

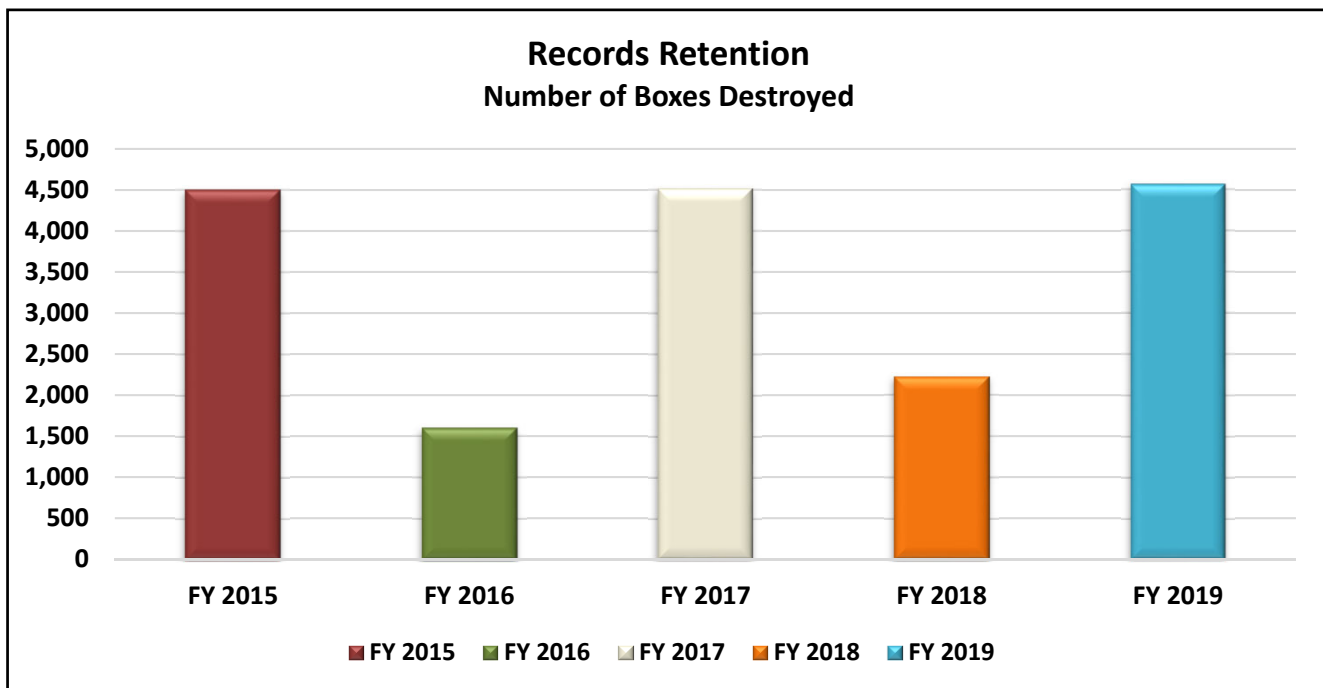
FY 2019 Records Statistics

Records Retention

This function includes maintaining and updating retention schedules; monitoring destruction efforts including providing vendor onsite secure destruction services, training on records & information management; scanning county records for inclusion in the county's electronic records/document management system; providing secured storage for IT back up tapes and original backup microfilm; and reviewing records for preservation of historical and/or archival documents once their retention period has expired.

