

Chapter 98 – Records Management Program

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ARTICLE I. - IN GENERAL

Sec. 98-1. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Essential record means any record that is necessary to the resumption or continuation of operations of the county in an emergency or disaster, to the recreation of the legal and financial status of the district, or to the protection and fulfillment of obligations to the people of the county.

Official county record means all documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic are the records of the county and regardless of whether public access to it is open or restricted under the laws of the state, created or received by officials or employees pursuant to law or in the transaction of public business are official county records. These records shall be created, maintained and disposed of in accordance with county policy and state law.

Permanent record means any record that has a permanent retention period on the retention/disposition schedule.

Retention/disposition schedule means a list of records maintained by the county, their retention periods, and other information on disposition. This schedule must be approved by the state library as meeting all state requirements for retaining records.

Retention period means the minimum time that must pass after the creation, recording, receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

(Admin. Policy Manual, § H(1.07—1.11))

Sec. 98-2. - Part of communications and central services department; responsible officer.

The records management program is part of the communications and central services department that reports to the commissioners court. The county records management officer is responsible for the records management program.

(Admin. Policy Manual, § H(1.00))

Sec. 98-3. - Application of management techniques.

The county records management program is involved with the application of management techniques to the creation, distribution, use, retention, storage, retrieval, protection, preservation and final disposition of all records generated within the daily operations of the county.

(Admin. Policy Manual, § H(1.01))

Sec. 98-4. - Purpose.

¹ **State Law reference**— Public Records Act, V.T.C.A., [Government Code § 552.001](#) et seq.; county records, V.T.C.A., [Local Government Code § 191.001](#) et seq.; management and preservation of records, V.T.C.A., [Local Government Code § 203.001](#) et seq.

The purpose of the records management program is to provide accurate and complete recorded information in the most cost effective, systematic and efficient manner for the operation of the county business consistent with the requirements of the V.T.C.A., Local Government Code chs. 201—205, Local Government Records Act, and accepted records management practice.

(Admin. Policy Manual, § H(1.02))

Sec. 98-5. - Primary functions.

The primary functions of the records management program include, but are not limited to, consulting with county departments concerning all aspects of records management including the following:

- (1) Files management;
- (2) Records center operations;
- (3) Records appraisal and preservation;
- (4) Retention/disposition schedules;
- (5) Vital records protection;
- (6) Micrographics and electronic information management;
- (7) Forms management; and
- (8) Reprographics management.

(Admin. Policy Manual, § H(1.03))

Sec. 98-6. - Records management officer.

- (a) *Naming.* Under the Texas Local Government Records Law, the county has named a county records management officer responsible for the records of all county departments and all elected offices as designated. Elected officials who designate themselves as the records management officer for their office will cooperate with the commissioners court and the county records management officer on records management issues that are common to all county offices.
- (b) *Duties and responsibilities.* The records management officer will ensure that the maintenance, destruction, microfilming, electronic storage and disposition of records of the county or an individual office are carried out in accordance with the requirements of the Local Government Records Act. Some of the responsibilities of the county records management officer are to:
 - (1) Administer the records management program and provide assistance in its implementation;
 - (2) Plan, formulate and prescribe record disposition polices, systems, standards and procedures;
 - (3) Cooperate with all departments to identify essential records and establish a disaster plan;
 - (4) Ensure the preservation of records with permanent retention;
 - (5) Establish standards for filing and storage equipment;
 - (6) Provide feasibility studies for uniform filing systems and forms control;
 - (7) Preparation of a records management manual and file user guides;
 - (8) Monitor records retention schedules and administrative rules issued by the state library for compliance with state regulations;
 - (9) Disseminate information concerning state laws and administrative rules to the records personnel in all county departments;

- (10) Instruct personnel in the records management program policies and procedures; and
- (11) Direct records inventories and prepare record retention/disposition schedules.

(Admin. Policy Manual, § H(1.04—1.06))

Secs. 98-7—98-40. - Reserved.

