



Content Manager Status Report

Q4 2019 – Q1 2020

April 29, 2020

Content Manager is King County's enterprise-wide records management system. It is designated by Executive Policy INF-15-4-1-EP as the repository for King County's inactive electronic records. It is also used to manage active electronic records and to manage physical records at the King County Records Center. Content Manager went live on October 7, 2019 and is the replacement for the predecessor system, King County Electronic Records Management System (KC ERMS).

This report provides a snapshot of activity in the system from October 7, 2019 to March 31, 2020. It details percentages of all staff that have been trained, onboarded and used the system. It also provides some statistics about records managed in the system. In addition to countywide statistics, the information in this report is also broken out by department. There are also pages for divisions within DES and DNRP, two of the largest departments using the system. For more specific information than is listed here, please contact the Records Management Program.

Percentages in this report are based on total number of agency employees according to PeopleSoft. There is no one-size-fits-all approach to records management and not all employees need to use Content Manager. In particular, employees with jobs that do not entail managing records (such as bus drivers, custodians or field workers) may have different records management needs. As a result, percentages in this report for certain agencies might be misleading and agencies can use the raw numbers in this report to recalculate percentages as needed.

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206-477-6889
www.kingcounty.gov/recordsmanagement



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- **Report: DOA**
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- **Report: KCIT**
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- **Report: KCSO**
- **Report: MTD**
- **Report: PAO**

Statistics: Top file formats and retention categories used

Top 10 file formats of electronic records:

1. Email message
2. PDF
3. Word document (DOC, DOCX)
4. Excel spreadsheet (XLS, XLSX)
5. Photo file - JPG
6. PowerPoint presentation (PPT, PPTX)
7. Rich Text Format (RTF)
8. Microsoft Project file (MPP)
9. Photo file - PNG
10. Video file - MP4

Top 10 Retention Schedules used for electronic records:

1. Elected Officials Communications (Combo Rule ACO-01-002)
2. General Office Communications (Combo Rule ACO-01-001)
3. Real Estate Contracts (GS50-01-011R4A)
4. Construction Project Files (GS50-18-10R1)
5. Code Enforcement (GS2012-026R1)
6. Councilmember Communications (GS50-01-09R2A)
7. General Office Accounting (GS2011-184R3)
8. Pet Licenses (AN50-10B-14)
9. Project Files (GS50-09-49R1)
10. Public Records Act Requests (GS2010-014R3)

Shout outs: Top performing agencies

Highest percentage of staff that have completed Basic Records Management training:

1. King County Elections
2. Department of Assessments
3. King County District Court

Highest percentage of staff that have completed Content Manager training:

1. Department of Natural Resources and Parks
2. 4Culture
3. Department of Executive Services

Highest percentage of staff that have access to Content Manager:

1. 4Culture
2. King County Council
3. Department of Executive Services

Highest percentage of staff that filed to the system:

1. 4Culture
2. King County Council
3. Department of Executive Services



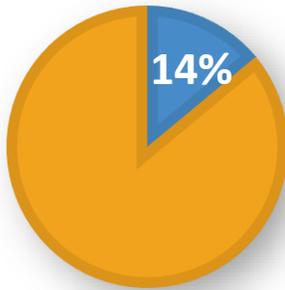
Content Manager Status Report

King County (all agencies)

Period: **Q4 2019 – Q1 2020** (10/7/2019 – 3/31/2020)

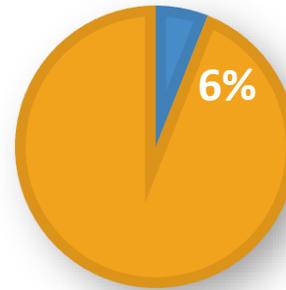
Percentage of King County employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



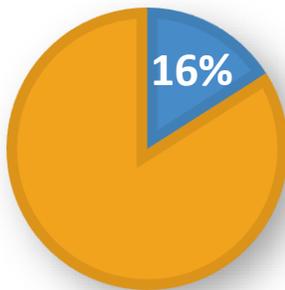
2,189 of 15,350 employees

COMPLETED CONTENT MANAGER TRAINING



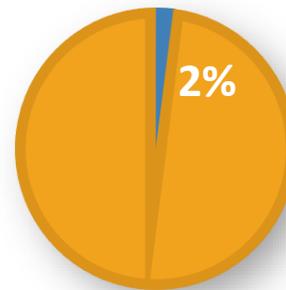
940 of 15,350 employees

ACCESS TO CONTENT MANAGER



2,443 of 15,350 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



229 of 15,350 employees have filed at least one e-record

King County records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **593,158**

Total number of electronic records in the system – **14,870,801**

Number of boxes created in Q4 2019 and Q1 2020 – **1,904**

Total number of boxes in storage at the Records Center – **103,588**





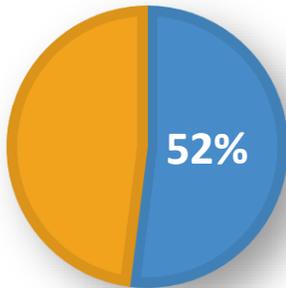
Content Manager Status Report

Department: **4Culture**

Period: **Q4 2019 – Q1 2020** (10/7/2019 – 3/31/2020)

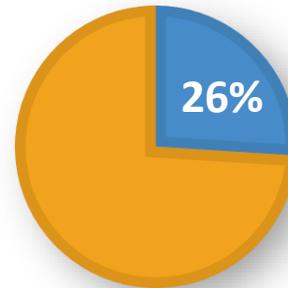
Percentage of 4Culture employees who have:

**COMPLETED BASIC RECORDS
MANAGEMENT TRAINING**



16 of 31 employees

**COMPLETED CONTENT
MANAGER TRAINING**



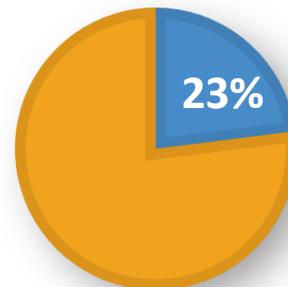
8 of 31 employees

**ACCESS TO
CONTENT MANAGER**



31 of 31 employees have active accounts in CM

**USED CONTENT MANAGER IN
Q4 2019 OR Q1 2020**



7 of 31 employees have filed at least one electronic record

4Culture records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **5,406**

Total number of electronic records in the system – **158,857**

Number of boxes created in Q4 2019 and Q1 2020 – **0**

Total number of boxes in storage at the Records Center – **79**





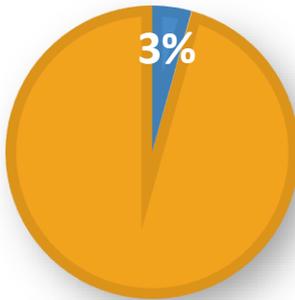
Content Manager Status Report

Department: **Department of Adult and Juvenile Detention (DAJD)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

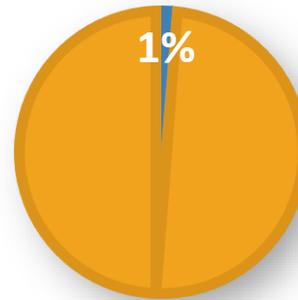
Percentage of DAJD employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