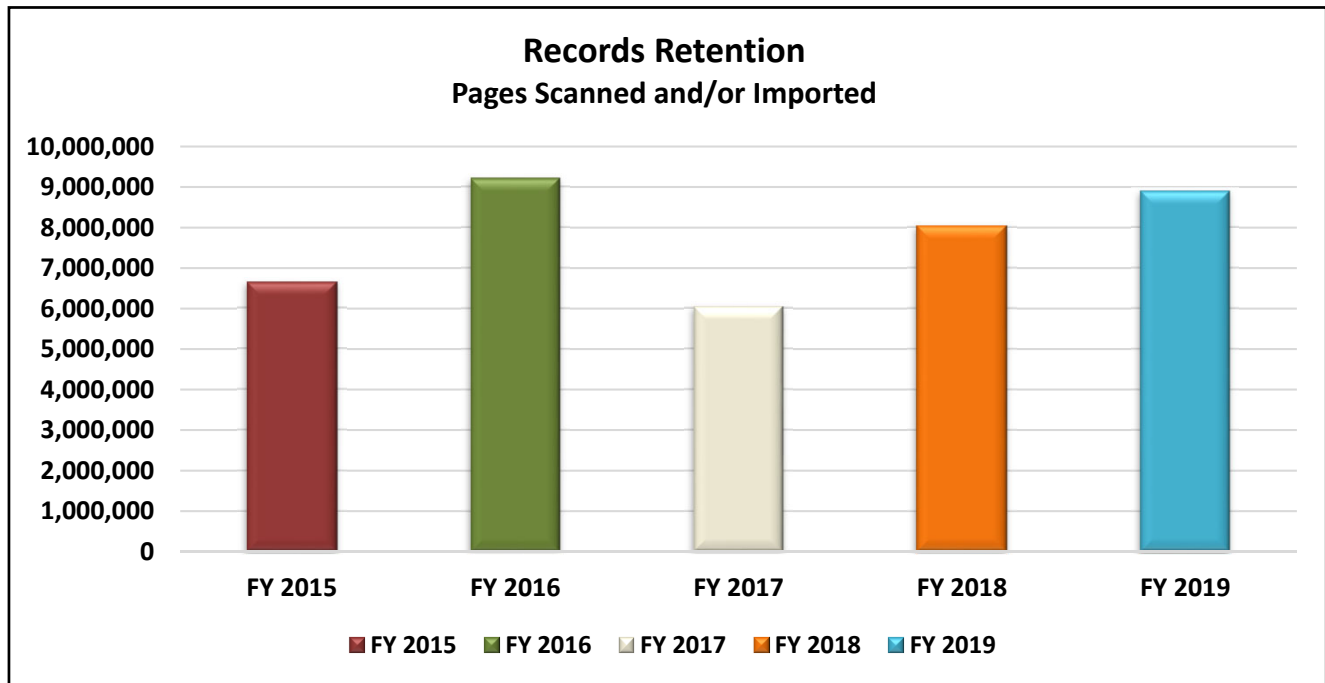
Goals & Objectives

1. To ensure that all records created and received by the County are maintained, preserved, and disposed of in accordance with County, State, and Federal rules and regulations.
2. Update Collin County retention schedule as per revised Texas State library and archives schedules.
3. To scan and/or import 8,000,000 pages annually.



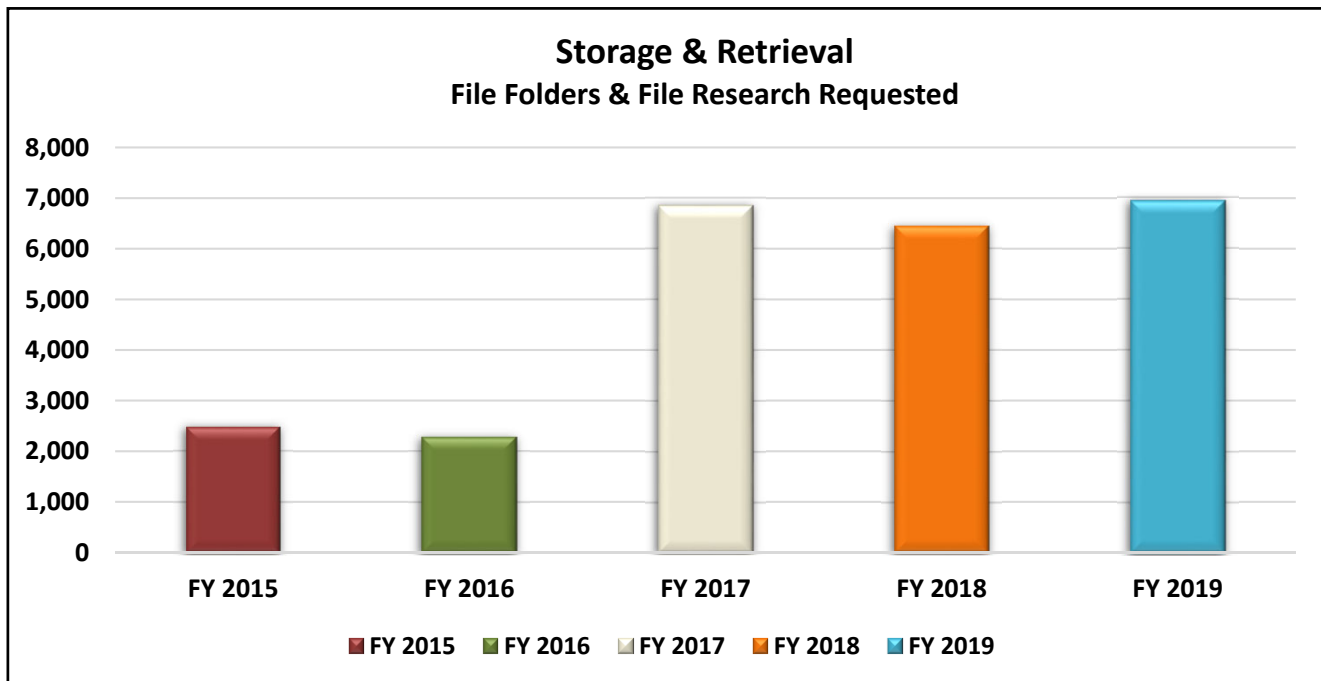
	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Number of Boxes Destroyed as per Retention Schedule	4,506	1,600	4,519	2,220	4,564

