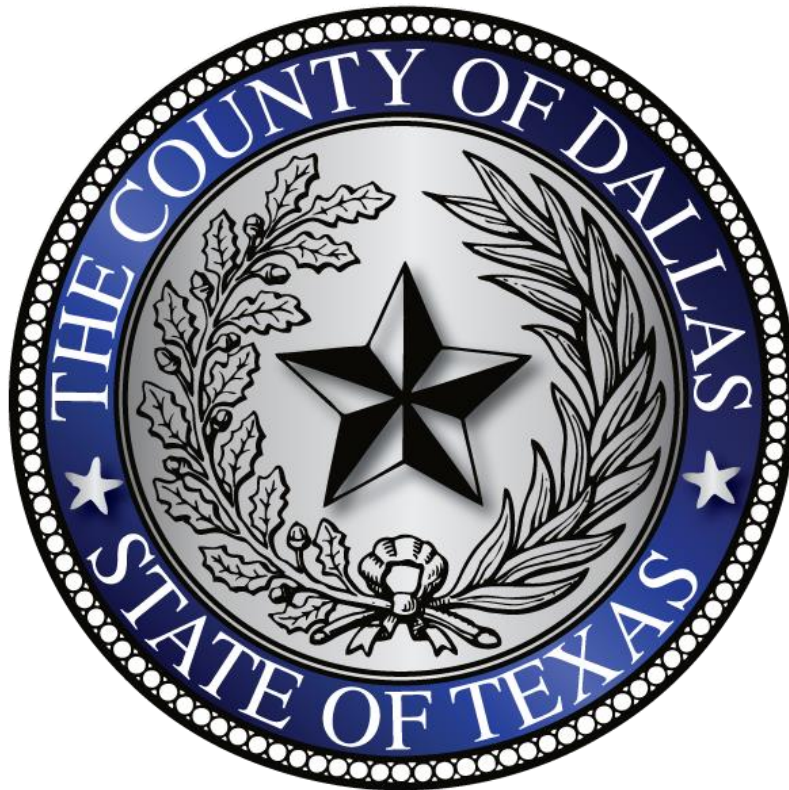


# Records Center General Guide



**Dallas County Record Center**  
**2121 French Settlement**  
**Dallas, TX 75212**  
**Phone #: (214) 637-0336**  
**Fax #: (214) 637-8324**

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# Records Management Personnel

## **Chris Hooper, Director of Consolidated Services, Records Management Officer (RMO)**

*General Retention/Records Management Questions, Records Management Forms,  
Special Requests, Move Projects involving Records, All Record Destruction,  
Records Management Training, Inventory Lists and Specialized Research*

Phone #: (214) 653-7976

Fax #: (214) 653-6464

Email: Christopher.hooper@dallascounty.org

## **Rick Nulisch, Records Management Analyst (RMA)**

*General Retention/Records Management Questions, Records Management Forms,  
Barcode Labels, Records Transfer Request (RM01) (Reviews/Approval/Data Entry),  
Records Management Training, Special Requests, Inventory Lists and Specialized Research*

Phone #: (214) 653-6628

Fax #: (214) 653-6464

Email: rnulisch@dallascounty.org

## **Dennis Everling, Record Center Supervisor (RCS)**

*Records Research for delivery (RM03), Schedules daily routes/services,  
Re-file Research, Destruction-USED boxes and Special file/box Requests*

Phone #: (214) 637-0336

Fax #: (214) 637-8324

Email: deverling@dallascounty.org

## **Jose Perez, Record Center Technician II/Asst. Supervisor**

*Records Research for delivery (RM03), Schedules daily routes/services,  
Re-file Research, Destruction-USED Boxes and Special file/box Requests*

Phone #: (214) 637-0336

Fax #: (214) 637-8324

Email: jperez@dallascounty.org

## **William (Bill) Burns, Mailroom Supervisor**

### **Jerry Miller, Lead Mail Clerk**

*Submit Request for Custom Storage Boxes using Storekeeper Requisitions*

Phone #: (214) 653-7394 or (214) 653-6876

Email: William.burns@dallascounty.org

## GENERAL RULES FOR PLANNING

Departments should keep two to five years of the most recent closed records at their site. Only closed records are accepted at the Dallas County Records Center for storage/archiving.

Records which have exceeded their retention (life cycle) will not be accepted for storage at the Dallas County Records Center. They should be stored at your site or request approval for destruction (Contact the Records Management Officer for process and forms).

Records should be grouped by the series and the year. ONLY paper records are accepted at the Records Center. No 3-ring binders, hanging files, photographs, dvds, cds, microfilm or tapes will be accepted.