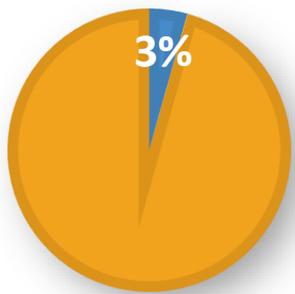
28 of 869 employees

COMPLETED CONTENT MANAGER TRAINING



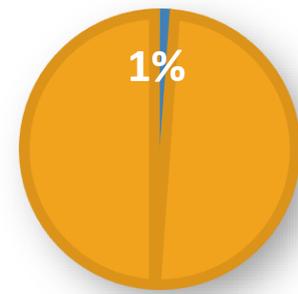
10 of 869 employees

ACCESS TO CONTENT MANAGER



28 of 869 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



1 of 869 employees have filed at least one electronic record

DAJD records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **177**

Total number of electronic records in the system – **69,037**

Number of boxes created in Q4 2019 and Q1 2020 – **478**

Total number of boxes in storage at the Records Center – **2,216**





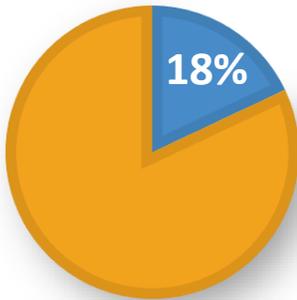
Content Manager Status Report

Department: **Department of Community and Human Services (DCHS)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

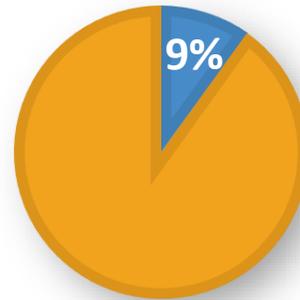
Percentage of DCHS employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



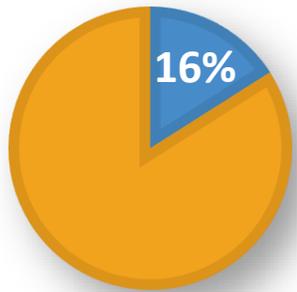
75 of 413 employees

COMPLETED CONTENT MANAGER TRAINING



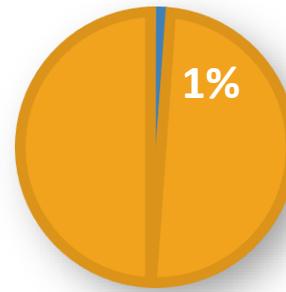
36 of 413 employees

ACCESS TO CONTENT MANAGER



67 of 413 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



1 of 413 employees have filed at least one electronic record

DCHS records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **67**

Total number of electronic records in the system – **121,237**

Number of boxes created in Q4 2019 and Q1 2020 – **3**

Total number of boxes in storage at the Records Center – **1,349**





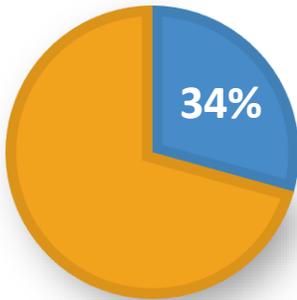
Content Manager Status Report

Department: **Department of Executive Services (DES)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

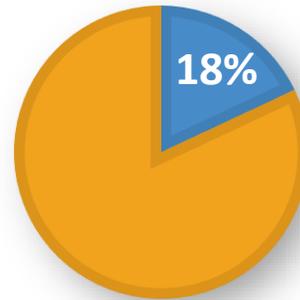
Percentage of DES employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



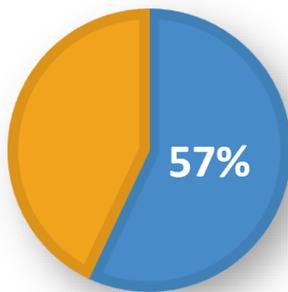
317 of 922 employees

COMPLETED CONTENT MANAGER TRAINING



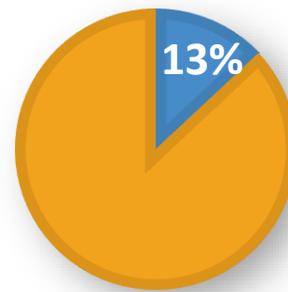
169 of 922 employees

ACCESS TO CONTENT MANAGER



525 of 922 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



119 of 922 employees have filed at least one electronic record

DES records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **283,855**

Total number of electronic records in the system – **5,219,344**

Number of boxes created in Q4 2019 and Q1 2020 – **189**

Total number of boxes in storage at the Records Center – **5,591**



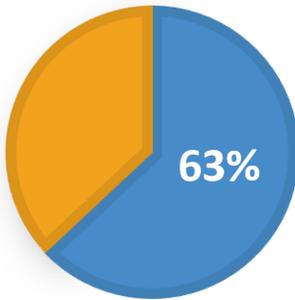


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Department: **DES, Business Resource Center (BRC)**
Period: **Q4 2019 – Q1 2020** (10/7/2019 – 3/31/2020)

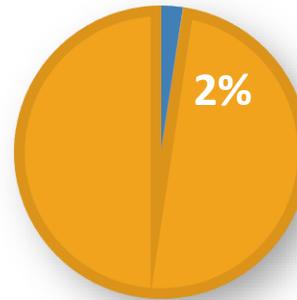
Percentage of BRC employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



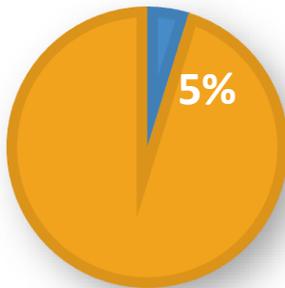
40 of 64 employees

COMPLETED CONTENT MANAGER TRAINING



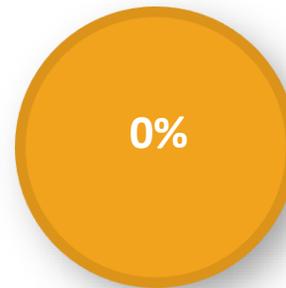
1 of 64 employees

ACCESS TO CONTENT MANAGER



3 of 64 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



0 of 64 employees have filed at least one electronic record

BRC records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **0**

Total number of electronic records in the system – **0**

Number of boxes created in Q4 2019 and Q1 2020 – **0**

Total number of boxes in storage at the Records Center – **15**





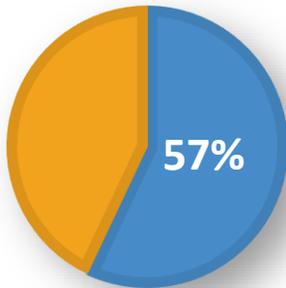
Content Manager Status Report

Department: **DES, Finance and Business Operations Division (FBOD)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

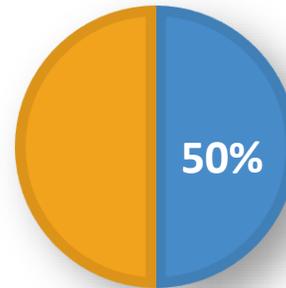
Percentage of FBOD employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



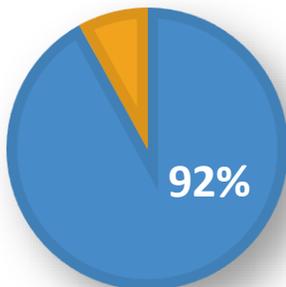
108 of 190 employees

COMPLETED CONTENT MANAGER TRAINING



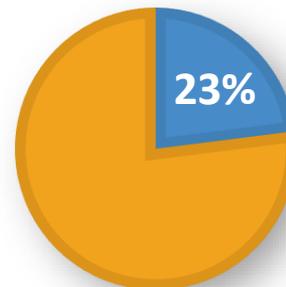
94 of 190 employees

ACCESS TO CONTENT MANAGER



174 of 190 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



44 of 190 employees have filed at least one electronic record

FBOD records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **94,021**

Total number of electronic records in the system – **1,942,042**

Number of boxes created in Q4 2019 and Q1 2020 – **164**

Total number of boxes in storage at the Records Center – **4,140**





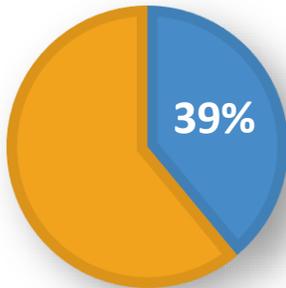
Content Manager Status Report

Department: **DES, Fleet Services Division (FLT)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