FY 2019 Records Statistics

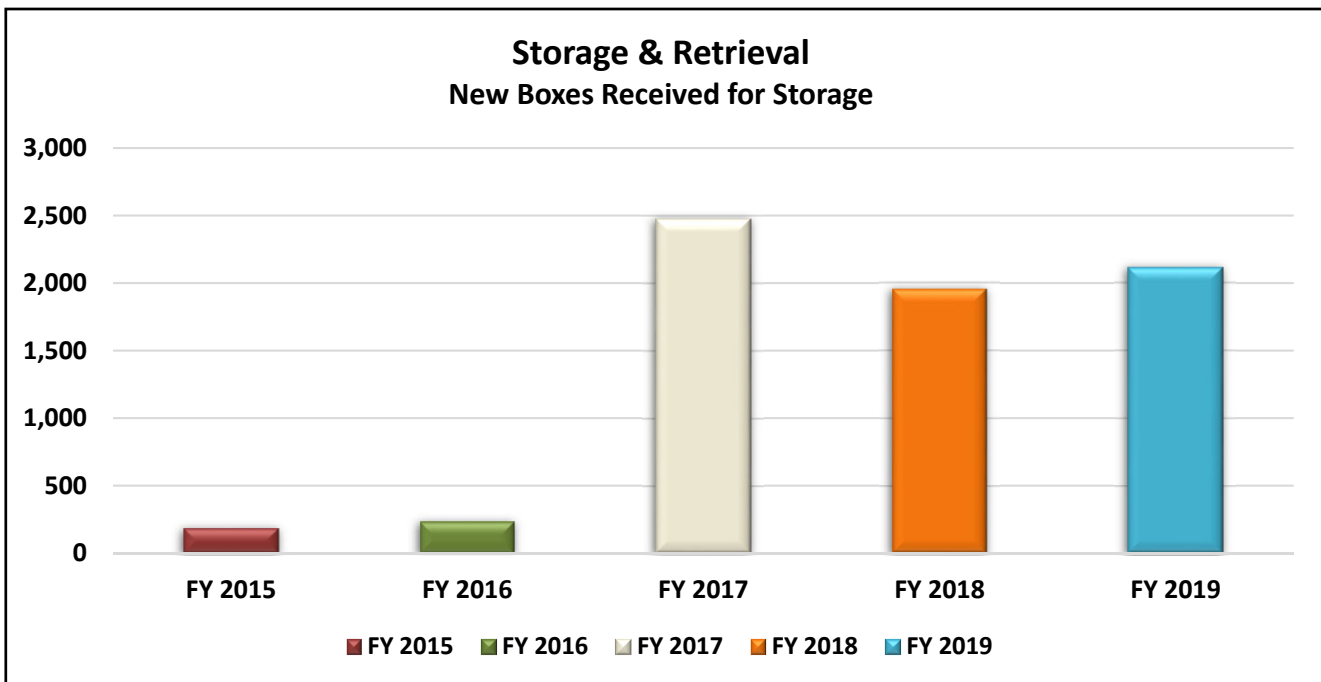


	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Pages Scanned and/or Imported	6,645,478	9,222,333	6,048,954	8,051,011	8,903,574

FY 2019 Records Statistics



	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
File Folders & File Research Requested	2,477	2,286	6,859	6,457	6,947



	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
New Boxes Received for Storage	183	231	2,478	1,954	2,114