Collin County
Going the **E**xtra **M**ile (**GEM**) Recognition Form

Honoree's Name: E r i k a R h e a

Honoree's Job Title: L e a d C l e r k

Department: Records Management

Years of Service with the County: 1 4

Why the Honoree is receiving a GEM Award including dates:

The District Clerk's office started a new preservation project. Erika assembled her team and reviewed historical records from 1900 to 1920. During the reviewing process Erika and her team found many documents were misfiled and not documented properly, which she had her team correct. Upon the completion of the preservation project and the files were returned, Erika found inconsistencies with the indexing of the files corresponding with the years. She worked with the vendor to ensure this could be corrected, and it was. Erika, also started a project with the evidence that is stored in the Records Management Dept. She did a complete inventory of all evidence recorded and organized it in manner that it could be easily accessed when needed. She created a spreadsheet that tracks the retention year so that evidence is destroyed in a timely manner. Erika's attention to detail makes her a valuable asset in our Records Management Dept.

Approved by elected official or department head on the 30th day of
S e p t e m b e r , 2026

Signature of Elected Official
Or Department Head

Michael Gould
Printed Name