

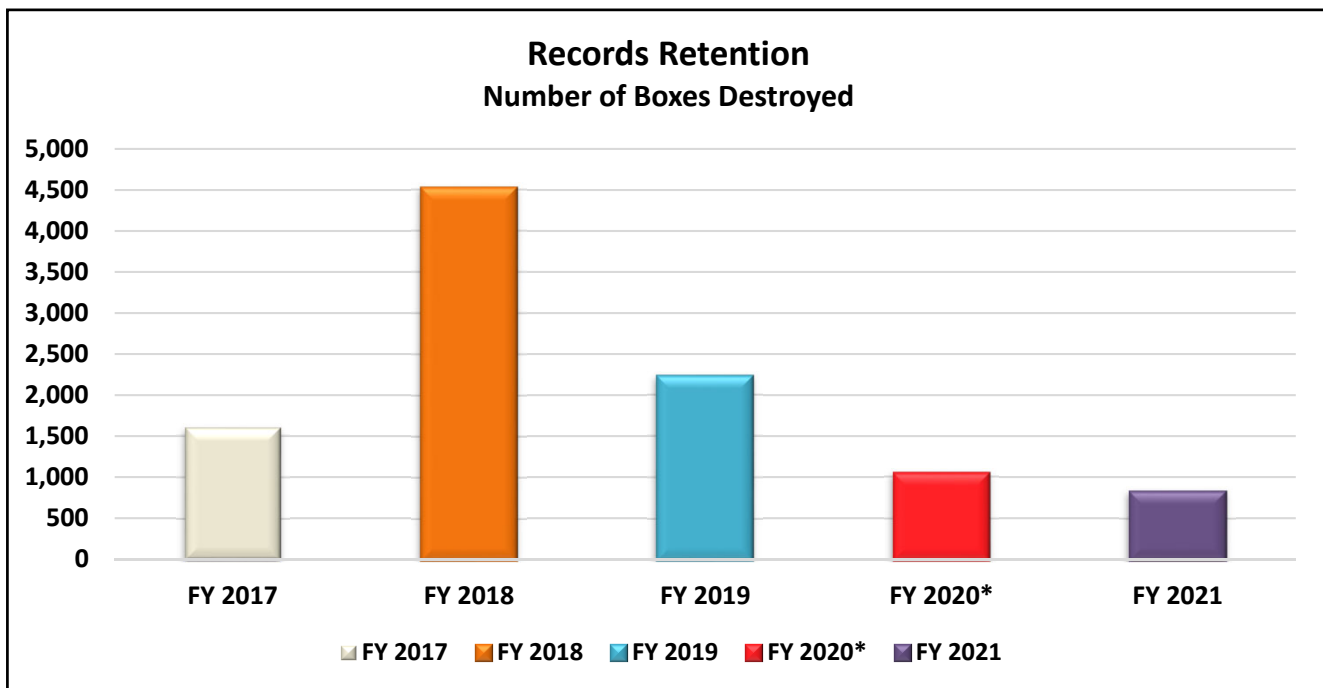
FY 2021 Records Statistics

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

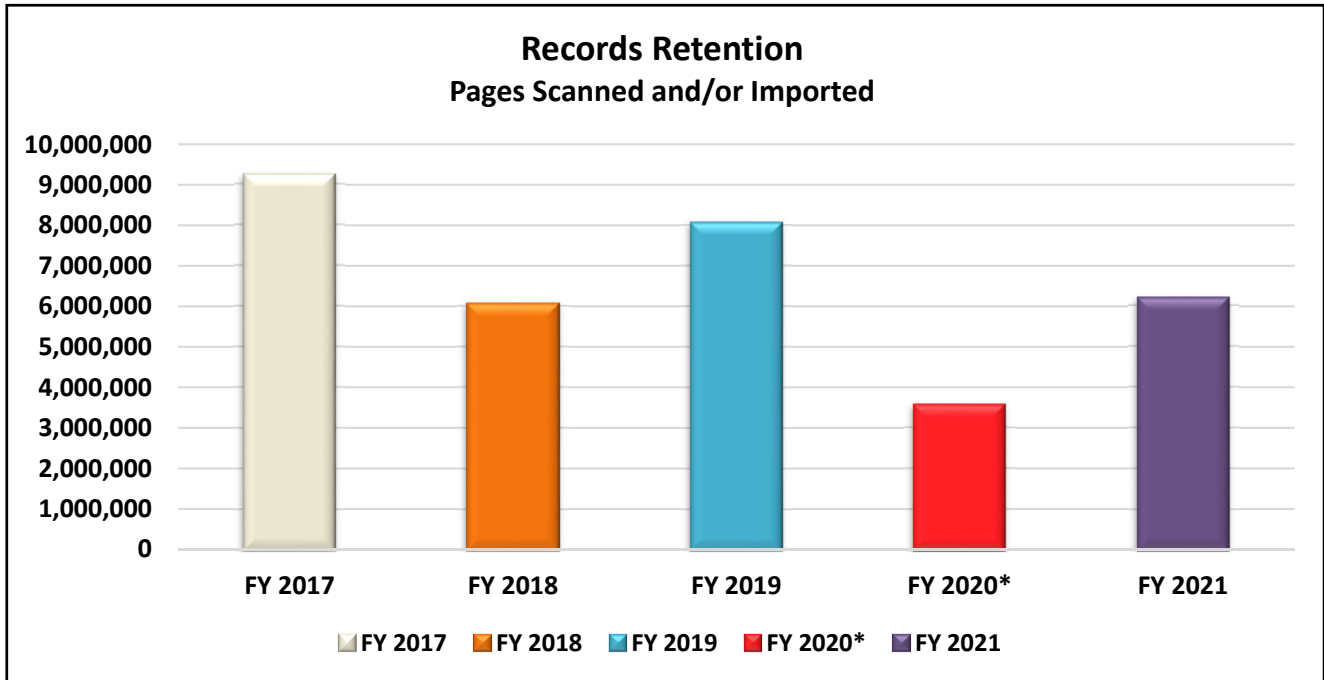
1. To ensure that all records created and received by the County are maintained, preserved, and disposed of in accordance with County, State, and Federal rules and regulations.