ARTICLE II. - PUBLIC RECORDS²

DIVISION 1. - GENERALLY

Sec. 98-41. - County records as public property.

All records are the property of the county. No official or employee, by virtue of his position, has any personal or property right to such records even though he may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

(Admin. Policy Manual, § H(1.12))

Sec. 98-42. - Public access.

The county records are public records as defined by V.T.C.A., [Government Code § 552.001](#) et seq. The public is entitled to full and complete disclosure of any nonconfidential records under the Open Records Act. Open records requests shall be dealt with in accordance with the policy found in section 74-131 of this Code.

(Admin. Policy Manual, § H(1.13))

Sec. 98-43. - File management.

- (a) Of all the service activities of the county, the storage and retrieval of records are two of the greatest consumers of space, salaries and equipment. Time, effort and money are wasted unless records can be produced when they are required.
- (b) The county records management program provides assistance to all county departments with the storage of active and inactive records. The records management program assists with developing records classification and filing systems, determining the best physical location of active records, establishing standards for records equipment and supplies, and selecting the best storage medium for the application.
- (c) All requests for filing equipment are submitted to the budget office during the annual budget cycle. All requests for filing equipment submitted to the budget office are reviewed by the records management program for recommendation and analysis to determine the need, type of equipment, quantity and cost analysis for filing systems.

(Admin. Policy Manual, § H(2.00—2.02))

Secs. 98-44—98-60. - Reserved.

² **State Law reference—** Public records act, V.T.C.A., [Government Code § 552.001](#) et seq.

DIVISION 2. - RECORDS CENTER OPERATIONS

Sec. 98-61. - Policy.

- (a) The records management program maintains a low-cost storage facility to store, control and protect inactive county records with retention that have not yet expired. Records are stored in standard record boxes on open steel shelving. Fourteen times as many records can be stored at the records center for the same cost as storing records in the county office space. Records should be sent to the records center for storage when they are no longer needed for current business.
- (b) It is the policy of the county to operate a cost efficient records center, to free existing office space and filing equipment, and to store inactive records until their retention has expired and the records can be destroyed in accordance with county policy and state law.
- (c) The records center houses records for any county department. The records center staff acts as caretakers for the records, but legal ownership is retained by the department that sends them. Files can only be recalled and checked out to the department that has legal ownership.
- (d) The records center staff will pick up and deliver records to and from all county departments.
- (e) For security reasons the records center is closed to the public, and county employees should make an appointment with the records center staff or the county records management officer. All employees who enter the records center must show a county identification badge or drivers license and sign a visitors log.

(Admin. Policy Manual, § H(3.00—3.04))

Sec. 98-62. - Request to transfer records.

- (a) The records center staff will pick up and transfer inactive county records to the records center on a daily basis. Prior to the transfer of records to the records center, a request to transfer records form no. RM-01 (exhibit HA) must be submitted to the county records management officer. Each department is responsible for packing their own boxes for storage.
- (b) The request to transfer records form no. RM-01 is a three-part form. The form should be completed with the following information:
 - (1) The date;
 - (2) Department name and subdepartment, if applicable;
 - (3) Name of person requesting to transfer records;
 - (4) The address where the records are located;
 - (5) Telephone number of the contact person;
 - (6) Title and/or description of each record series to be transferred (example: civil case papers, civil docket);
 - (7) The inclusive dates of each record series (example: 6/1983—2/1987);
 - (8) The dates when the records series were microfilmed, if applicable;
 - (9) The exact number of boxes to be transferred.
- (c) The requesting department will keep one copy and submit the original and one copy to the county records management officer, who will determine if the records should be transferred to the records center. Only official county records with unexpired retention periods will be approved for transfer to the records center.

(Admin. Policy Manual, § H(3.05—3.07))

Sec. 98-63. - Storage requirements.

