



# Content Manager Status Report

## Q2 2020

July 9, 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 April 1, 2020 and June 30, 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.

King County Records Management Program  
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206-477-6889  
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- **Report: PAO**

## Statistics: Top file formats and retention categories used

### **Top 5 file formats of electronic records:**

1. Email message
2. PDF
3. Word document (DOC, DOCX)
4. JPEG photo file
5. Excel spreadsheet (XLS, XLSX)

### **Top 5 retention schedules used for electronic records:**

1. Elected Officials Communications (Combo Rule ACO-01-002)
2. Councilmember Communications (GS50-01-09R2A)
3. General Office Communications (Combo Rule ACO-01-001)
4. Capital/Construction Project Files (GS50-18-10R1)
5. Helpdesk Requests (GS2010-005R1)

## Shout outs: Top performing agencies

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

1. DES - Office of Emergency Management
2. Department of Assessments
3. DES - Office of Risk Management Services

### **Highest percentage of staff that have completed Content Manager training:**

1. DES - Office of Risk Management Services
2. DNRP - Wastewater Treatment Division
3. DES - Finance and Business Operations Division

### **Highest percentage of staff that have access to Content Manager:**

1. 4Culture
2. DES - Records and Licensing Services Division
3. DES - Airport

### **Highest percentage of staff that filed to the system:**

1. DES - Records and Licensing Services Division
2. DES - Office of Risk Management Services
3. King County Council

### **Most improved since last quarter:**

1. DES - Airport (**11%** improvement in Basic Records Management Training and **21%** improvement in Content Manager training)
2. King County Council (**5%** improvement in Basic Records Management training and **9%** improvement in Content Manager training)
3. DNRP - Parks and Recreation Division (**11%** improvement in Content Manager training)



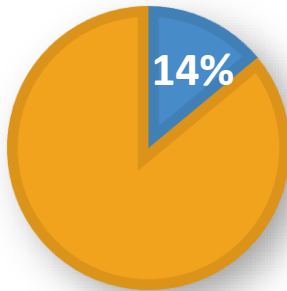
## Content Manager Status Report

**King County** (all agencies)

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

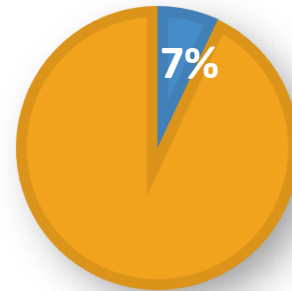
Percentage of King County employees who have:

### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



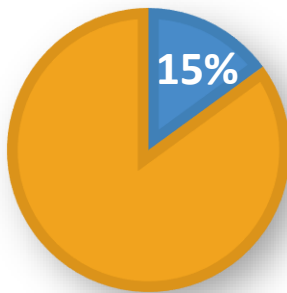
2,328 of 16,217 employees

### COMPLETED CONTENT MANAGER TRAINING



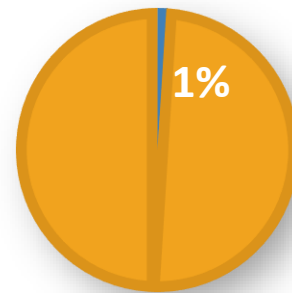
1,113 of 16,217 employees

### ACCESS TO CONTENT MANAGER



2,471 of 16,217 employees have active accounts in CM

### USED CONTENT MANAGER IN Q2 2020



130 of 16,217 employees have filed at least one e-record

## King County records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **550,360**

Total number of electronic records in the system – **15,829,723**

Number of boxes created in Q2 2020 – **535**

Total number of boxes in storage at the Records Center – **103,513**





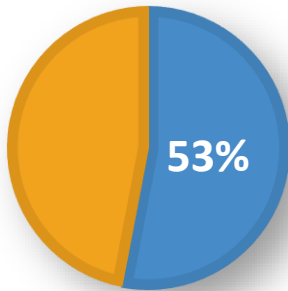
## Content Manager Status Report

Department: **4Culture**

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

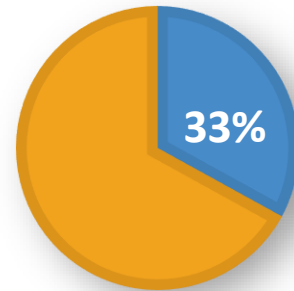
### Percentage of 4Culture employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



16 of 30 employees

#### COMPLETED CONTENT MANAGER TRAINING



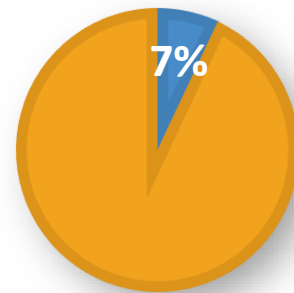
10 of 30 employees

#### ACCESS TO CONTENT MANAGER



30 of 30 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



2 of 30 employees have filed at least one electronic record

### 4Culture records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **687**

Total number of electronic records in the system – **159,544**

Number of boxes created in Q2 2020 – **0**

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





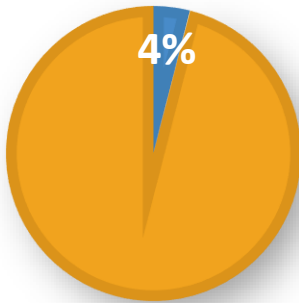
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