2. Update Collin County retention schedule as per revised Texas State library and archives schedules.
3. To scan and/or import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



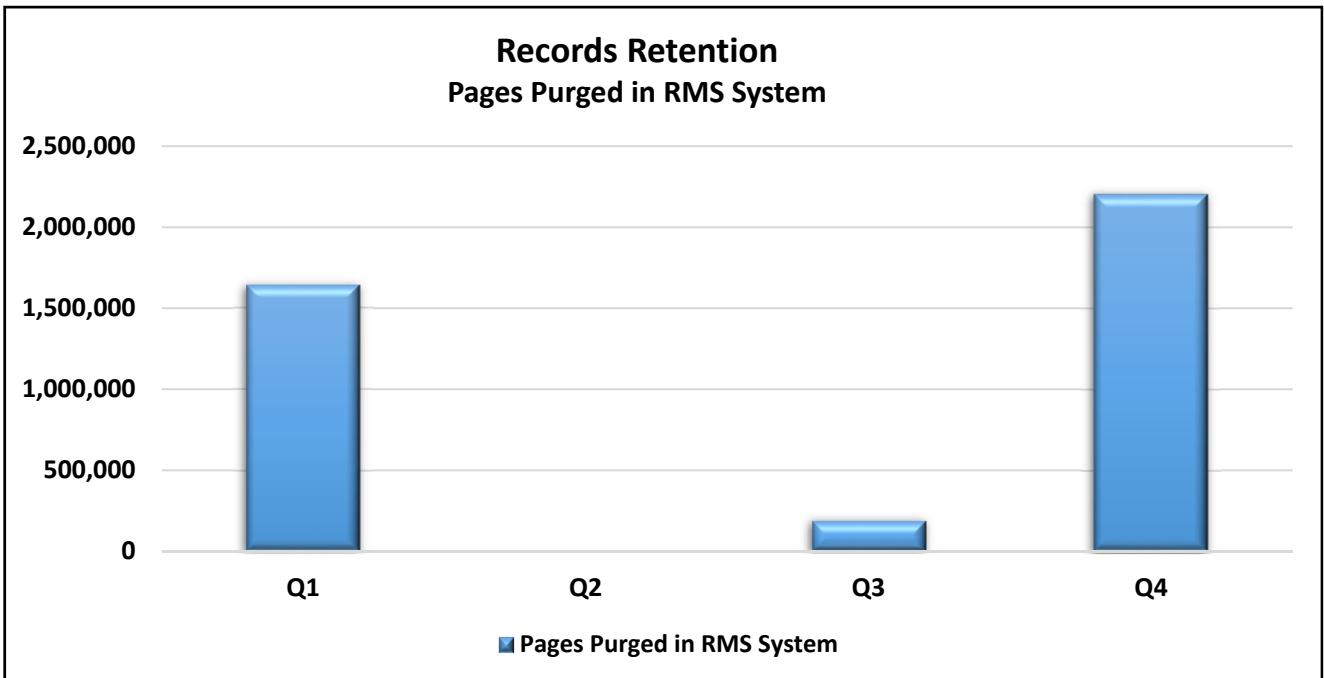
	FY 2017	FY 2018	FY 2019	FY 2020*	FY 2021
Number of Boxes Destroyed as per Retention Schedule	1,600	4,519	2,220	1,038	819