- (a) All records transferred to the records center for long-term storage must be properly labeled and placed in standard record center boxes. The boxes are specifically designed for records center open style shelving. By using records center boxes the maximum storage space is utilized in the most cost efficient capacity. Records center boxes can be obtained from county supply.
- (b) Each department is responsible for packing their own boxes. Each box should be the same type of files and should have the same retention period; in other words, the records should be for the same year and be the same type of record.

(Admin. Policy Manual, § H(3.08, 3.09))

Sec. 98-64. - Retrieval of records.

- (a) To request a record from the records center, a records center - records request form no. RM-03 (exhibit HC) should be submitted to the records center staff. The record will be delivered the following business day.
- (b) The records center - records request form is a three-part form. The top and left-hand sections of the form should be completed by the department requesting records. The requesting department should submit the original and one copy to the records center staff.
- (c) The requesting department should provide the following information on the records center - records request form:
 - (1) Date of request;
 - (2) The department name and section;
 - (3) The name of the person requesting the record;
 - (4) A telephone number; and
 - (5) The record title, description and date of the records.
- (d) The records center staff will complete the rest of the information on the records center - records request form, including:
 - (1) Location at the records center;
 - (2) Date searched;
 - (3) Date delivered;
 - (4) Date refiled; and
 - (5) Any notes or references about the record, i.e., whether it was found or missing, etc.
- (e) After the request form is submitted, the records center staff will deliver the record the following business day before 3:30 p.m.
- (f) Same day service is available in the event of an emergency that requires that a record be located and delivered on the same day.
- (g) The records center staff will take telephone requests. The records center staff will complete a records center - record request form and give a copy to the department when the records are delivered.
- (h) All requests for records must come from the department that has legal ownership of the record. Each department should handle requests from the public for their records.

(Admin. Policy Manual, § H(3.11—3.18))

Sec. 98-65. - Tracking system.

- (a) The records center has a tracking system of all boxes and their storage locations at the records center. In addition, the system tracks all records removed from and returned to the records center.
- (b) When a record has been checked out for longer than 30 days, the requesting department will be reminded to return the record.

(Admin. Policy Manual, § H(3.19, 3.20))

Secs. 98-66—98-90. - Reserved.

DIVISION 3. - RECORDS APPRAISAL, PRESERVATION AND PROTECTION

Sec. 98-91. - Policy.

- (a) Archival records are inactive records with historical, legal, fiscal and/or administrative value that must be maintained and preserved permanently.
- (b) The records management program protects, preserves and makes accessible all records with archival value to the public and county employees.

(Admin. Policy Manual, § H(4.00, 4.01))

Sec. 98-92. - Regional historical resource depository.

In order to preserve archival records, the county has the option to transfer historically valuable records to the state library regional historical resource depository (RHRD) located at the Dallas Public Library-Texas/Dallas History and Archives Division.

(Admin. Policy Manual, § H(4.02))

Sec. 98-93. - Appraisal of records.

- (a) The records management program appraises all county records for archival value and determines if the records can be transferred to the RHRD. If records management determines that the record can be transferred, and the official and/or department head agrees, the records consultant from the local records division will be contacted.
- (b) The state records consultant will make the final decision if the records of archival value will be transferred to the RHRD. Should the state records consultant decide to transfer the records to the RHRD, the official and/or department head will sign legal custody of the records to the state library prior to the transfer of the records.
- (c) The records management program maintains a listing of records transferred to the RHRD.

(Admin. Policy Manual, § H(4.03—4.05))

Secs. 98-94—98-110. - Reserved.

DIVISION 4. - RETENTION/DISPOSITION SCHEDULES

Sec. 98-111. - Policy.

The records management program provides legal retention/disposition schedules that authorizes and provides for the transfer and disposition for all records generated by the county as required under the Texas Local Government Records Act.

(Admin. Policy Manual, § H(5.00))

Sec. 98-112. - Final disposition of county records.

