by RMS system Total	55

zens of Collin County. This stewardship involves preserving the information while  
 management support to County departments, and ensuring that legally mandated retention  
 eral information regarding Collin County departments and services via telephone, e-

county; responding to public information requests; making presentations to county,  
 records; participating in county-wide and/or departmental projects to evaluate, design,  
 l statutes; providing county departments with business process analysis and/or training  
 ic formats; and updating county policies and procedures as needed to reflect new

1 of County records entrusted to the department's care and serve as a resource for  
 is, business community, and departments by responding promptly to their requests for

	CURRENT YEAR ACTUALS				GOAL
FY 2011 Actuals	FY 2012 QTR 1	FY 2012 QTR 2	FY 2012 QTR 3	FY 2012 QTR 4	FY 2012
19	5	6			20
7	2	4			8
73	29	35			120

oring destruction efforts including providing vendor onsite secure destruction services,  
 y's electronic records/document management system; providing secured storage for IT  
 and/or archival documents once their retention period has expired.

posed of in accordance with County, State, and Federal rules and regulations. Update

	CURRENET YEAR ACTUALS			GOAL	
FY 2011 Actuals	FY 2012 QTR 1	FY 2012 QTR 2	FY 2012 QTR 3	FY 2012 QTR 4	FY 2012
3,522	0	1,411			2,500
782,135	143,318	108,336			800,000
n/a	Completed 2 by Oct 30th	None released by State Library			within 3 months of release of new schedule by state library

aging physical records (paper, microfilm, microfiche, CD, DVD, audio & video tapes, etc), security roles and rights, storage volumes, formats, etc

records management (electronic document management system) for county departments

	CURRENT YEAR ACTUALS			GOAL	
FY 2011 Actuals	FY 2012 QTR 1	FY 2012 QTR 2	FY 2012 QTR 3	FY 2012 QTR 4	FY 2012
4,576	877	721			4,000
90.16%	91%	92.84%			85.00%
956	78	261			900
8,076,229	2,452,295	2,765,590			15,000,000
69,439,527	20,280,361	22,325,898			100,000,000
2,004	1,324	1,900			2,500