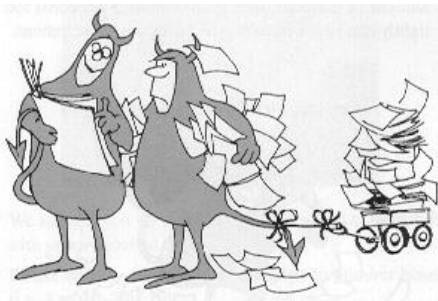
Records must be packed in required custom heavy-duty boxes provided by Records Management. We will not accept any box other than the required box-no exceptions. Boxes can be ordered using the Requisition Storekeeper book and presented to the Dallas County Mail/Supply room.

The Records Management storage process can take 2 to 4 business days, at times longer depending on any needed corrections and/or number of boxes to be stored. If you have deadlines, plan ahead to allow yourself enough time to prepare your boxes, your paperwork, for Records Management review and process the paperwork, perform required data entry and scheduling the pickup.

All records coming into or out of the Records Center requires paperwork.

Boxes will not be accepted at the Records Center without barcodes or prior to the completion of the approval (acceptance) processing by Records Management.

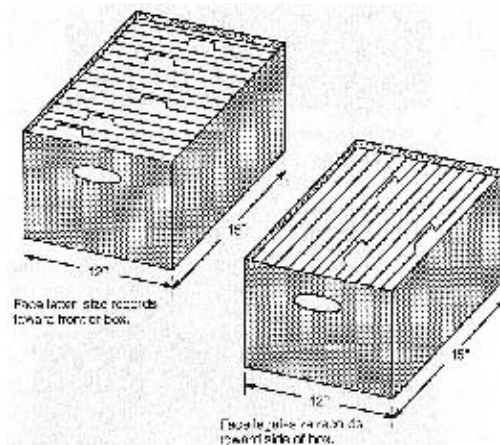
Barcodes and forms for storing records at the Records Center are available upon request by contacting Rick Nulisch, Records Analyst.



## PACKING RECORDS

Use only Custom Heavy Duty Boxes provided by Records Management. Boxes are ordered and picked-up from the Dallas County Mail/Supply Room. We will not accept any boxes other than the required boxes.

The standard Record Center Storage Box is custom made for Dallas County Records Management. Records are packed in the same order in which they are maintained in active files. Files should be placed according to size: Letter size starting on the 12" side (short side) and legal on the 15" side (long side).



Limit the contents of any box to a single record's series. Generally, this is a group of records, filed together in a unified arrangement, which results from or relates to the same function or activity.

All file folders **MUST** face the same direction in the custom storage box to facilitate rapid retrieval. **No** 3-ring binders, hanging files, photographs, dvds, cds, microfilm or tapes shall be placed in boxes for storage.

Pack the boxes as if they were file drawers. The quality of how your files are organized will determine how fast we can retrieve the items for you.

Leave approximately 3 inches (fist width) in the container to facilitate servicing. If future inter-filing is required, adequate space should be left according to the amount of material to be added. Packing records too tightly can result in damaged boxes during shipment.

If you have a box control inventory (a detailed inventory listing each file), place a copy in the front of the box. You should keep a copy of this inventory with your records. We do not enter each individual file in the database.

Prepare and affix the proper Bar Code Label to the bottom right hand corner of the 12-inch side (short side aka handle side) of the box.

## PREPARING THE PAPERWORK

You have completed packing the custom boxes and placing a barcode label on the bottom right hand corner of the short side of the box. Now it is time to prepare the paperwork.

Write the barcode number on your inventory sheet, the box contents year (should only be one year per box) and the first and last file in the box. The first and last file should be in a numerical order (lowest number first), date order or in alphabetical order (A-Cou; Cov-Fas).

The next barcode (staying in numerical order) should continue the sequence of the box before until the sequence has been ended. Remember keep the years separated.

