

**PURPOSE**

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

**MAJOR PROGRAMS****Records-Public Service**

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

**Goals & Objectives**

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

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	21	50
Presentations on records issues internal and external	4	2	3	2	15
Public Assistance, requests for information and open records	46	33	28	39	350

**Records Retention**

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

**Goals & Objectives**

To ensure that all records created and received by the County are maintained, preserved, and disposed of in accordance with

PERFORMANCE MEASURES	CURRENNT YEAR ACTUALS				GOAL
	FY2010 - Quarter #1	FY2010 - Quarter #2	FY2010 - Quarter #3	FY2010 - Quarter #4	
Boxes destroyed as per retention schedule	143	1,127	354	592	3,500
Pages Scanned (internal)	133,033	87,324	107,659	420,034	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	2 released by state library; 2 reviewed due to be released in complete 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

**Goals & Objectives**

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

PERFORMANCE MEASURES	CURRENT YEAR ACTUALS				GOAL
	FY2010 - Quarter #1	FY2010 - Quarter #2	FY2010 - Quarter #3	FY2010 - Quarter #4	
File folders & file research requested from Records Center	878	1,030	924	760	5,200
Records Center Storage Capacity - end of year	114.08%	106.29%	105.71%	94.78%	110.00%
New boxes received for storage	285	674	131	88	2,000
Electronic records managed by RMS system- Documents	927,571	1,205,682	1,421,908	1,654,379	1,500,000
Electronic records managed by RMS system- Images Total	2,915,422	3,636,408	7,826,001	22,639,758	4,650,000
Physical(paper, microfilm, CDs, DVDs, etc) managed by	55	55	55	55	15,000