- (a) The final disposition of county records is a vital function of the records management program. The final disposition usually is destruction of the records, but could include transfer of historically valuable records to the regional historical resource depository for preservation.
- (b) The records management program ensures that only records that have expired retention are destroyed as specified by state statute and only after the legal custodian has approved destruction.
- (c) A county record may be destroyed at the end of the retention period if the record is listed within the county retention/disposition schedule, as filed and approved by the state library or if the records management officer files with, and is approved by, the state library, a destruction request for a record not listed.
- (d) Any record that has been microfilmed or stored electronically and meets all archival standards for quality as defined by the state statute and American National Standards Institute (ANSI) can be destroyed.

(Admin. Policy Manual, § H(5.01—5.04))

Sec. 98-113. - Records that cannot be destroyed.

The following records cannot be destroyed:

- (1) A record that is in litigation cannot be destroyed until the litigation is settled;
- (2) A record with a permanent retention that has not been microfilmed or stored electronically; or
- (3) A record requested under the Open Records Act cannot be destroyed until the request has been resolved.

(Admin. Policy Manual, § H(5.05))

Sec. 98-114. - Destruction methods.

- (a) A public record can be destroyed by burning, shredding, pulping, burial in a landfill or by recycling.
- (b) The county may use shredding and sale to a recycler as the methods of destroying public records.

(Admin. Policy Manual, § H(5.06, 5.07))

Sec. 98-115. - Destruction of nonrecord material.

- (a) Material that is not included in the definition of an official county record in section 98-1 may be disposed of at the discretion of the legal custodian or creator of the record without written approval from the records management officer.
- (b) Examples of material that are not considered official county records include, but are not limited to, the following:

- (1) Reference manuals, brochures, pamphlets, magazines, publications from professional organizations, newsletters, newspapers, public telephone directories; and
- (2) Multiple copies of correspondence, duplicate copies of records used for reference purposes and draft copies of documents.

(Admin. Policy Manual, § H(5.08, 5.09))

Sec. 98-116. - Personal liability.

An elected official, the records management officer or any other employee of the county cannot be held personally liable for the destruction of a local government record if the destruction is in compliance with the records management policy and the Local Government Records Act.

(Admin. Policy Manual, § H(5.10))

Sec. 98-117. - Penalty for illegal destruction of records.

Any person who knowingly or intentionally destroys an official county record in violation of the records management policy and state law is committing an offense punishable as a class A misdemeanor, and in some circumstances a third degree felony.

(Admin. Policy Manual, § H(5.11))

Sec. 98-118. - Destruction form.

- (a) When the legal retention period has expired for records, a record destruction notice form no. RM-04 (exhibit HD) must be completed and approved by the elected official or department head that has legal ownership of the records and the records management officer prior to destruction.
- (b) If the records to be destroyed are at the records center, the county records management officer will complete the record destruction notice form and send it to the appropriate department for approval. If the records to be destroyed are in the department, the department will complete the form and submit it to the records management officer.
- (c) The following information is required on the record destruction notice form to authorize the legal destruction of county records:
 - (1) The department name;
 - (2) Name and title of the person who prepared the form;
 - (3) The address and telephone number of the department;
 - (4) The elected officials or department heads' title, signature and date;
 - (5) The method of destruction;
 - (6) The date on or after the proposed destruction date;
 - (7) Check if the record has been microfilmed or stored electronically, or if it has been microfilmed, and check whether the master negative is stored off-site; and
 - (8) A list the records, including:
 - a. The retention item number for the record from the county retention/disposition schedules;
 - b. The records title;
 - c. The inclusive dates (month and year);

- d. The cumulative volume of the records in cubic feet; and
 - e. Indicate if the records have been audited by the audit department.
- (d) The records will be destroyed by either shredding and/or selling to a recycler. A staff person from the originating department may be present when the records are sold for scrap and/or may assist with the shredding of their records.

(Admin. Policy Manual, § H(5.12—5.15))

Sec. 98-119. - Destruction log.

The records management program maintains a destruction log of approved destructions that includes the records title, retention schedule item number, inclusive dates, cubic feet of records, and the date and method of destruction.

