

PURPOSE

The Records Management Department acts as the caretaker of information belonging to the citizens of Collin County. This stewardship involves preserving the information while making it available in a usable and cost effective manner, providing comprehensive records management support to participating County departments, and ensuring that legally mandated retention schedules and preservation standards for records are followed.

MAJOR PROGRAMS

RECORDS PUBLIC SERVICE

This function includes providing public assistance to the records of the county; responding to public information requests; making presentations to county, professional, and citizen groups on the importance of preserving and managing local government records; participating in county-wide and/or departmental projects to evaluate, design, implement, and manage new projects/software for compliance with county and state standards and statutes; providing county departments with business process analysis and/or training on Records & Information Management best practices for storing records in paper or electronic formats; and updating county policies and procedures as needed to reflect new technologies, best practices, and changes in statutory requirements.

FY 2013 Goals & Objectives

- To serve Collin County through the collection, storage, retention, preservation, and disposition of County records entrusted to the department's care and serve as a resource for developing records and information mgmt. resources and technology.

RECORDS RETENTION

This function includes maintaining and updating retention schedules; monitoring destruction efforts including providing vendor onsite secure destruction services, training on records & information management; scanning county records for inclusion in the county's electronic records/document management system; providing secured storage for IT back up tapes and original backup microfilm; and reviewing records for preservation of historical and/or archival documents once their retention period has expired.

FY 2013 Goals & Objectives

- To ensure that all records created and received by the County are maintained, preserved, and disposed of in accordance with County, State, and Federal rules and regulations.
- Update Collin County retention schedule as per revised Texas State library and archives
- To scan 600,000 pages annually.

PERFORMANCE MEASURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 Q1	FY 2013 Q2	FY 2013 Q3
Number of Boxes destroyed as per retention schedule	2,216	3,522	2,006	600	483	0
Pages Scanned (internal)	748,050	782,135	432,310	232,204	104,873	85,675

STORAGE AND RETRIEVAL

This function includes managing the County's offsite Records Center; managing physical records (paper, microfilm, microfiche, CD, DVD, audio & video tapes, etc.); and managing County's electronic document records system including database structure, users, security roles and rights, storage volumes, formats, etc.

FY 2013 Goals & Objectives

- Store, retrieve, and preserve County records for participating departments.
- Provide a physical and electronic records management (electronic document management system) for participating Collin County departments.
- To store 500 boxes annually.

FY 2013 Adopted Budget Summary

Records

STORAGE AND RETRIEVAL CONT'

FY 2013 Goals & Objectives

- To electronically record and manage 11,000,000 documents annually using the Records
- To electronically record and manage 85,000,000 images annually using Records Management

PERFORMANCE MEASURES	FY 2010 ACTUAL	FY 2011 ACTUAL	FY 2012 ACTUAL	FY 2013 Q1	FY 2013 Q2	FY 2013 Q3
File folders & file research requested from Records Center	3,592	4,576	3,624	824	791	736
Records Center Storage Capacity - end of year	105%	90%	120%	105%	104%	106%
New boxes received for storage	1,178	956	509	48	128	287
Electronic records managed by RMS system- Documents	1,654,379	8,076,229	10,523,445	3,452,754	3,663,330	3,683,021
Electronic records managed by RMS system- Images	2,639,758	69,439,527	75,226,767	26,250,562	27,448,577	27,631,804