

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Nancy Lloyd
First Name Middle Initial Last Name

Honoree's Job
Title: Legal II Secretary

Department: District Attorney

Years of Service with the County: 14 years

Why the Honoree is receiving a GEM Award including dates:

Nancy Lloyd created a CPS disposed case files system for the purpose of organizing, tracking, storing and/or shredding closed cases. As a result of the system she created and executed, she organized 78 boxes of 2016 disposed cases to be sent to records and between 50 and 60 boxes to be sent for shredding. Her goal is to have all 2012-2016 disposed cases indexed and verified by the end of the year so they can go to Records. This was a huge undertaking that she took on single handedly and finished very quickly. This is just one example of how Nancy goes above and beyond her required secretarial duties to make sure our cases are properly indexed, organized, and disposed.

Approved by elected official or department head on
the



Signature of Elected Official
Or Department Head

13 day of Oct., 20 17

Greg Willis
Printed Name