



Records Management

Curtis W. Davis Sr., Director

Board Presentation

June 19, 2024

SEE THE IMPACT



Who We Are

Harris County Department of Education's division that provides records management services to:

- School Districts
- Charter and Private Schools
- Universities
- Community Colleges
- Technical Schools
- City and County Governmental Agencies



Who We Are (Our Team)

Curtis W. Davis Sr., *Director of Records Management*

Anthony Washington, *Operations Manager*

Phyllis Gage, *Senior Customer Support & Imaging Specialist*

- Delia Cruz
- Eldi Meza
- Chi Edwards
- Dierra Foster
- Iris Cruz
- Maricela Martinez

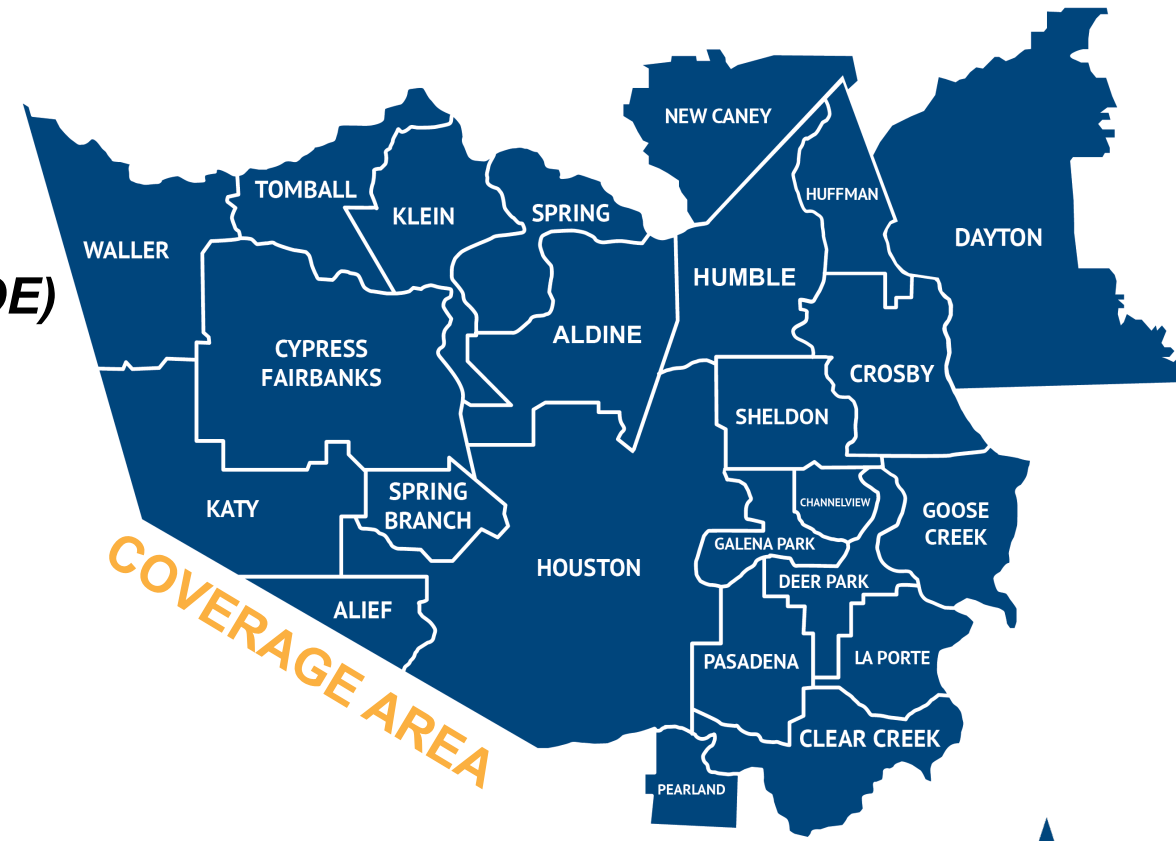
Michael James, *Senior Records Center Technician*