*Disaster Declaration issued by County Judge March 16,2020 due to COVID-19

FY 2021 Records Statistics



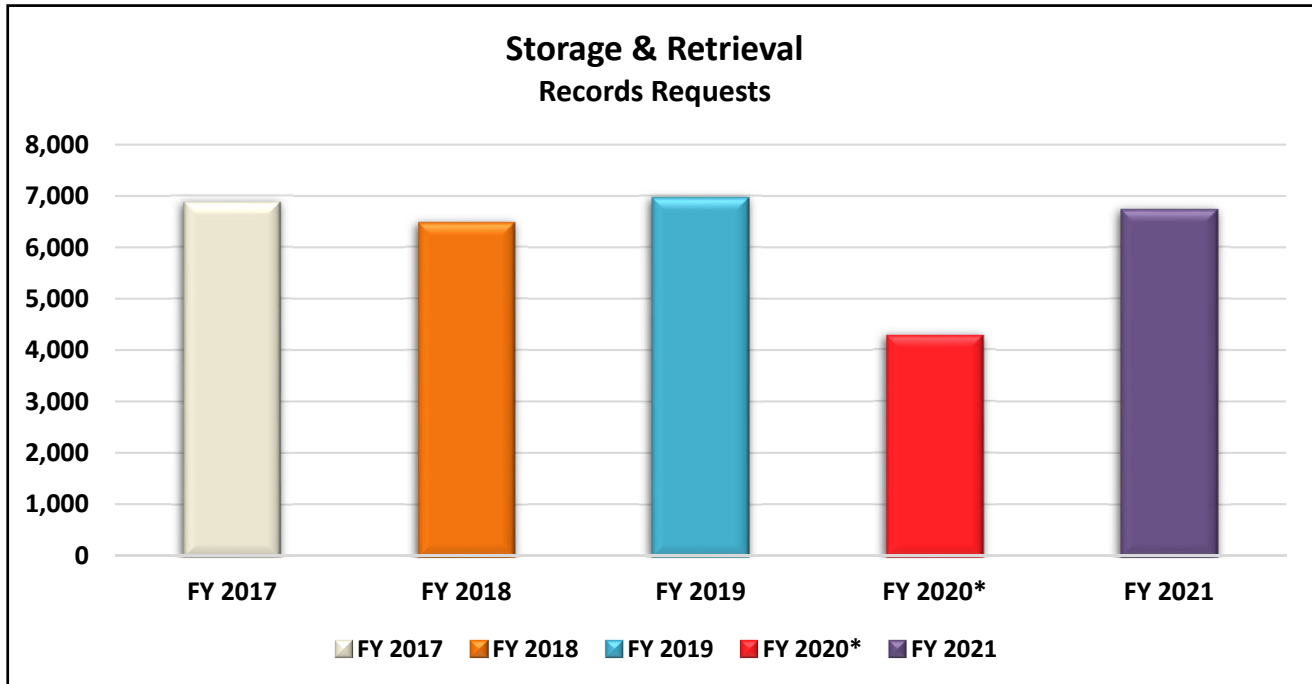
	FY 2017	FY 2018	FY 2019	FY 2020*	FY 2021
Pages Scanned and/or Imported	9,222,333	6,048,954	8,051,011	3,552,889	6,179,831