(Admin. Policy Manual, § H(5.16))

Secs. 98-120—98-150. - Reserved.

ARTICLE III. - VITAL RECORDS PROTECTION

Sec. 98-151. - Need established.

Vital records contain information needed to establish or continue the county's business in the event of a disaster. The records management program is involved with the identification, protection and disaster recovery policy and procedures for the county's vital records.

(Admin. Policy Manual, § H(6.00))

Sec. 98-152. - Safeguarding techniques.

Safeguarding vital records includes protecting them against the ordinary hazards of fire, water, mildew, light, dust, insects, rodents, chemicals and excessive humidity. Vital records must also be protected against human hazards such as theft, misplacement and unauthorized access. Disasters such as earthquakes, windstorms, explosions, bombings, nuclear fallout and radiation must also be considered. Although all hazards cannot be eliminated, the objective is to reduce them to an acceptable level.

(Admin. Policy Manual, § H(6.01))

Sec. 98-153. - Active and inactive.

- (a) Vital records can be active or inactive records. Active vital records must be available to frequent reference. Protection of active vital records usually involves duplicate copies, because protection of single copies is difficult, if not impossible.
- (b) Inactive vital records are less difficult to protect because they are stored in the records center and not referenced often.

(Admin. Policy Manual, § H(6.02, 6.03))

Sec. 98-154. - Protection.

The county provides protection for many vital records by microfilming the originals and keeping microfilm copies in off-site archival storage. Other types of original records are protected by placing the original records in fireproof vaults for on-site storage.

(Admin. Policy Manual, § H(6.04))

Secs. 98-155—98-190. - Reserved.

ARTICLE IV. - MICROGRAPHICS AND ELECTRONIC INFORMATION MANAGEMENT

Sec. 98-191. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Density means the degree of blackness in the dark images of a photograph that gives the contrast between the image and the background.

Diazo film means a nonsilver film and thus less expensive. Diazonium salts are used with a dye to make up the light sensitive coating on polyester base film. It is used to produce duplicate rolls of microfilm from the silver negative for daily use. Diazo film does not require the methylene blue test because the sodium thiosulfate solution is not used during processing.

Methylene blue test means a test which is the only way to determine if the silver halide film is properly processed by performing such test within 14 days of processing. The methylene blue test will determine the exact amount of sodium thiosulfate solution on the film. The county requires that independent laboratories perform methylene blue tests on silver film produced by microfilm service bureaus.

Reduction ratio means the ratio between the size of the original document and the microfilm image.

Resolution means the sharpness of an image, whether the edge is clear or fuzzy. This is determined in lines per millimeter that are discernible in an image. The reduction ratio and the resolution are checked by a technical target sheet (exhibit HE).

Silver halide film means the most commonly used type of film and the only film approved as archival quality by ANSI. When properly processed and stored, silver film is guaranteed to last over 100 years. It is used to film archival records and records with longterm retention that can be destroyed after microfilming.

(Admin. Policy Manual, § H(7.03—7.08))

Sec. 98-192. - Policy.

- (a) Microfilming county records with permanent or longterm retention, i.e., at least 20 years or longer, provides several benefits that include the following:
- (1) Provides a security copy;
 - (2) Ensures file integrity;
 - (3) Saves office space;
 - (4) Provides uniform size for filing and indexing; and
 - (5) Preserves records with permanent retention.

- (b) The records management program provides cost analysis and assistance with microfilm operations and equipment in order to provide the most effective maintenance and storage of county records. Records may be alternatively stored by electronic means where authorized by statute.
- (c) The records management officer can assist with specifications and requirements to ensure that microfilm projects compile with standards set by state law, the American National Standards Institute (ANSI), and the Association of Information and Image Management (AIIM).

(Admin. Policy Manual, § H(7.00—7.02))

Sec. 98-193. - Microfilm formats.