- John Sessions
- Robert Gipson
- Brandon Fisher
- Jesse Gee
- Donald Mims



Total Years of Service

Curtis W. Davis Sr., **40 years** Iron Mt. and **HCDE**
Michael Jame, **45 years** (*Charter Oil, Valero, HCDE*)
Phyllis Gage, **30 years** (**HCDE**)
Anthony Washington, **30 years** (*Iron Mt. and HCDE*)
Delia Cruz, **28 years** (*Databank and HCDE*)
John Sessions, **27 years** (*Harris County RC and HCDE*)
Jesse Gee, **17 years** (**HCDE**)
Eldi Meza, **15 years** (**HCDE**)
Iris Curz, **15 years** (*Veritrust RM and HCDE*)
Robert Gipson, **15 years** (**HCDE**)
Brandon Fisher, **15 years** (**HCDE**)
Donald Mims, **7 years** (**HCDE**)
Chi Edwards, **5 years** (**HCDE**)
Dierra Foster, **4 years** (**HCDE**)
Maricela Martinez, **4 years** (**HCDE**)



Services Provided

- Delivery and pickup services
- Online web order entry
- System for all Records processes
- Destruction of eligible records annually reducing districts' budget expense
- Protect and secure customers' records from fires, floods and identity theft
- Digitizing services for all types and sizes of documents

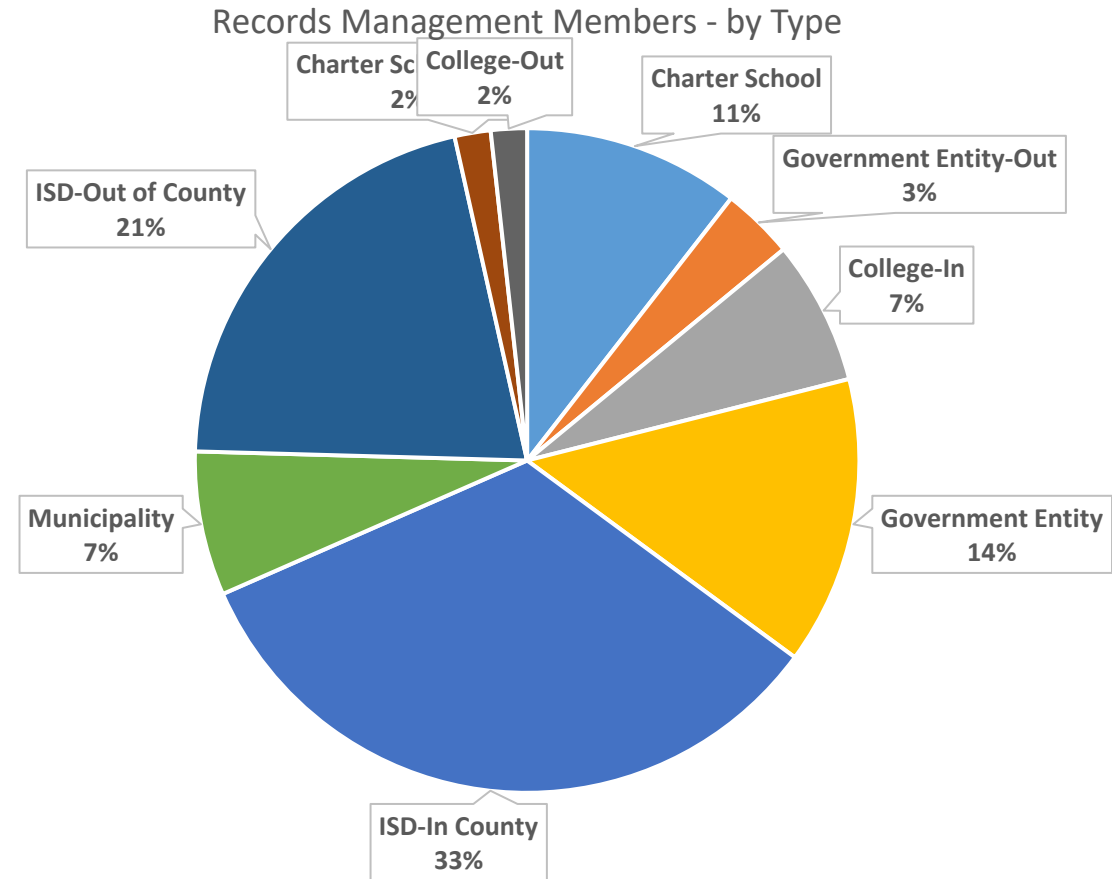
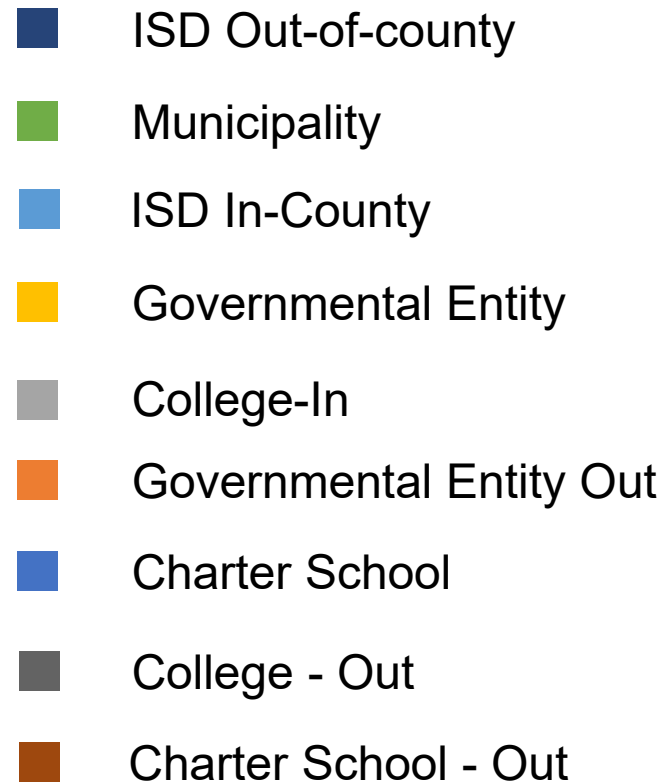


