

FY 2011 Adopted Budget Summary

PURPOSE

The Records Management Department acts as the caretaker of information belonging to the city, preserving the information while making it available in a usable and cost effective manner, providing information to County departments, and ensuring that legally mandated retention schedules and preservation policies are followed. The department also provides general information regarding Collin County departments and services to County citizens.

MAJOR PROGRAMS

Records-Public Service

Program Description - This function includes providing public assistance to the records of the county, making presentations to county, professional, and citizen groups on the importance of preserving records, participating in county-wide and/or departmental projects to evaluate, design, implement, and maintain county and state standards and statutes; providing county departments with business process analysis and Management best practices for storing records in paper or electronic formats; and updating county records technologies, best practices, and changes in statutory requirements.

Goals & Objectives

To serve Collin County through the collection, storage, retention, preservation, and disposition of records, care and serve as a resource for developing records and information mgt resources and technology, and departments by responding promptly to their requests for information.

PERFORMANCE MEASURES	FY2011 - Quarter #1
Projects Records staff involved in	3
Presentations on records issues internal and external	0
Public Assistance, requests for information and open records requests	12

Records Retention

Program Description -This function includes maintaining and updating retention schedules; maintaining vendor onsite secure destruction services, training on records & information management; scanning electronic records/document management system; providing secured storage for IT back up tapes; and records for preservation of historical and/or archival documents once their retention period has expired.

Goals & Objectives

To ensure that all records created and received by the County are maintained, preserved, and comply with Federal rules and regulations. Update county retention schedule as per revised Texas State library

PERFORMANCE MEASURES	FY2011 -
	Quarter #1
Boxes destroyed as per retention schedule	0
Pages Scanned (Records staff only)	234,652
Change existing retention schedules to meet new state mandated schedules (6 schedules tentative release date Feb 2011)	None released by state library this quarter

Storage and Retrieval

Program Description - This function includes managing the County's offsite Records Center (microfiche, CD, DVD, audio & video tapes, etc.); and managing County's electronic document security roles and rights, storage volumes, formats, etc.

Goals & Objectives

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

PERFORMANCE MEASURES	FY2011 -
	Quarter #1
File folders & file research requested from Records Center	471
Records Center Storage Capacity - end of quarter (restated 2nd & 3rd quarters)	93.96%
New boxes received for storage	250
Electronic records managed by RMS system- Documents Total	1,732,274
Electronic records managed by RMS system- Images Total	15,655,013
Physical(paper, microfilm, CDs, DVDs, etc) managed by RMS system Total	23

Records

izens of Collin County. This stewardship involves
viding comprehensive records management support
rvation standards for records are followed. The
ces via telephone, e-mail, and in person to Collin

county; responding to public information requests;
serving and managing local government records;
manage new projects/software for compliance with
analysis and/or training on Records & Information
ty policies and procedures as needed to reflect new

n of County records entrusted to the department's
ology. To serve Collin County citizens, business

CURRENT YEAR ACTUALS			GOAL
FY2011 - Quarter #2	FY2011 - Quarter #3	FY2011 - Quarter #4	FY 2011
4	5	7	
2	2	3	10
7	21	33	250

monitoring destruction efforts including providing
nning county records for inclusion in the county's
pes and original backup microfilm; and reviewing
expired.

disposed of in accordance with County, State, and
ry and archives schedules.

CURRNET YEAR ACTUALS			GOAL
FY2011 - Quarter #2	FY2011 - Quarter #3	FY2011 - Quarter #4	FY 2011
860	804	1,858	3,500
168,237	222,390	156,856	750,000

6 released on 3/22 effective 4/3/2011. 2 Schedules have been reviewed and changes complete	remaining 4 schedules effective 4/3/2011 have been reviewed and changes complete	5 schedules revised Aug 14 2011; completed 3 (PS, LC, GR) updates have 2 to go	within 3 months of release of new schedule by state library
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er; managing physical records (paper, microfilm,
records system including database structure, users,

tronic records management (electronic document

CURRENT YEAR ACTUALS			GOAL
FY2011 - Quarter #2	FY2011 - Quarter #3	FY2011 - Quarter #4	FY 2011
939	416	2,750	3,500
94.75%	89.67%	90.16%	95.00%
295	188	223	2,000
2,049,931	2,119,921	2,174,103	2.5 million
17,142,485	17,954,883	18,687,146	25 million
513	555	913	15,000