The county uses various microfilm formats. These include, but are not limited to, the following:

- (1) *Sixteen millimeter film.* Sixteen millimeter film is the most commonly used film size. It resembles the 16 millimeter film used for home movies. Sixteen millimeter can be either placed in open reels, cartridges and/or cut and jacketed, and placed in the micro jackets.
- (2) *Thirty-five millimeter film.* Thirty-five millimeter film is required for large size documents such as engineering drawing, blueprints, maps, etc. It can be placed in open reel or cut and placed in aperture cards.
- (3) *Open reel microfilm.* Open reel microfilm is when the processed film is wound onto a spool. This format is used to store the original or negative for off-site archival storage. Both 16 millimeter and 35 millimeter can be placed in open reels.
- (4) *Cartridge.* Cartridge is a 16 millimeter film diazo copy placed in a container that encloses the film. It is designed to be inserted into readers and reader/printers.
- (5) *Microfilm jacket.* Microfilm jacket is a transparent plastic carrier with a single or multiple sleeve or pocket made to hold microfilm in flat strips, and is a four-inch x six-inch size. Sixteen millimeter silver film is cut into strips and inserted into the jacket. This allows for the jackets to be updated. The jackets are used as the master negative to produce diazo copies for use. The original jacket must be protected like all silver film.
- (6) *Aperture cards.* Aperture cards are tabulating cards that have a rectangular opening in which a frame or strip of microfilm is inserted.

(Admin. Policy Manual, § H(7.09))

Sec. 98-194. - Certification.

- (a) All county records that are microfilmed or electronically stored must be certified as true and correct and an exact copy of the original record. The certification is required in order to destroy the original records and/or to use the microfilm or electronic record in a court of law.
- (b) The following sequence should be followed when microfilming county records for archival purposes:
 - (1) At the beginning of each roll of film shall appear a technical target, in a format approved by ANSI as adequate to enable laboratory measurements of density, resolution and reduction ratios (see exhibit HE);
 - (2) Followed by a target sheet indicating roll number;
 - (3) Followed by 12 linear inches of exposed and processed blank film (this is to be able to test film for thiosulfate solution with the methylene blue test);
 - (4) Followed by a single filmed technical target;
 - (5) Followed by a second target sheet indicating roll number and record title; and

- (6) Followed by the records.
- (c) At the end of each roll of film shall appear a certificate stating that the records are a true, correct and exact copy of the original and signed by the elected official/department head (exhibit HF). This shall be followed by a target sheet indicating the end of the roll.
- (d) When using a microfilm jacket - microfiche system, the original silver halide film must be in an open reel format, and an additional silver halide film negative is cut and jacketed for producing microfiche.

(Admin. Policy Manual, § H(7.10—7.14))

Sec. 98-195. - Off-site storage of original microfilm.

In order to maintain archival quality film, the original or master silver halide negative must be stored in an archival environment. Diazo film does not require archival climate controls. The county requires that the master silver negatives are stored off-site in archival storage vaults.

(Admin. Policy Manual, § H(7.15))

Sec. 98-196. - Microfilm viewers and other equipment.

- (a) The records management program provides information on determining the readers and reader/printers required for the various microfilm formats used within the county. All requests for microfilm equipment must be reviewed by the records management program for need, format and cost analysis.
- (b) When data is stored by electronic medium in lieu of microfilm, as authorized by statute, appropriate public viewing terminals shall be provided.

(Admin. Policy Manual, § H(7.16, 7.17))

Secs. 98-197—98-230. - Reserved.

ARTICLE V. - FORMS MANAGEMENT

Sec. 98-231. - Purpose of article.

- (a) Nearly three-fourths of all county records are forms, which serve as the chief means of communicating information in a methodical, standardized and repetitive way. On the form the static or constant information is preprinted, and only the variable information is written or typed.
- (b) Forms management involves procedures for ordering, designing, procuring, storing, distribution, reviewing and disposing of each type of form used by the county.
- (c) Forms are easier to prepare than reports, letters and other means of recording information, but this ease of use can lead to the creation of unnecessary forms. Also, the cost of printing forms is less than five percent of the cost of processing and filing the form.
- (d) The purpose of the forms management program is to reduce labor, material and storage costs associated with forms. This is accomplished by weighing the work implications of each form before it is created.