Box #	Year	File Range		
144031	2003	[# January 01	:# February 15	]
144032	2003	[# February 16	:# March 31	]
144033	2003	[# April 01	:# April 30	]
144034	2004	[# AB	:# DRI	]
144035	1998	[# 98-0001	:# 98-0100	]

(Fig. A)

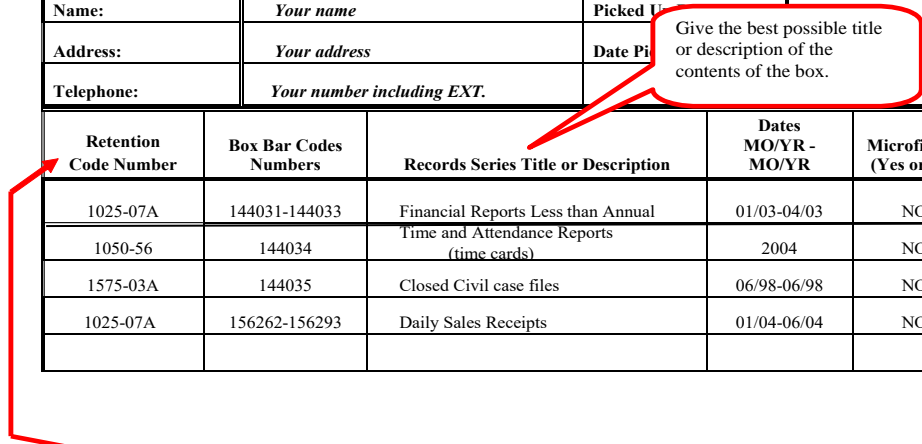
Upon the completion of your inventory sheet, you will prepare the RM01 Form (Request to Transfer Records) as shown below in fig B. The information in the form below is information from the inventory sheet above (fig A).

**DALLAS COUNTY RECORDS CENTER  
REQUEST TO TRANSFER RECORDS**

<b>Date:</b>	<i>Date you prepare</i>	<b>Approved by Records Management Officer:</b>	
<b>Department/Division</b>	<i>Your Dept. Name and Division</i>	<b>Date:</b>	
<b>Name:</b>	<i>Your name</i>	<b>Picked Up</b>	
<b>Address:</b>	<i>Your address</i>	<b>Date Picked Up</b>	
<b>Telephone:</b>	<i>Your number including EXT.</i>		

Retention Code Number	Box Bar Codes Numbers	Records Series Title or Description	Dates MO/YR - MO/YR	Microfilmed (Yes or No)	Quantity (Boxes or Volumes)
1025-07A	144031-144033	Financial Reports Less than Annual	01/03-04/03	NO	3
1050-56	144034	Time and Attendance Reports (time cards)	2004	NO	1
1575-03A	144035	Closed Civil case files	06/98-06/98	NO	1
1025-07A	156262-156293	Daily Sales Receipts	01/04-06/04	NO	2



**This is new.** Look at your retention schedule. Use the retention code that applies to the type of record you are sending to the Records Center.

(Fig. B)

Complete the top left portion of the Request to Transfer Records form. This information will tell us what division within your department the records are to be assigned. The address is the location of the boxes to be picked up.

The Retention Code is the code assigned to the records series. The Records Retention Code (or schedules) can be obtained by contacting Records Management or by visiting:

Texas State Library and Archives Commission  
<https://www.tsl.state.tx.us/slr/recordspubs/localretention.html>

When the same series of records are boxed in order with consecutive barcodes assignment, you can list the barcodes as shown above (144031-144033 fall under retention 1025-07A).

Give the best possible description of the records (including any special notations-such as show under "Time and Attendance"-time cards). The Retention code will trigger a generic description in the database, but the description you disclose will provide additional information for reviewing and noting in the database.

The date area or range is the dates of the files listed under the assigned barcodes in the barcodes listed on the respective line.

Please note if these records have been microfilmed or mark as N/A (not applicable). The number of boxes listed under the retention code and year should be noted. The final total on the RM01 form should match the total on your inventory sheet. Keep a photocopy of the RM01 and the inventory for your records.

Once the boxes are packed, barcodes applied, forms are complete and ready for pickup, fax the Request to Transfer Records form (RM-01) and the Inventory sheets to 214 653 6464, Attention: Rick Nulisch. After the submitted request is reviewed and approved the information is entered into the Records Management database. Upon completion, the request will be logged in and forwarded to the Records Center supervisor. The supervisor will schedule and arrange for your boxes to be picked up. Depending on the number of boxes, this process from Supervisor's receipt of the request until pick up may take 3 to 15 business days.

Boxes to be picked up should be in a secure central area with barcodes facing outwards (all the same direction) for easy verification. Every attempt should be made to place the boxes in numerical (barcode) order to facilitate accurate verification and timely pick up. The Records Center staff member will need to see the barcodes and mark the boxes/barcodes off from the inventory sheet provided in your request.

## RETRIEVING A BOX/FILE FROM THE RECORDS CENTER

Records (files and boxes) stored at the Records Center can be checked out to the custodial department only. All requests must be in writing (form RM03).