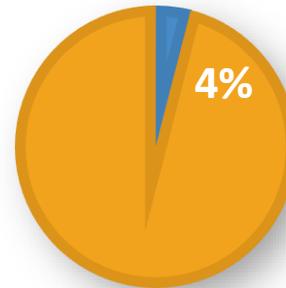
Percentage of FLT employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



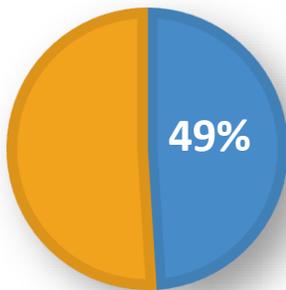
27 of 70 employees

COMPLETED CONTENT MANAGER TRAINING



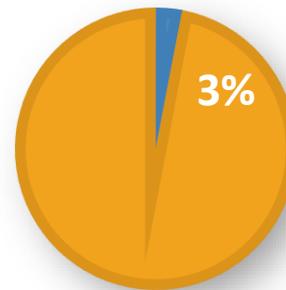
3 of 70 employees

ACCESS TO CONTENT MANAGER



34 of 70 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



2 of 70 employees have filed at least one electronic record

FLT records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **2,213**

Total number of electronic records in the system – **37,181**

Number of boxes created in Q4 2019 and Q1 2020 – **2**

Total number of boxes in storage at the Records Center – **44**





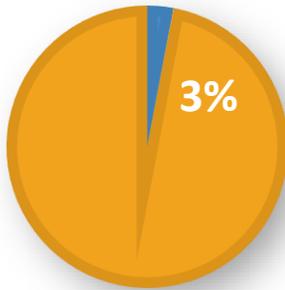
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Department: **DES, Facilities Management Division (FMD)**

Period: **Q4 2019 – Q1 2020** (10/7/2019 – 3/31/2020)

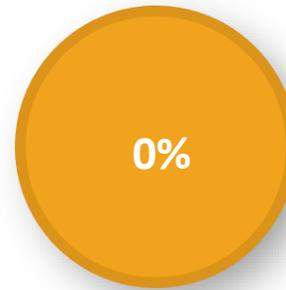
Percentage of FMD employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



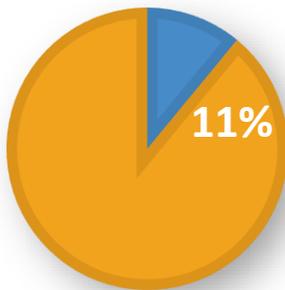
11 of 353 employees

COMPLETED CONTENT MANAGER TRAINING



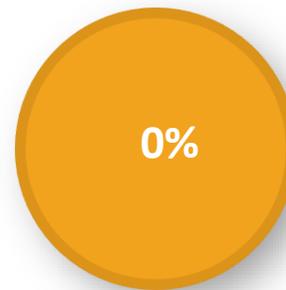
0 of 353 employees

ACCESS TO CONTENT MANAGER



37 of 353 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



0 of 353 employees have filed at least one electronic record

FMD records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **0**

Total number of electronic records in the system – **42,287**

Number of boxes created in Q4 2019 and Q1 2020 – **0**

Total number of boxes in storage at the Records Center – **245**





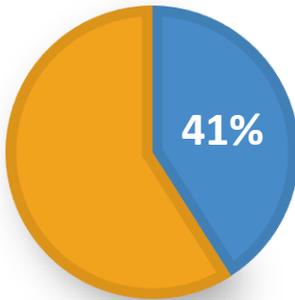
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Department: **DES, King County International Airport (KCIA)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

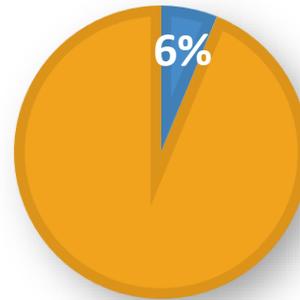
Percentage of KCIA employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



20 of 49 employees

COMPLETED CONTENT MANAGER TRAINING



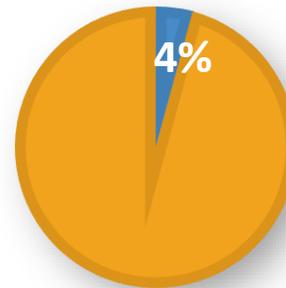
3 of 49 employees

ACCESS TO CONTENT MANAGER



49 of 49 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



2 of 49 employees have filed at least one electronic record

KCIA records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **17,490**

Total number of electronic records in the system – **310,576**

Number of boxes created in Q4 2019 and Q1 2020 – **0**

Total number of boxes in storage at the Records Center – **86**





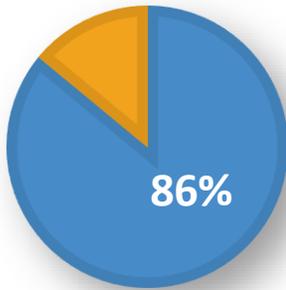
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Department: **DES, Office of Emergency Management (OEM)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

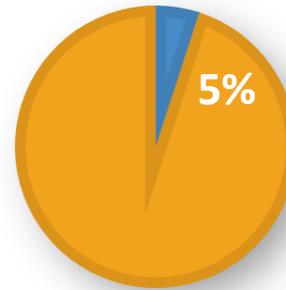
Percentage of OEM employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



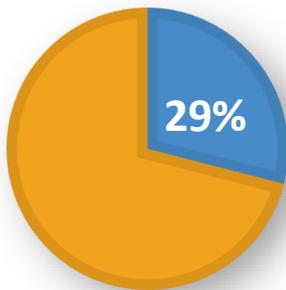
18 of 21 employees

COMPLETED CONTENT MANAGER TRAINING



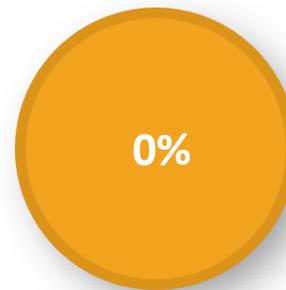
1 of 21 employees

ACCESS TO CONTENT MANAGER



6 of 21 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



0 of 21 employees have filed at least one electronic record

OEM records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **0**

Total number of electronic records in the system – **0**

Number of boxes created in Q4 2019 and Q1 2020 – **0**

Total number of boxes in storage at the Records Center – **22**





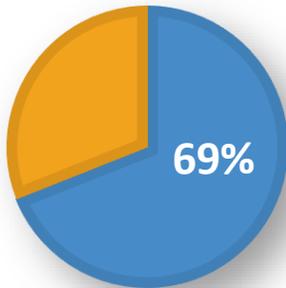
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Department: **DES, Office of Risk Management Services (ORMS)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

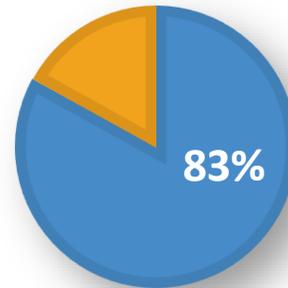
Percentage of ORMS employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