(Admin. Policy Manual, § H(8.00—8.03))

Sec. 98-232. - Objectives.

- (a) *Generally.* The objectives of forms management are to:
 - (1) Ascertain that each form fulfills a basic requirement of an approved operating procedure;
 - (2) Design each form so that it will perform its purpose efficiently and effectively;
 - (3) Specify the most economical method of printing; and
 - (4) Establish a system of stock control and replenishment that will make forms available, when needed, in economical quantities.
- (b) *Design standardization.* Standards of layout and construction will ensure a format that is easy to read, arranged and spaced to accommodate desired entries and to meet the needs of writing, transmitting and filing methods. Form size, typography and design, including color and kind of paper and carbons, are determined accordingly.
- (c) *Registration and identification.* Each request for a new, revised or reprinted form must be analyzed by the records management program. Essential data on numbering and identification, previous and proposed revisions, volume, use, production and distribution should be available on all county forms. Title, number, and approval or edition date are assigned as positive identification to each form.
- (d) *Paper size.* The use of letter size paper (8½-inch × 11-inch) is required for all administrative, fiscal and civil court forms. District courts are encouraged to use letter size paper whenever possible as it is more cost efficient and utilizes less space than legal size paper (8½-inch × 14-inch).

(Admin. Policy Manual, § H(8.04—8.07))

Sec. 98-233. - Procedures.

- (a) The records management program will assist all departments with form design, standardization, registration and identification.
- (b) The records management program will review all forms ordered from the county print shop and the purchasing department to make sure that the forms comply with the following county policy:
 - (1) Standardization;
 - (2) Registration and identification; and
 - (3) Paper size.
- (c) Forms should be nonpersonalized whenever possible.
- (d) When a form is revised, it is the responsibility of the department to submit a clean copy of the revised form with the print order.
- (e) Procedures for ordering printing are outlined in section 74-941 et seq.
- (f) If a department determines that a form cannot comply with the form policy, the records management program must be notified in order to make a recommendation to the commissioners court.

(Admin. Policy Manual, § H(8.08—8.13))

Sec. 98-234. - Reprographics management.

- (a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Reprographics management means the application of management techniques and controls to copying practices, procedures and equipment to provide the most effective and economical creation of copies of information. Reprographics management determines how copier equipment is used, identifies the requirements for duplicate records, and provides control over copier purchasing and production costs.

- (b) *Results.* Reprographics management should provide the following:
- (1) Testing and evaluation of equipment and supplies;
 - (2) Establishment of operation guidelines;
 - (3) Procurement and placement of equipment;
 - (4) Equipment replacement based on usage, need and reliability;
 - (5) Efficient and economical method of supply reorder;
 - (6) Ongoing monitoring of usage and problems;
 - (7) Timely resolution of problems; and
 - (8) Accurate and timely records of usage, cost and service.
- (c) *Evaluation of copiers and locations.* The records management program works closely with the budget office and purchasing department to evaluate the types of copiers and features needed county-wide. The records management program helps determine the best copier location for maximum efficiency of usage and overall cost to the county.
- (d) *Requests for copiers; approvals.* All copier requests are submitted to the budget office during the budget cycle. The budget office in turn sends the requests to the records management program to analyze for need, location and final recommendation. The commissioners court makes the final approval for copiers based on these recommendations.
- (e) *Evaluation; cost justification criteria.* Every request for a copier is evaluated and cost justified based on the following criteria:
- (1) The intended use of the copier;
 - (2) The intended operators of the copier;
 - (3) Equipment now being used; and
 - (4) Volume anticipated.

(Admin. Policy Manual, § H(9.00—9.05))