



Records Management

Curtis W. Davis Sr., Director

Board Presentation

May 21, 2025

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*

- Eldi Meza
- Delia Cruz
- Iris Cruz
- Chi Edwards
- Lanita Farley
- Maricela Martinez

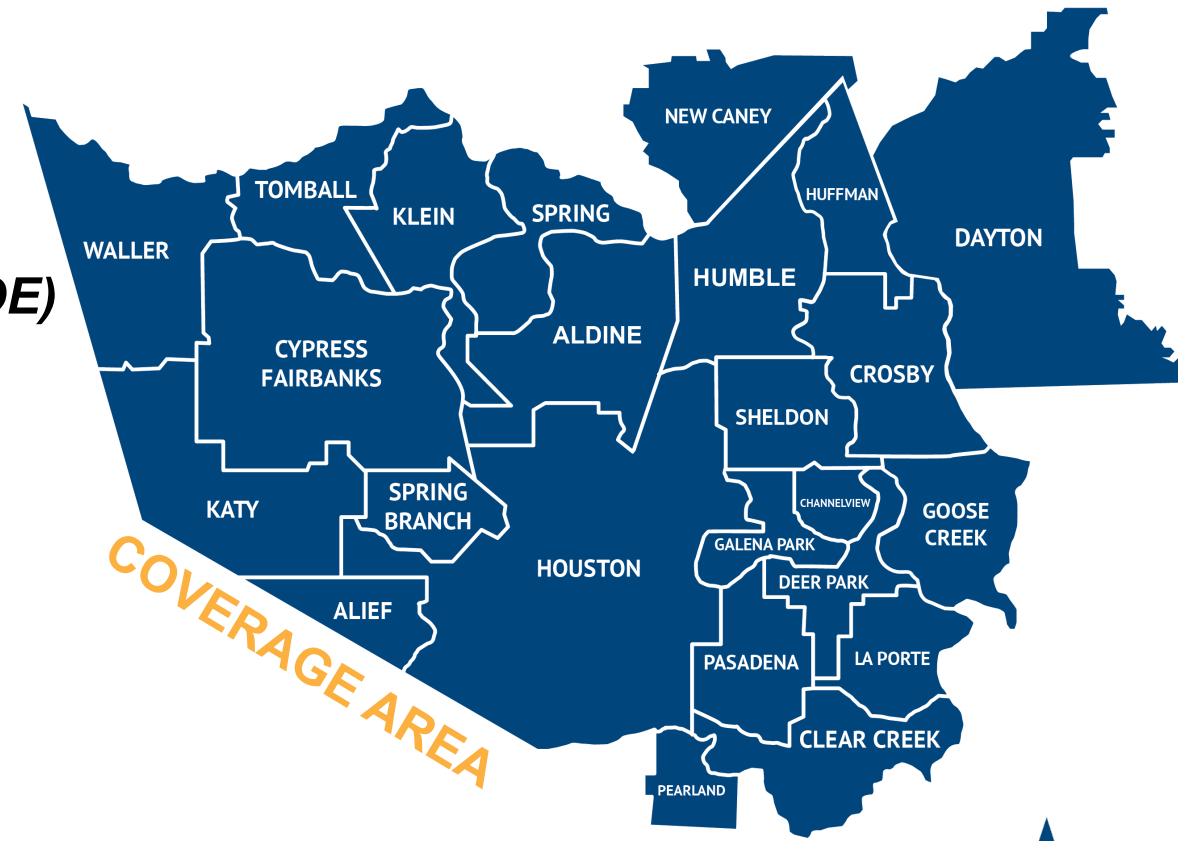
Michael James, *Senior Records Center Technician*

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



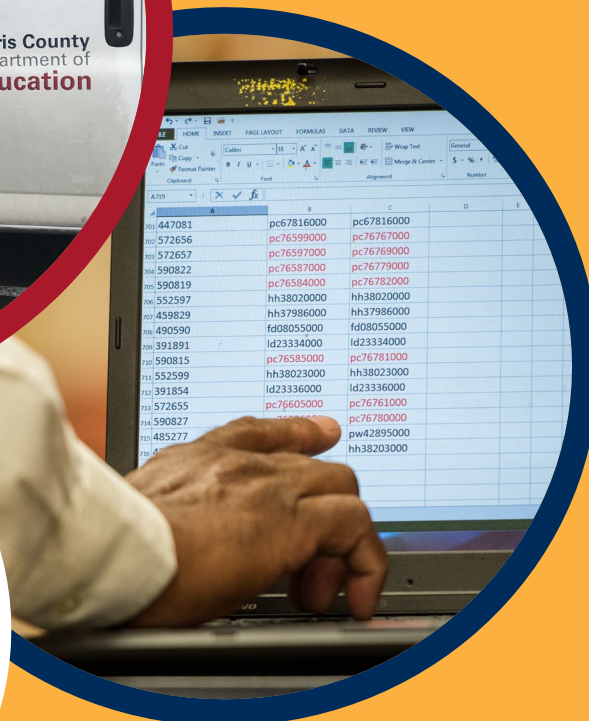
Total Years of Service

Curtis W. Davis Sr., **41 years** (*Iron Mt. and HCDE*)
Michael James, **46 years** (*Charter Oil, Valero, HCDE*)
Phyllis Gage, **31 years** (*HCDE*)
Anthony Washington, **31 years** (*Iron Mt. and HCDE*)
Delia Cruz, **29 years** (*Databank and HCDE*)
John Sessions, **28 years** (*Harris County RC and HCDE*)
Jesse Gee, **18 years** (*HCDE*)
Eldi Meza, **16 years** (*HCDE*)
Iris Curz, **16 years** (*Veritrust RM and HCDE*)
Robert Gipson, **16 years** (*HCDE*)
Brandon Fisher, **16 years** (*HCDE*)
Donald Mims, **8 years** (*HCDE*)
Chi Edwards, **6 years** (*HCDE*)
Maricela Martinez, **5 years** (*HCDE*)
Lanita Farley, **1 years** (*HCDE*)



