

RECORDS MANAGEMENT/GRANTS ADMINISTRATION

MISSION

The mission of Records Management is to work with the County Records Management Committee in establishing, implementing and maintaining a County Records Management Plan in accordance with the revised Records Management Policy adopted by Commissioners' Court in August 2008.

SERVICE AREA

Records Management's service area consists of its microfilming and digital scanning sections and its on-site Records Center, all located in the Rosenberg Annex, and the off-site (remote) storage elements held by contract with Iron Mountain and Safe Site.

OBJECTIVES

- To reduce space requirements on-site for County departments participating in the County Plan by changing records formats, storing records remotely, and destroying eligible records;
- To improve the retrieval of active records by those same methods;
- To maintain legal and practical compliance with established laws and procedures.

OUTCOME INDICATOR

Records Management will have achieved its goals when:

- The County as a whole reduces the amount of floor space, both on and off-site, assigned to records storage.
- The County as a whole reduces off-site records storage costs.

Grants Administration

MISSION

The mission of Grants Administration is to provide oversight of public and private grants with particular attention to post-award compliance, and to proactively provide assistance in locating and applying for appropriate grants.

OBJECTIVES

- To secure increased grant funding;
- To maintain compliance with grantor requirements.

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PERFORMANCE MEASURES	2009 ACTUAL	2010 ACTUAL	2011 PROJECTED
Iron Mountain cost	\$68,751.31	\$57,881.85 (eleven months)	\$72,000 (alternate vendor)
Iron Mountain cubic footage storage used (monthly average)	\$13,856.15	\$12,812.29	\$13,980
Cubic footage on-site storage space made available through filming	211.20 (film, shred)	249.3 (film, shred, scan) (ten months)	300

FUND: 100 General

ACCOUNTING UNIT: 100416100 Records Management/Grants Administration

EXPENSE BUDGET

CATEGORY	2009 ACTUAL	2010 ADOPTED	2011 ADOPTED
Salaries and Personnel Costs	\$ 343,172	\$ 345,720	\$ 347,809
Operating Costs	\$ 18,297	\$ 23,511	\$ 21,618
Information Technology Costs	\$ 3,286	\$ 1,072	\$ 0
Capital Acquisitions	\$ 13,495	\$ 0	\$ 0
TOTAL	\$ 378,250	\$ 370,303	\$ 369,427

2011 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Records Mgmt Technician	J07AC	G07	3
Lead Records Mgmt Technician	J08AC	G08	1
Records Liaison Coordinator	J10AC	G10	1
Records Mgt. Officer/Grants Administrator	J12025	G12	1
Total Authorized Positions			6

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ORGANIZATION CHART

