

Records Management / Content Manager Report - Quarter 2, 2021

Agency Name	Number of employees	Completed Basic Records Management Training		Completed Content Manager Training		Employees with access to Content Manager		Employees who filed electronic records in Q2		Number of records filed or created in Q2	
		Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	E-Records	Boxes
King County* (county-wide)	16013	1242	8%	1397	9%	2680	17%	186	1%	606,564	562
4Culture**	29	0	0%	0	0%	32	100%	21	72%	1,875	0
DAJD	856	7	1%	12	1%	29	3%	0	0%	0	117
DCHS	576	39	7%	41	7%	103	18%	5	1%	31,169	3
DES	902	63	7%	207	23%	497	55%	65	7%	285,921	20
DES-BRC	68	4	6%	1	1%	4	6%	0	0%	0	0
DES-FBOD	161	11	7%	89	55%	157	98%	19	12%	255,711	5
DES-FLT	73	2	3%	4	5%	32	44%	0	0%	0	0
DES-FMD	343	10	3%	1	0%	37	11%	0	0%	0	0
DES-KCIA	52	8	15%	22	42%	57	100%	0	0%	0	0
DES-OEM	26	9	35%	13	50%	20	77%	0	0%	0	0
DES-ORMS	27	0	0%	25	93%	26	96%	3	11%	344	2
DES-RALS	129	2	2%	44	34%	134	100%	41	32%	28,863	13
DHR	153	11	7%	8	5%	81	53%	2	1%	1,594	0
DJA	212	195	92%	151	71%	185	87%	19	9%	12,707	0
DLS	500	50	10%	12	2%	34	7%	4	1%	29,999	3
DNRP*	1785	515	29%	579	32%	753	42%	44	3%	101,839	39
DNRP-PKS	465	197	42%	184	40%	83	18%	2	0%	72,356	0
DNRP-SWD	418	41	10%	60	14%	169	40%	18	4%	15,338	1
DNRP-WLRD	401	122	30%	31	8%	145	36%	1	0%	333	0
DNRP-WTD*	469	148	32%	297	63%	350	75%	23	5%	13,779	38
DOA	205	4	2%	5	2%	16	8%	0	0%	0	0
DPD	408	15	4%	4	1%	17	4%	1	0%	10	1
DPH	2031	98	5%	38	2%	115	6%	1	0%	1	29
KCC	176	4	2%	44	25%	122	69%	18	10%	122,610	40
KCDC	320	7	2%	2	1%	4	1%	0	0%	0	0
KCE	77	3	4%	4	5%	18	23%	0	0%	0	101
KCEO	129	12	9%	8	6%	28	22%	0	0%	0	0

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KCIT	465	21	5%	79	17%	171	37%	3	1%	10,146	0
KCSC	407	13	3%	7	2%	40	10%	1	0%	46	85
KCSO	1105	96	9%	8	1%	40	4%	0	0%	0	1
MTD	5163	69	1%	38	1%	204	4%	1	0%	354	27
PAO	541	30	6%	18	3%	138	26%	1	0%	1	96

Employee counts, training data and Content Manager statistics pulled on 7/1/2021

* subtracted 240 from total number to account for DNRP-WTD staff that do not manage records

** 4Culture employees do not have access to NeoGov Learn.

Most Improved

These agencies had the highest improvement since the end of Quarter 1, 2021.

- DES-OEM 69% increase in staff onboarded into Content Manager
- 4Culture 58% increase in staff filing to Content Manager
- DJA 6% increase in staff filing to Content Manager
- DCHS 6% increase in staff onboarded into Content Manager

Successes

- DES-FBOD Worked with Records Management staff to decommission their Online Vendor Registration (OVR) database system; which resulted in filing 174,321 records into Content Manager.