REV. 07/2009		<b>DALLAS COUNTY</b>		RM-03
<b>RECORDS CENTER-RECORD REQUEST</b>				
FAX TO: RECORDS CENTER 214 637-8324		DATE <u>11/19/2012</u>		
FROM: DEPARTMENT <u>County Clerk</u>	ADDRESS <u>GACB-600 Commerce 1st</u>			
SUBDIVISION <u>Civil</u>	TELEPHONE <u>214 653 XXXX</u>			
CONTACT NAME <u>Sedrick King</u>		<u>72 HOUR DELIVERY</u> REQUEST MUST BE RECEIVED BY 10:00 AM.		
CASE NUMBER OR RECORD TITLE	STYLE #/DESCRIPTION/YEAR	BOX NUMBER/BARCODE (IF KNOWN)	SHELF LOCATION	NOTES: F/M
98-0059	Boxer, Manny (1998 Closed Civil Case File)	144035		

This top of this form must be completed. Many departments have several divisions (Criminal, Civil, Administration and Bookkeeping). This information is utilized to search for the record. If the incorrect information is provided or left off the record could be reported as "M" (missing). The contact information and address is the key to creating time efficient routes for the various locations drop offs. When possible Departments with multiple divisions located at the same site should have only one delivery point.

Case Number or Record Title; Style #/Description/Year must be completed to the best of your knowledge. This is information used to filter the search criteria. It is also information to verify the correct record has been pulled for delivery.

If you know the barcode please provide it. If not, the Records Center staff is trained to search the database. Searching the database does cause some delays, but most all requests have a turn-around time of 72 hours.

Fax your request to the Dallas County Records Center at 214 637 8324. It is our goal to deliver files within 72 hours. Cut off time is 10AM each day.

When the files are located and pulled, the file information is entered into the database and a barcode is applied to the front of the file. This enables the file to be scanned out (checked out) to the custodial department.

Each day the previously requested (checked out) files/boxes are delivered to the custodial department.



## **RETURNING A BOX/FILE TO THE RECORDS CENTER (RE-FILING)**

Previously checked out Files/Boxes, which need to be returned to the Records Center require paperwork.

Written/typed information (prefer on letterhead) needs to be faxed to the Records Center (at 214 637 8324).

Information required:

- TITLE: Re-Files for pickup
- Name and location of the department
- Name and Number of the contact person
- Number of files/barcoded boxes (only previously checked out from Records Center)

Allow 2 to 3 business days for the pick-up. If on the 4<sup>th</sup> day, the files have not been picked up call 214 637 0336.

Once the files are picked up and returned to the Records Center, they are scanned back in to the original box and current box location. Re-files can take up to 24 hours from receipt at the Records Center before being returned to their box/shelf location as assigned.

## **BOXES STORED AT RECORDS CENTER-DESTRUCTION**

Annually, the Record Management Officer prepares a list of boxes that have exceeded their scheduled retention period. The Records Management Officer reviews this list and a Destruction Notice, Form RM-04, is prepared and sent to the appropriate elected official/department head for approval. ONLY the Elected Official, Appointed Official or Director can approved and sign off on the destruction of records. Dallas County follows the retention set forth by the Texas State Library and Archives Commission.

Records, which are not approved for destruction, are removed from the list. The department representative will need to mark through the item on the list, noting "Do Not Destroy" and the reason for the hold. The originally signed Notice of Destruction and the Inventory are returned to the Records Management Officer.

Upon receipt of the completed/signed form, the Records Management Officer reviews it again; making notes of all boxes not to be destroyed-removing them from the list and logging in the notice. A copy is sent to the Records Center supervisor. The supervisor will coordinate the pulling and removal of the boxes from the assigned shelf location.

Approved boxes are pulled and placed in staging area for verification. Verification process is performed by the supervisor and another staff member. Together they are verifying only the approved boxes have been pulled for destruction. After the verification process, the boxes are shrink-wrapped to pallets and moved to the destruction staging area for shredding.

The supervisor will schedule the shredding of the files/boxes with our contracted bonded vendor. All records are shredded per County Policy. A Certified Destruction Notice can be sent to the elected official/department head if so requested.

Prior to any record being destroyed the retention should be reviewed, proper paperwork completed and submitted for approval. The Record Management officer will review for proper retention and retention period upon receipt prior to approval.

***Questions, Inventories, Retention Schedules and Forms can be obtained by contacting:***

***Chris Hooper, Records Management Officer by email or 214 653 6434***

***Ricky Nulisch, Records Analyst by email or 214 653 6628***

***Questions on how to request approval for destroying records located within the department should be sent to Chris Hooper, Records Management Office or Ricky Nulisch, Records Analyst.***