

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Paul Rosales

Honoree's Job Title: Deputy Clerk II_Records Management

Department: County Clerk Records

Years of Service with the County: 25

Why the Honoree is receiving a GEM Award including dates:

In March 2012 Paul started what would become a four year long project to preserve current and historical Probate case records which dated from 1846 to current. He and former co-worker Barbara Toler began by removing each page from their shucks (a small file folder). The documents were unfolded and straightened and all staples, paper clips and tape were removed. The pages were then scanned and saved in the Odyssey Case Management database. After scanning, the documents were placed in non-acidic folders and labeled with corresponding case numbers for permanent retention. Many of these cases were very old and the pages fragile. Paul carefully prepped each page and scanned the delicate documents using a flatbed scanner to prevent any further deterioration. In all, Paul preserved 208,478 pages of Probate case documents in addition to carrying his current workload. By performing this work in-house the project was completed at no additional expense to Collin County's taxpayers. Paul did an excellent job on this project and has rightfully earned a GEM award.

Approved by elected official or department head on the 26th day of January, 2016



Signature of Elected Official
or Department Head

Stacey Kemp, Collin County Clerk
Printed Name