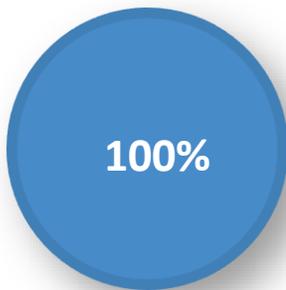
20 of 29 employees

COMPLETED CONTENT MANAGER TRAINING



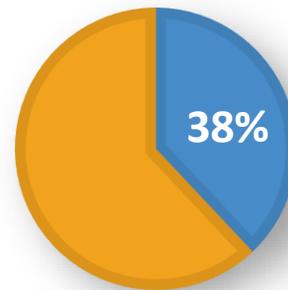
24 of 29 employees

ACCESS TO CONTENT MANAGER



29 of 29 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



11 of 29 employees have filed at least one electronic record

ORMS records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **11,215**

Total number of electronic records in the system – **453,300**

Number of boxes created in Q4 2019 and Q1 2020 – **0**

Total number of boxes in storage at the Records Center – **210**





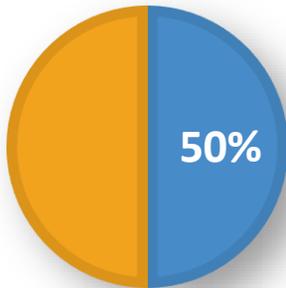
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Department: **DES, Records and Licensing Services Division (RALS)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

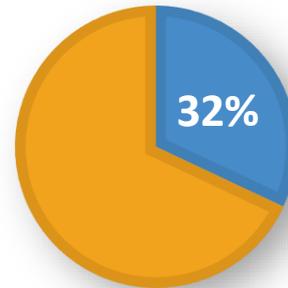
Percentage of RALS employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



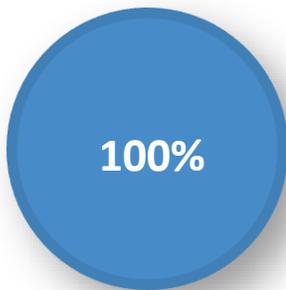
64 of 127 employees

COMPLETED CONTENT MANAGER TRAINING



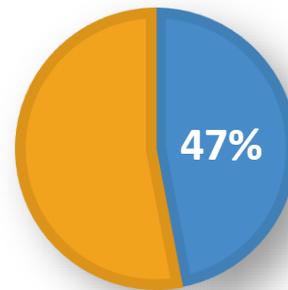
40 of 127 employees

ACCESS TO CONTENT MANAGER



127 of 127 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



60 of 127 employees have filed at least one electronic record

RALS records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **158,916**

Total number of electronic records in the system – **1,966,924**

Number of boxes created in Q4 2019 and Q1 2020 – **23**

Total number of boxes in storage at the Records Center – **722**





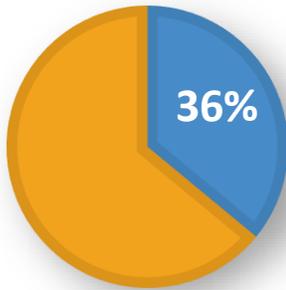
Content Manager Status Report

Department: **Department of Human Resources (DHR)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

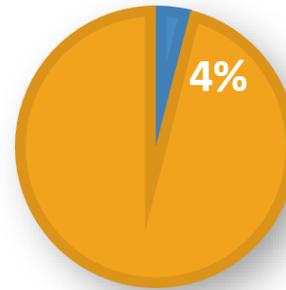
Percentage of DHR employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



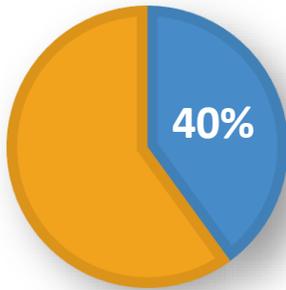
43 of 119 employees

COMPLETED CONTENT MANAGER TRAINING



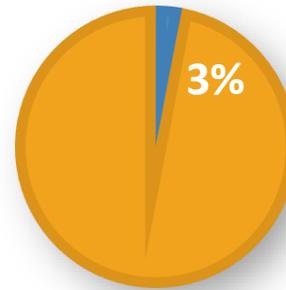
5 of 119 employees

ACCESS TO CONTENT MANAGER



48 of 119 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



4 of 119 employees have filed at least one electronic record

DHR records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **8,457**

Total number of electronic records in the system – **441,633**

Number of boxes created in Q4 2019 and Q1 2020 – **3**

Total number of boxes in storage at the Records Center – **2,702**





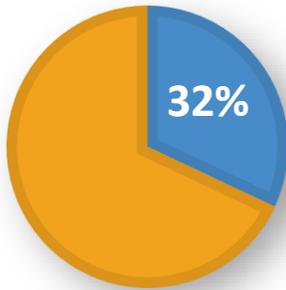
Content Manager Status Report

Department: **Department of Judicial Administration (DJA)**

Period: **Q4 2019 – Q1 2020** (10/7/2019 – 3/31/2020)

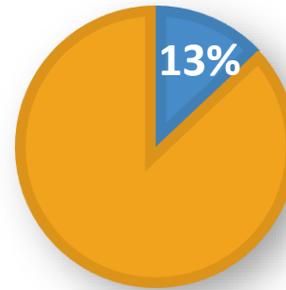
Percentage of DJA employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



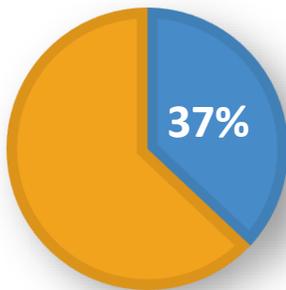
64 of 199 employees

COMPLETED CONTENT MANAGER TRAINING



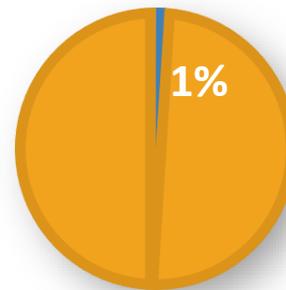
25 of 199 employees

ACCESS TO CONTENT MANAGER



74 of 199 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



1 of 199 employees have filed at least one electronic record

DJA records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **159**

Total number of electronic records in the system – **174,017**

Number of boxes created in Q4 2019 and Q1 2020 – **5**

Total number of boxes in storage at the Records Center – **9,409**





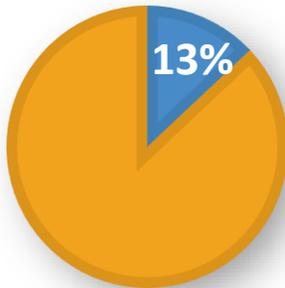
Content Manager Status Report

Department: **Department of Local Services (DLS)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

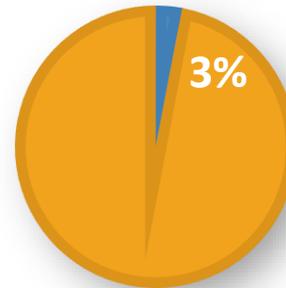
Percentage of DLS employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



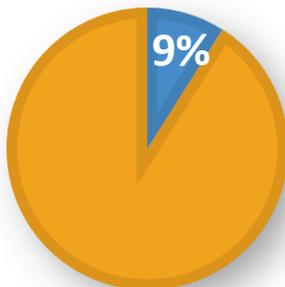
117 of 484 employees

COMPLETED CONTENT MANAGER TRAINING



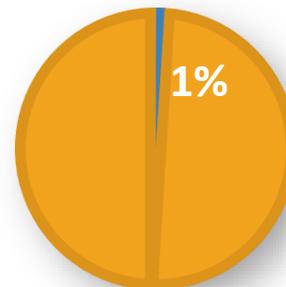
13 of 484 employees

ACCESS TO CONTENT MANAGER



41 of 484 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



1 of 484 employees have filed at least one electronic record

DLS records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **7**

Total number of electronic records in the system – **22,558**

Number of boxes created in Q4 2019 and Q1 2020 – **153**

Total number of boxes in storage at the Records Center – **2,034**





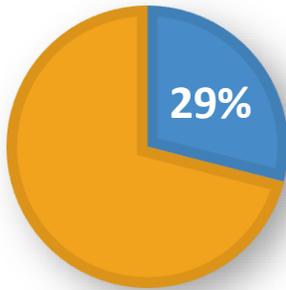
Content Manager Status Report

Department: **Department of Natural Resources and Parks (DNRP)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

