

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 Harris County Department of Education (HCDE).

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.

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PERFORMANCE MEASURES	2010 ACTUAL	2011 ACTUAL	2012 PROJECTED
Iron Mountain cost	\$62,644.52	n/a	n/a
Iron Mountain cubic footage storage used (monthly average)	\$12,704.32	n/a	n/a
Harris County Department of Education (HCDE) cost	n/a	\$16,525.70 (ten months)	\$29,020.00
HCDE cubic footage storage used (monthly average)	n/a	\$11,836.25 (ten months)	\$12,008.50
Cubic footage on-site storage space made available through filming	276.00	284.10	300.00

FUND: 100 General

ACCOUNTING UNIT: 100416100 Records Management/Grants Administration

EXPENSE BUDGET

CATEGORY	2010 ACTUAL	2011 ADOPTED	2012 ADOPTED
Salaries and Personnel Costs	\$ 321,966	\$ 347,809	\$ 351,784
Operating Costs	\$ 9,115	\$ 21,618	\$ 18,451
Information Technology Costs	\$ 606	\$ 0	\$ 0
Capital Acquisitions	\$ 0	\$ 0	\$ 0
TOTAL	\$ 331,687	\$ 369,427	\$ 370,235

2012 AUTHORIZED POSITIONS

Job Title	Job Code	Grade	Count
Records Mgmt Technician	J07056	G07	3
Lead Records Mgmt Technician	J08092	G08	1
Records Liaison Coordinator	J10076	G10	1
Records Mgt. Officer/Grants Administrator	J12025	G12	1
Total Authorized Positions			6

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ORGANIZATION CHART