Additional Services Provided

- Secure paper consoles
- and recycling bin services
- Online web access and support for digital images scanned
- Training for existing records management officials on changes in retention schedules
- Paper shredding services
- Retrieval and refilling services



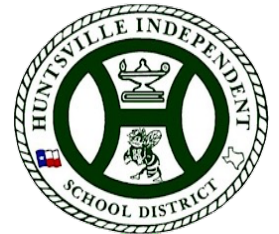
Who We Serve



Who We Serve



Who We Serve



Data Highlights



Electronic/web orders
completed
3,632



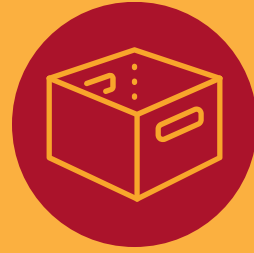
Transportation stops
3,284



Boxes destroyed
15,529



Manual work orders
completed
1,209



New boxes
received
16,720



High school
transcripts scanned
(annually)
60,000



Images scanned
1,494,488

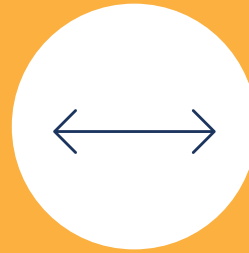


Recycling Shred
Bins **708**



Key Highlights

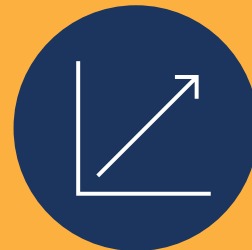
Completed scanning projects for Houston Police Burial Fund and Child Advocates of Fort Bend.



99%

Of all contracts renewed. Working on the City of Houston contract for February 2025.

More than
27 million documents scanned in our Paper Vision database.



In 2022-2023, we expanded our service area to include Travis County.



Trends

- Records Management conferences and exhibits are back to full speed and in-person.
- Decline in storage due to more records being removed and destroyed from inventories.
- Increase in creation of digital records and forms using cloud-based systems.
- Quality services, not profits are what the records management industry is talking about.



Questions?