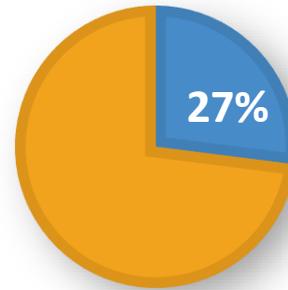
Percentage of DNRP employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



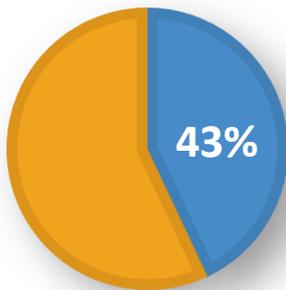
500 of 1738 employees

COMPLETED CONTENT MANAGER TRAINING



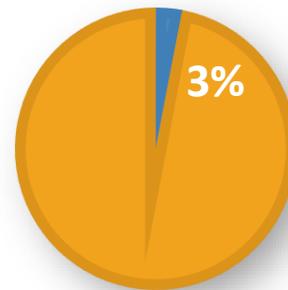
471 of 1738 employees

ACCESS TO CONTENT MANAGER



754 of 1738 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



56 of 1738 employees have filed at least one electronic record

DNRP records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **35,119**

Total number of electronic records in the system – **1,097,850**

Number of boxes created in Q4 2019 and Q1 2020 – **57**

Total number of boxes in storage at the Records Center – **11,650**





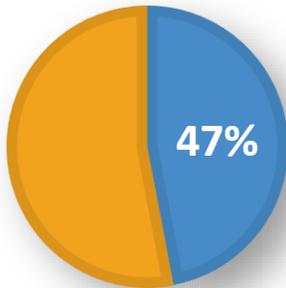
Content Manager Status Report

Department: **DNRP, Parks and Recreation Division (PKS)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

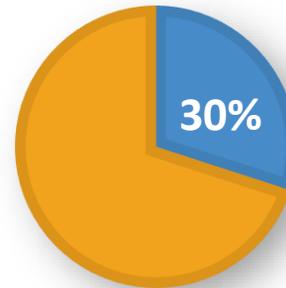
Percentage of PKS employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



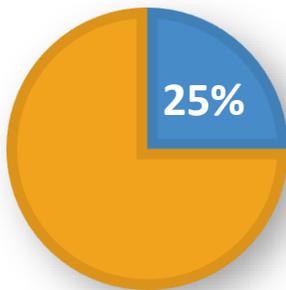
135 of 286 employees

COMPLETED CONTENT MANAGER TRAINING



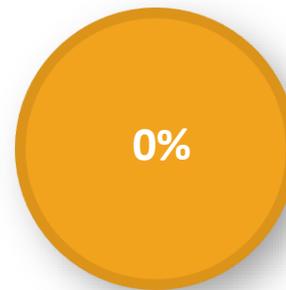
87 of 286 employees

ACCESS TO CONTENT MANAGER



70 of 286 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



0 of 286 employees have filed at least one electronic record

PKS records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **0**

Total number of electronic records in the system – **15,428**

Number of boxes created in Q4 2019 and Q1 2020 – **2**

Total number of boxes in storage at the Records Center – **333**





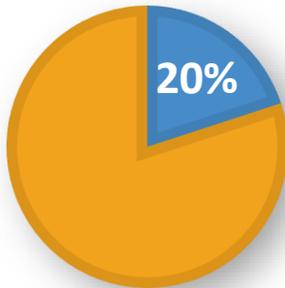
Content Manager Status Report

Department: **DNRP, Solid Waste Division (SWD)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

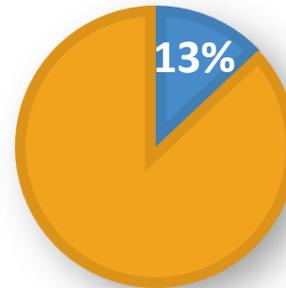
Percentage of SWD employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



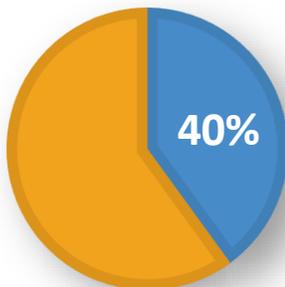
84 of 411 employees

COMPLETED CONTENT MANAGER TRAINING



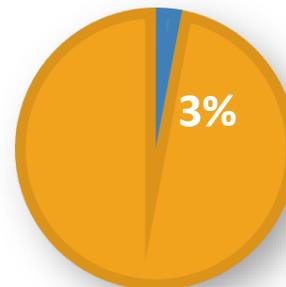
54 of 411 employees

ACCESS TO CONTENT MANAGER



164 of 411 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



13 of 411 employees have filed at least one electronic record

SWD records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **15,931**

Total number of electronic records in the system – **225,301**

Number of boxes created in Q4 2019 and Q1 2020 – **24**

Total number of boxes in storage at the Records Center – **1,579**





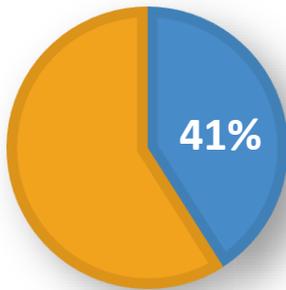
Content Manager Status Report

Department: **DNRP, Water and Land Resources Division (WLRD)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

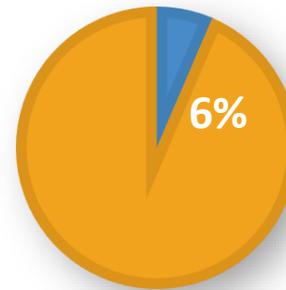
Percentage of WLRD employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



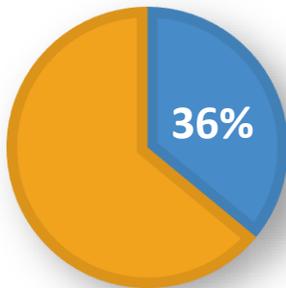
148 of 363 employees

COMPLETED CONTENT MANAGER TRAINING



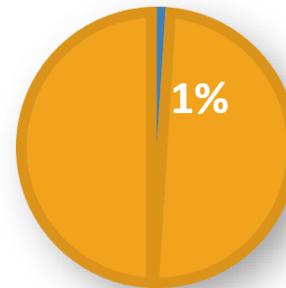
22 of 363 employees

ACCESS TO CONTENT MANAGER



130 of 363 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



2 of 363 employees have filed at least one electronic record

WLRD records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **6,872**

Total number of electronic records in the system – **73,637**

Number of boxes created in Q4 2019 and Q1 2020 – **9**

Total number of boxes in storage at the Records Center – **2,997**





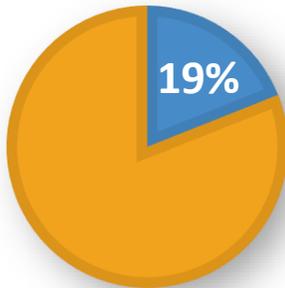
Content Manager Status Report

Department: **DNRP, Wastewater Treatment Division (WTD)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

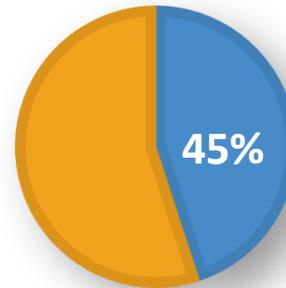
Percentage of WTD employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



