

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Evelyn Rutherford

Honoree's Job
Title: Administrative Secretary

Department: District Attorney

Years of Service with the County: 5.5 years

Why the Honoree is receiving a GEM Award including dates:

Evelyn Rutherford has done an exceptional job with completing a large project in July 2017 involving our closed District Attorney felony and misdemeanor cases. Her exceptional ability to coordinate, identify old inventory and work at a methodical pace to determine the retention of closed files has been a true asset. Evelyn has worked closely with the Collin County Records Department to streamline indexing and create new closed-file business processes for our office. Her efforts assisted with the destruction of over 4,000 boxes and a transfer of over 1,500 boxes to the Records Department for scanning and destruction evaluation. And the new business processes will yield more space and manpower efficiencies going forward. This is just the most recent example of Evelyn going above and beyond her normal duties.

Approved by elected official or department head on the 2nd day of Aug 2017.



Signature of Elected Official
Or Department Head

Greg Willis
Printed Name