Valuable Benefits

- Secure vehicle transport of records
- Secure catalogued storage
- Secure cloud storage
- Scan and store
- Pickup and destroy
- Conversion of film to digital
- Web-based electronic document storage
- Online retrieval system
- Organized records center



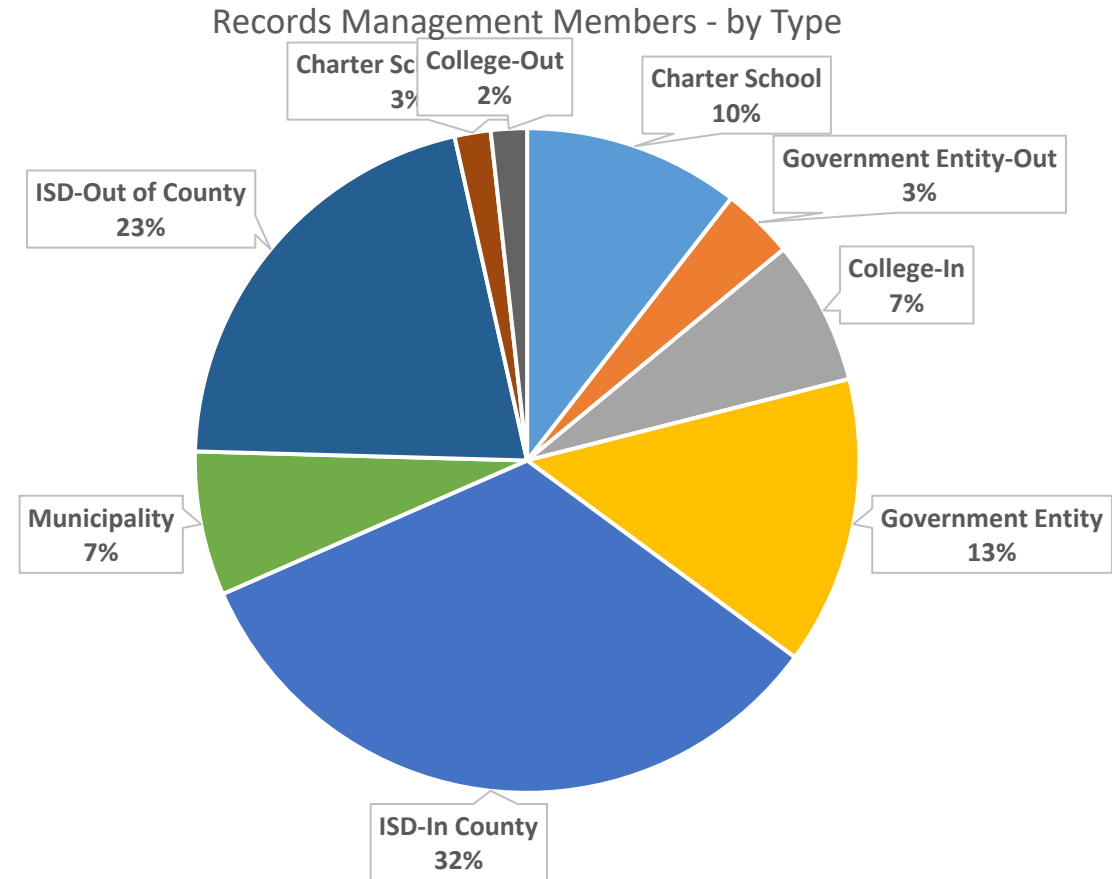
Valuable Benefits

- Provide secure paper consoles and recycling bin services
- Provide online web access and support for digital images scanned
- Train RMO's on changes in retention schedules
- Provide paper shredding services
- Provide retrieval and refilling services



Who We Serve

- ISD Out-of-county
- Municipality
- ISD In-County
- Governmental Entity
- College-In
- Governmental Entity Out
- Charter School
- College - Out
- Charter School - Out



Who We Serve



DAYTON ISD



GOOSE CREEK
CONSOLIDATED INDEPENDENT SCHOOL DISTRICT



Who We Serve



Data Highlights



Electronic/web orders
completed
3,404



Transportation stops
2,972



Boxes destroyed
19,697



Manual work orders
completed
1,165



New boxes
received
16,091



Supply boxes
25,528



Images scanned
1,508,646

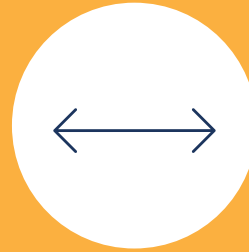


Recycling Shred
Bins **823**



Key Highlights

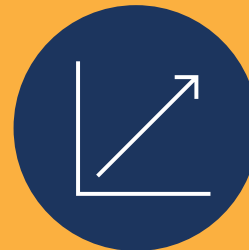
Transitioning from paper
High School Transcript
to Electronic



100%

Of all contracts renewed.

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



In 2023-2024, we expanded
our service area to include
Liberty County.



Trends

- Districts and other agencies are looking for ways to cut cost.
- More records are being removed and destroyed from inventories.
- Electronic documents are being moved from system to system, creating less paper.
- Customers are looking for **quality services** without the high cost.



What questions do you have?