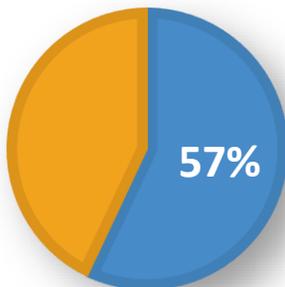
128 of 678 employees

COMPLETED CONTENT MANAGER TRAINING



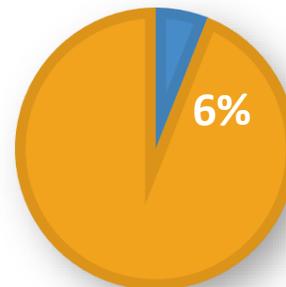
305 of 678 employees

ACCESS TO CONTENT MANAGER



386 of 678 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



38 of 678 employees have filed at least one electronic record

WTD records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **8,612**

Total number of electronic records in the system – **765,225**

Number of boxes created in Q4 2019 and Q1 2020 – **22**

Total number of boxes in storage at the Records Center – **6,741**





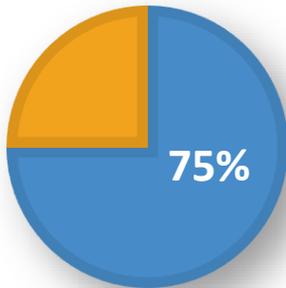
Content Manager Status Report

Department: **Department of Assessments (DOA)**

Period: **Q4 2019 – Q1 2020** (10/7/2019 – 3/31/2020)

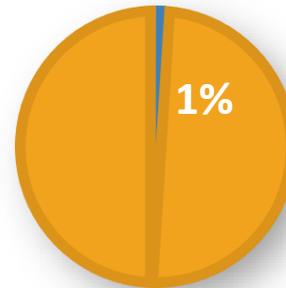
Percentage of DOA employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



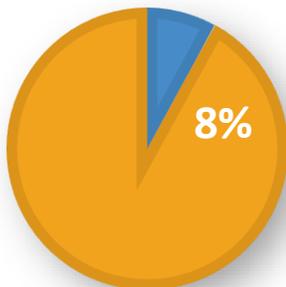
158 of 212 employees

COMPLETED CONTENT MANAGER TRAINING



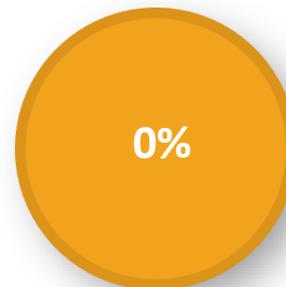
2 of 212 employees

ACCESS TO CONTENT MANAGER



17 of 212 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



0 of 212 employees have filed at least one electronic record

DOA records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **0**

Total number of electronic records in the system – **0**

Number of boxes created in Q4 2019 and Q1 2020 – **0**

Total number of boxes in storage at the Records Center – **23**





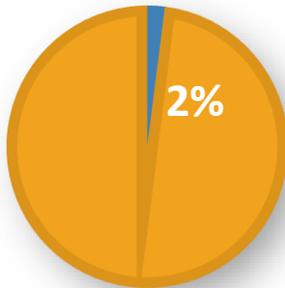
Content Manager Status Report

Department: **Department of Public Defense (DPD)**

Period: **Q4 2019 – Q1 2020** (10/7/2019 – 3/31/2020)

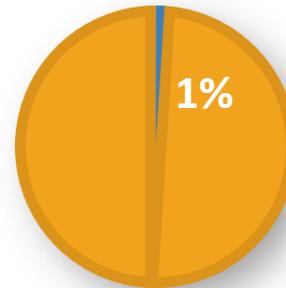
Percentage of DPD employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



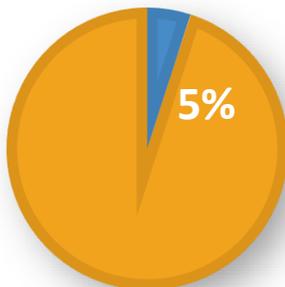
10 of 421 employees

COMPLETED CONTENT MANAGER TRAINING



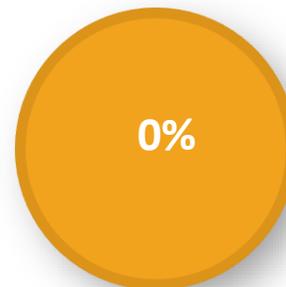
1 of 421 employees

ACCESS TO CONTENT MANAGER



19 of 421 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



0 of 421 employees have filed at least one electronic record

DPD records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **0**

Total number of electronic records in the system – **0**

Number of boxes created in Q4 2019 and Q1 2020 – **0**

Total number of boxes in storage at the Records Center – **503**





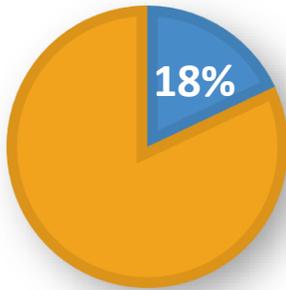
Content Manager Status Report

Department: **Department of Public Health (DPH)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

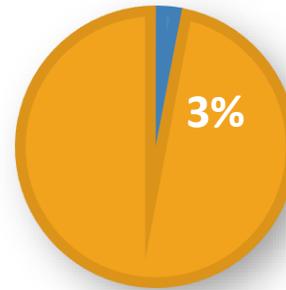
Percentage of DPH employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



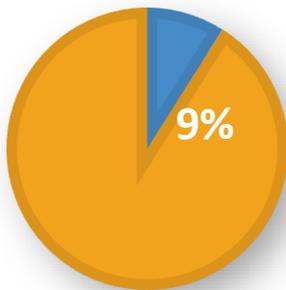
76 of 1417 employees

COMPLETED CONTENT MANAGER TRAINING



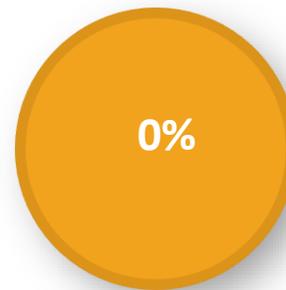
37 of 1417 employees

ACCESS TO CONTENT MANAGER



127 of 1417 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



0 of 1417 employees have filed at least one electronic record

DPH records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **0**

Total number of electronic records in the system – **5,194**

Number of boxes created in Q4 2019 and Q1 2020 – **354**

Total number of boxes in storage at the Records Center – **23,143**





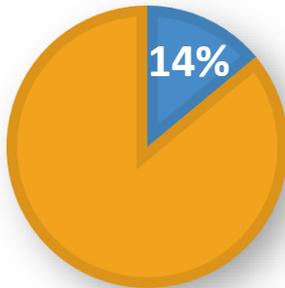
Content Manager Status Report

Department: **King County Council (KCC)**

Period: **Q4 2019 – Q1 2020** (10/7/2019 – 3/31/2020)

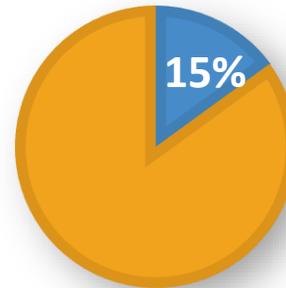
Percentage of KCC employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



