

## Records Management / Content Manager Report - Quarter 3, 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 Q3		Number of records filed or created in Q3	
		Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage	E-Records	Boxes
King County* (county-wide)	16006	1530	10%	2529	16%	2694	17%	159	1%	452,842	302
4Culture**	30	0	0%	0	0%	30	100%	5	17%	3,600	0
DAJD	826	15	2%	11	1%	33	4%	0	0%	0	60
DCHS	536	50	9%	42	8%	95	18%	2	0%	16,255	1
DES	891	78	9%	194	22%	483	54%	64	7%	73,507	34
DES-BRC	67	14	21%	0	0%	4	6%	0	0%	0	0
DES-FBOD	165	12	7%	87	53%	157	95%	18	11%	28,414	21
DES-FLT	71	3	4%	2	3%	29	41%	1	1%	4,099	0
DES-FMD	337	16	5%	1	0%	35	10%	0	0%	0	0
DES-KCIA	52	11	21%	19	37%	52	100%	0	0%	0	0
DES-OEM	24	10	42%	12	50%	19	79%	0	0%	0	0
DES-ORMS	25	0	0%	23	92%	25	100%	5	20%	1,542	4
DES-RALS	126	8	6%	42	33%	126	100%	41	33%	38,197	8
DHR	160	19	12%	7	4%	82	51%	5	3%	480	0
DJA	215	201	93%	26	12%	183	85%	17	8%	89,523	0
DLS	513	71	14%	6	1%	32	6%	3	1%	8,685	28
DNRP*	1824	547	30%	322	32%	747	41%	38	3%	8,838	7
DNRP-PKS	509	205	40%	18	4%	81	16%	0	0%	0	0
DNRP-SWD	420	48	11%	38	9%	165	39%	8	2%	3,226	0
DNRP-WLRD	412	135	33%	59	14%	146	35%	4	1%	69	0
DNRP-WTD*	449	151	34%	202	45%	348	78%	24	5%	5,401	7
DOA	204	7	3%	5	2%	16	8%	0	0%	0	0
DPD	401	21	5%	2	0%	15	4%	0	0%	0	0
DPH	1963	141	7%	40	2%	118	6%	0	0%	0	31
KCC	178	4	2%	41	23%	122	69%	18	10%	216,771	0
KCDC	342	12	4%	2	1%	4	1%	0	0%	0	0
KCE	108	3	3%	5	5%	18	17%	0	0%	0	0

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KCEO	141	19	13%	8	6%	29	21%	0	0%	0	1
KCIT	467	29	6%	77	16%	177	38%	5	1%	24,550	0
KCSC	419	23	5%	6	1%	41	10%	3	1%	4	2
KCSO	1100	96	9%	2	0%	37	3%	0	0%	0	5
MTD	5158	145	3%	41	1%	238	5%	3	0%	493	23
PAO	558	49	9%	16	3%	141	25%	0	0%	0	109

Employee counts, training data and Content Manager statistics pulled on 10/7/2021

\* 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 2, 2021.

- DES-ORMS      9% increase in staff filing to Content Manager
- DES-OEM      7% increase in staff who have taken Basic Records Management training
- DNRP-WLRD    6% increase in staff who have taken Content Manager training
- DLS            4% increase in staff who have taken Basic Records Management training
- KCEO           4% increase in staff who have taken Basic Records Management training