

## FY 2010 Adopted Budget Summary

## Records

### PURPOSE

The Records Management Department acts as the caretaker of information belonging to the citizens of Collin County. This stewardship

### MAJOR PROGRAMS

#### **Records-Public Service**

Program Description - This function includes providing public assistance to the records of the county; responding to public information

#### **Goals & Objectives**

To serve Collin County through the collection, storage, retention, preservation, and disposition of County records entrusted to the department's

PERFORMANCE MEASURES	CURRENT YEAR ACTUALS				GOAL
	FY2010 - Quarter #1	FY2010 - Quarter #2	FY2010 - Quarter #3	FY2010 - Quarter #4	
Projects Records staff involved in	13	18	41		50
Presentations on records issues internal and external	4	2	3		15
Public Assistance, requests for information and open records	46	33	28		350

### Records Retention

Program Description - This function includes maintaining and updating retention schedules; monitoring destruction efforts including providing

#### **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

	CURRENT YEAR ACTUALS	GOAL
--	----------------------	------

PERFORMANCE MEASURES	FY2010 - Quarter #1	FY2010 - Quarter #2	FY2010 - Quarter #3	FY2010 - Quarter #4	FY 2010
Boxes destroyed as per retention schedule	143	1,127	354		3,500
Pages Scanned (internal)	133,033	87,324	107,659		500,000
Change existing retention schedules to meet new state mandated schedules	none released by state library	none released by state library	none released by state library	3 due to be released in Aug 2010	within 3 months of release of new schedule by state library

## Storage and Retrieval

Program Description - This function includes managing the County's offsite Records Center; managing physical records (paper, microfilm,

## Goals & Objectives

Store, retrieve, and preserve County records for departments. Provide a physical and electronic records management (electronic document

PERFORMANCE MEASURES	CURRENT YEAR ACTUALS				GOAL
	FY2010 - Quarter #1	FY2010 - Quarter #2	FY2010 - Quarter #3	FY2010 - Quarter #4	FY 2010
File folders & file research requested from Records Center	878	1,030	924		5,200
Records Center Storage Capacity - end of year	114.08%	106.29%	105.71%		110.00%
New boxes received for storage	285	674	131		2,000
Electronic records managed by RMS system- Documents	927,571	1,205,682	1,421,908		1,500,000
Electronic records managed by RMS system- Images Total	2,915,422	3,636,408	7,826,001		4,650,000
Physical(paper, microfilm, CDs, DVDs, etc) managed by	55	55	55		15,000

	PRIOR YEAR ACTUALS	ADJUSTED	ADOPTED

PROGRAMMATIC BUDGET ALLOCATIONS	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009	FY 2010
Records Public Service	\$ 216,920	\$ 251,193	\$ 139,238	\$ 169,205	\$ 217,397
Records Retention	\$ 128,618	\$ 148,939	\$ 247,801	\$ 301,134	\$ 108,698
Storage & Retrieval	\$ 108,460	\$ 125,597	\$ 114,177	\$ 138,750	\$ 217,397
Total	<u>\$ 453,998</u>	<u>\$ 525,729</u>	<u>\$ 501,216</u>	<u>\$ 609,089</u>	<u>\$ 543,492</u>

FY 2010 Programmatic Budget Allocations