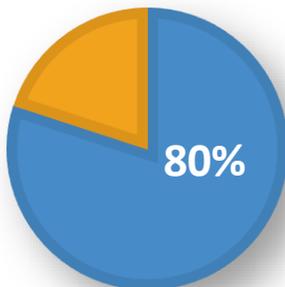
20 of 148 employees

COMPLETED CONTENT MANAGER TRAINING



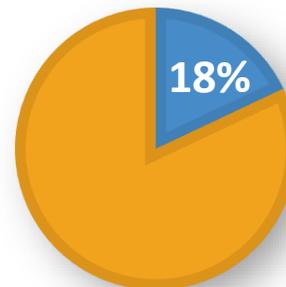
22 of 148 employees

ACCESS TO CONTENT MANAGER



119 of 148 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



26 of 148 employees have filed at least one electronic record

KCC records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **228,432**

Total number of electronic records in the system – **3,353,890**

Number of boxes created in Q4 2019 and Q1 2020 – **100**

Total number of boxes in storage at the Records Center – **906**





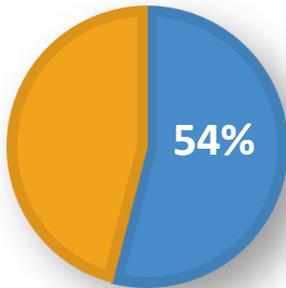
Content Manager Status Report

Department: **King County District Court (KCDC)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

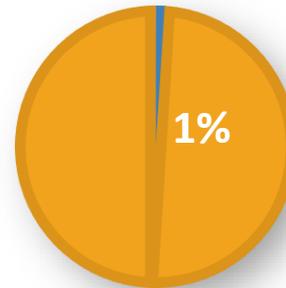
Percentage of KCDC employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



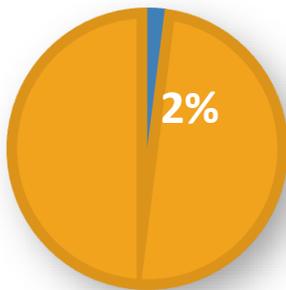
138 of 258 employees

COMPLETED CONTENT MANAGER TRAINING



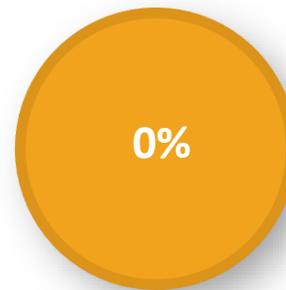
2 of 258 employees

ACCESS TO CONTENT MANAGER



4 of 258 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



0 of 258 employees have filed at least one electronic record

KCDC records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **0**

Total number of electronic records in the system – **0**

Number of boxes created in Q4 2019 and Q1 2020 – **25**

Total number of boxes in storage at the Records Center – **40**





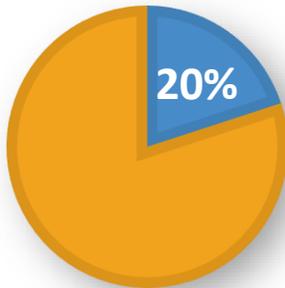
Content Manager Status Report

Department: **King County Executive's Office (KCEO)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

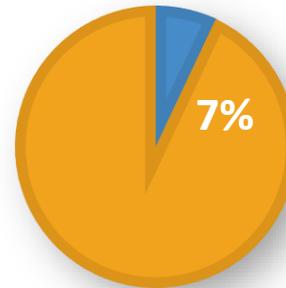
Percentage of KCEO employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



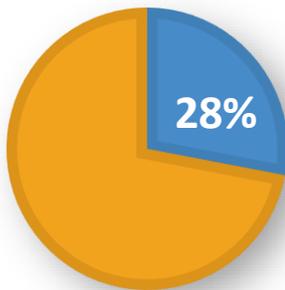
23 of 114 employees

COMPLETED CONTENT MANAGER TRAINING



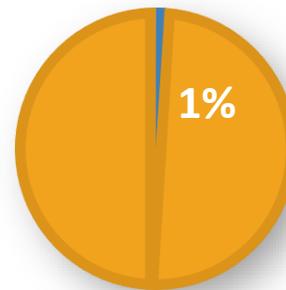
8 of 114 employees

ACCESS TO CONTENT MANAGER



32 of 114 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



1 of 114 employees have filed at least one electronic record

KCEO records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **86**

Total number of electronic records in the system – **1,165,986**

Number of boxes created in Q4 2019 and Q1 2020 – **7**

Total number of boxes in storage at the Records Center – **541**





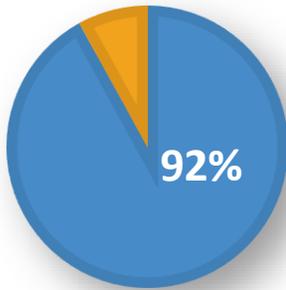
Content Manager Status Report

Department: **King County Elections (KCE)**

Period: **Q4 2019 – Q1 2020** (10/7/2019 – 3/31/2020)

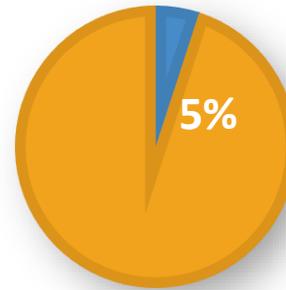
Percentage of KCE employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



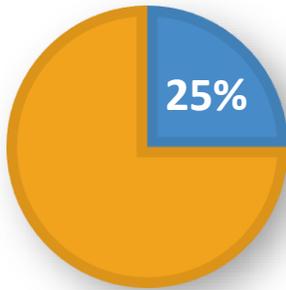
59 of 64 employees

COMPLETED CONTENT MANAGER TRAINING



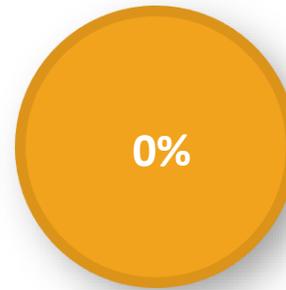
3 of 64 employees

ACCESS TO CONTENT MANAGER



16 of 64 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



0 of 64 employees have filed at least one electronic record

KCE records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **0**

Total number of electronic records in the system – **70,386**

Number of boxes created in Q4 2019 and Q1 2020 – **0**

Total number of boxes in storage at the Records Center – **426**





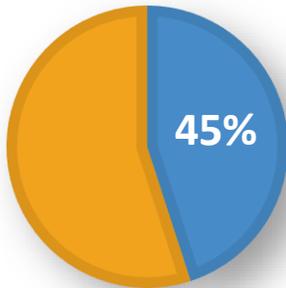
Content Manager Status Report

Department: **Department of Information Technology (KCIT)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

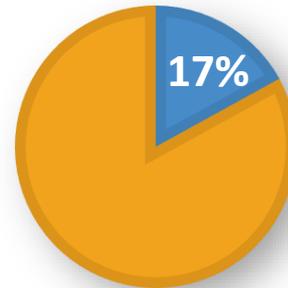
Percentage of KCIT employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



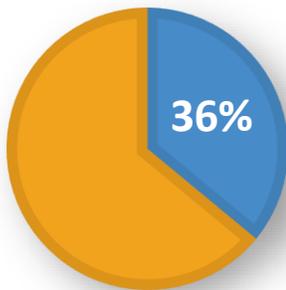
204 of 456 employees

COMPLETED CONTENT MANAGER TRAINING



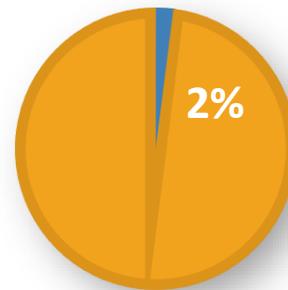
77 of 456 employees

ACCESS TO CONTENT MANAGER



166 of 456 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



7 of 456 employees have filed at least one electronic record

KCIT records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **9,135**

Total number of electronic records in the system – **1,373,936**

Number of boxes created in Q4 2019 and Q1 2020 – **9**

Total number of boxes in storage at the Records Center – **255**





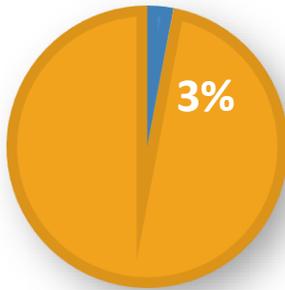
Content Manager Status Report

Department: **King County Superior Court**

Period: **Q4 2019 – Q1 2020** (10/7/2019 – 3/31/2020)