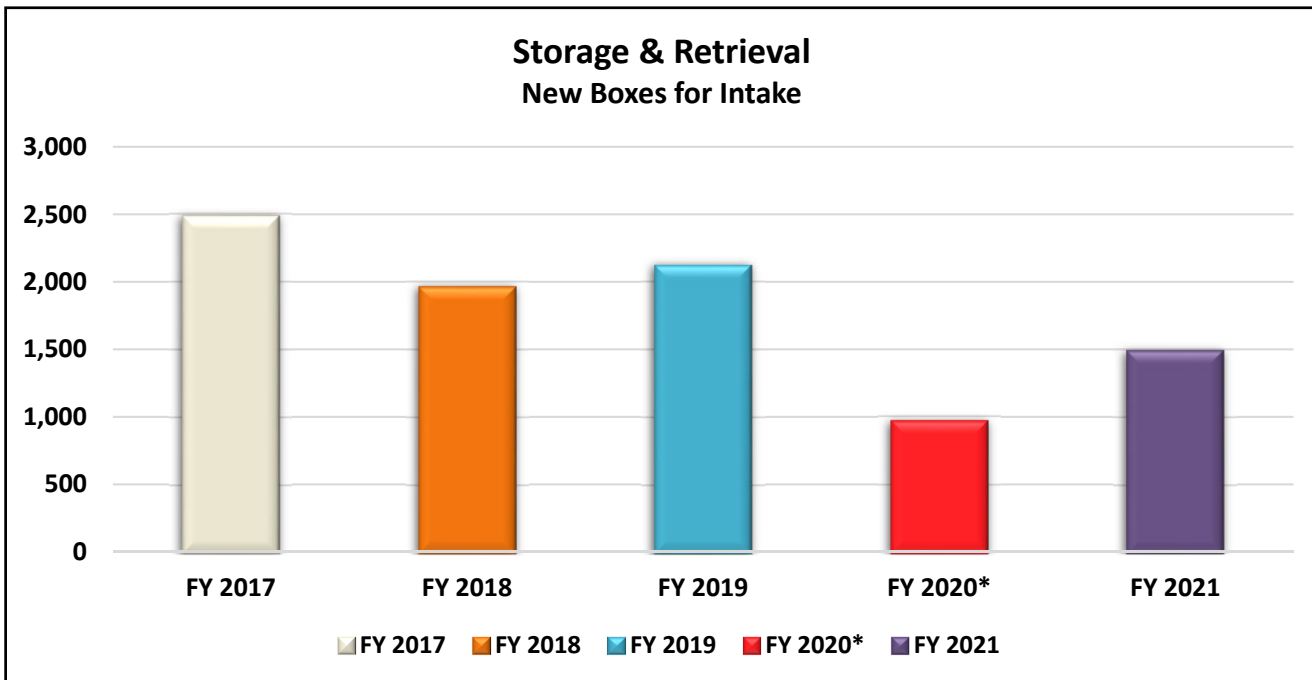
	Q1	Q2	Q3	Q4	TOTAL
Pages Purged in RMS System	1,641,710	0	187,007	2,203,052	4,031,769

*Disaster Declaration issued by County Judge March 16,2020 due to COVID-19

FY 2021 Records Statistics



	FY 2017	FY 2018	FY 2019	FY 2020*	FY 2021
Records Requests	6,859	6,457	6,947	4,260	6,715



	FY 2017	FY 2018	FY 2019	FY 2020*	FY 2021
New Boxes for Intake	2,478	1,954	2,114	960	1,485

*Disaster Declaration issued by County Judge March 16,2020 due to COVID-19