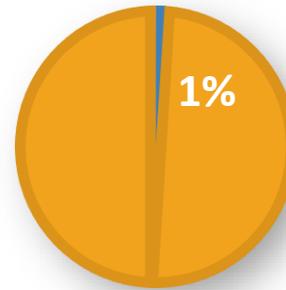
Percentage of KCSC employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



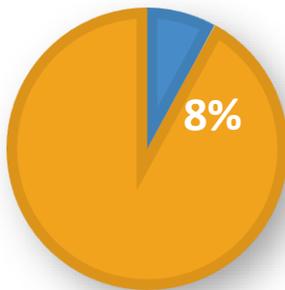
9 of 308 employees

COMPLETED CONTENT MANAGER TRAINING



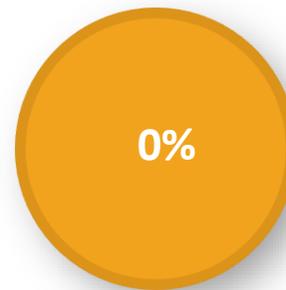
1 of 308 employees

ACCESS TO CONTENT MANAGER



25 of 308 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



0 of 308 employees have filed at least one electronic record

KCSC records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **0**

Total number of electronic records in the system – **0**

Number of boxes created in Q4 2019 and Q1 2020 – **46**

Total number of boxes in storage at the Records Center – **2,278**





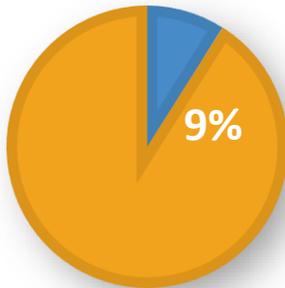
Content Manager Status Report

Department: **King County Sheriff's Office**

Period: **Q4 2019 – Q1 2020** (10/7/2019 – 3/31/2020)

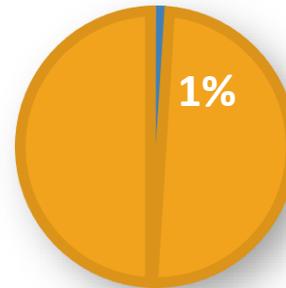
Percentage of KCSO employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



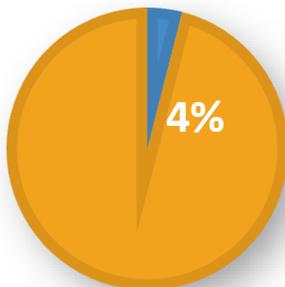
101 of 1135 employees

COMPLETED CONTENT MANAGER TRAINING



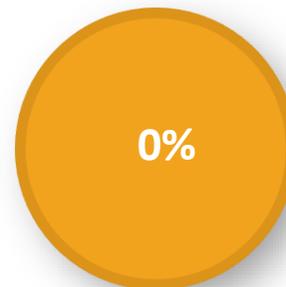
7 of 1135 employees

ACCESS TO CONTENT MANAGER



41 of 1135 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



0 of 1135 employees have filed at least one electronic record

KCSO records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **0**

Total number of electronic records in the system – **0**

Number of boxes created in Q4 2019 and Q1 2020 – **127**

Total number of boxes in storage at the Records Center – **1,752**





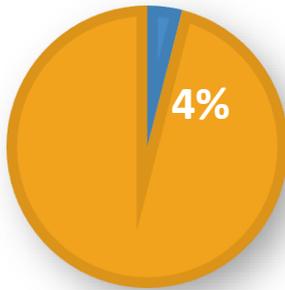
Content Manager Status Report

Department: **METRO Transit Department (MTD)**

Period: **Q4 2019 – Q1 2020 (10/7/2019 – 3/31/2020)**

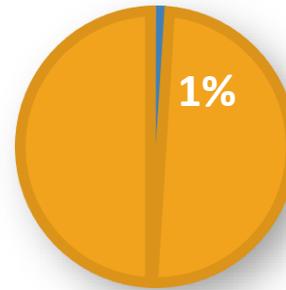
Percentage of MTD employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



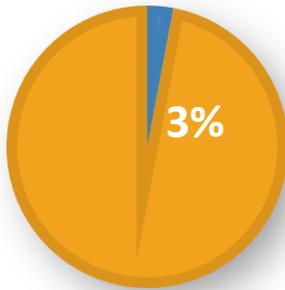
234 of 5545 employees

COMPLETED CONTENT MANAGER TRAINING



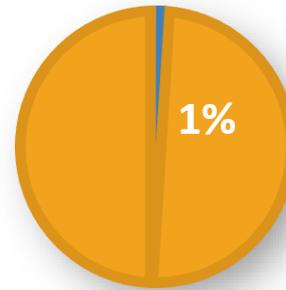
22 of 5545 employees

ACCESS TO CONTENT MANAGER



165 of 5545 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



2 of 5545 employees have filed at least one electronic record

MTD records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **526**

Total number of electronic records in the system – **435,613**

Number of boxes created in Q4 2019 and Q1 2020 – **55**

Total number of boxes in storage at the Records Center – **3,753**





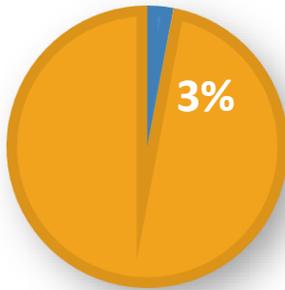
Content Manager Status Report

Department: **Prosecuting Attorney's Office (PAO)**

Period: **Q4 2019 – Q1 2020** (10/7/2019 – 3/31/2020)

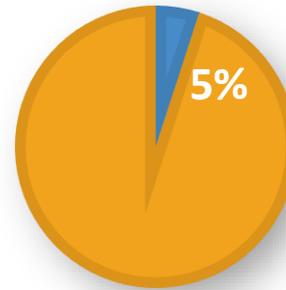
Percentage of PAO employees who have:

COMPLETED BASIC RECORDS MANAGEMENT TRAINING



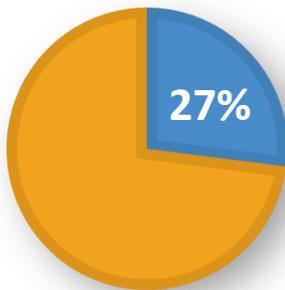
13 of 526 employees

COMPLETED CONTENT MANAGER TRAINING



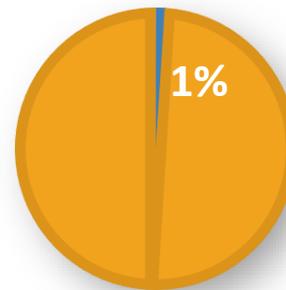
25 of 526 employees

ACCESS TO CONTENT MANAGER



144 of 525 employees have active accounts in CM

USED CONTENT MANAGER IN Q4 2019 OR Q1 2020



3 of 526 employees have filed at least one electronic record

PAO records managed in Content Manager:

Number of electronic records filed in Q4 2019 and Q1 2020 – **443**

Total number of electronic records in the system – **852,952**

Number of boxes created in Q4 2019 and Q1 2020 – **277**

Total number of boxes in storage at the Records Center – **34,733**