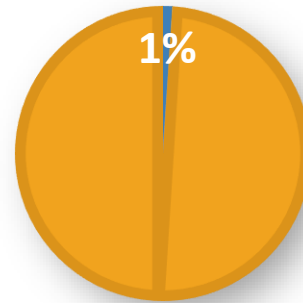
### Percentage of DAJD employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



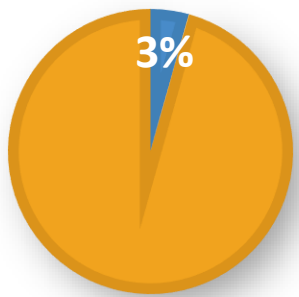
35 of 909 employees

#### COMPLETED CONTENT MANAGER TRAINING



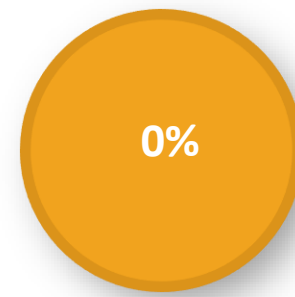
11 of 909 employees

#### ACCESS TO CONTENT MANAGER



29 of 909 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



0 of 909 employees have filed at least one electronic record

### DAJD records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **0**

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

Number of boxes created in Q2 2020 – **0**

Total number of boxes in storage at the Records Center – **2,220**





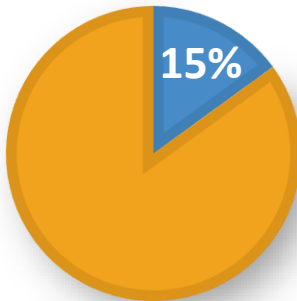
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

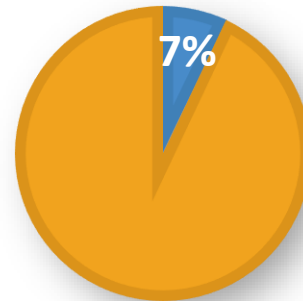
### Percentage of DCHS employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



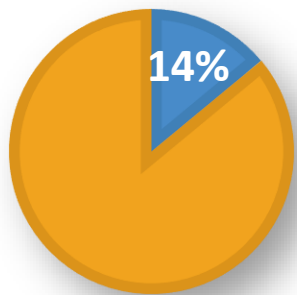
81 of 525 employees

#### COMPLETED CONTENT MANAGER TRAINING



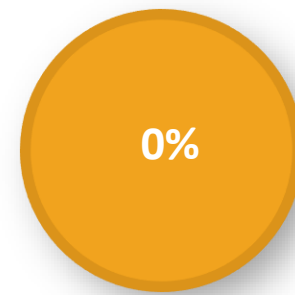
37 of 525 employees

#### ACCESS TO CONTENT MANAGER



74 of 525 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



0 of 525 employees have filed at least one electronic record

### DCHS records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **0**

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

Number of boxes created in Q2 2020 – **0**

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







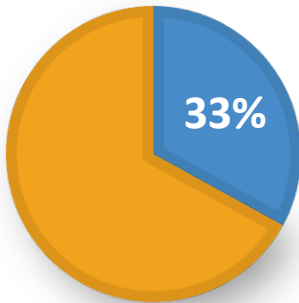
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

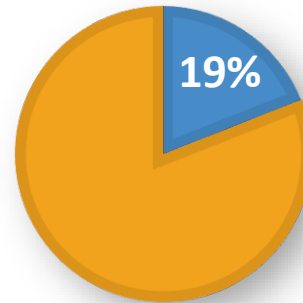
### Percentage of DES employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



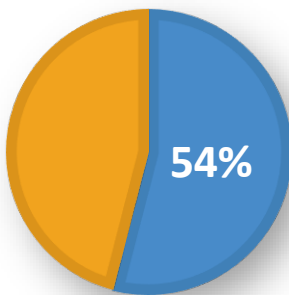
330 of 989 employees

#### COMPLETED CONTENT MANAGER TRAINING



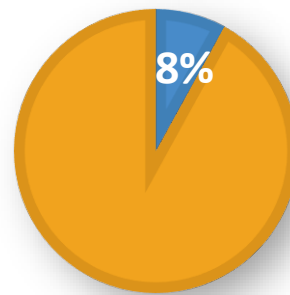
187 of 989 employees

#### ACCESS TO CONTENT MANAGER



530 of 989 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



77 of 989 employees have filed at least one electronic record

### DES records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **90,897**

Total number of electronic records in the system – **5,249,652**

Number of boxes created in Q2 2020 – **0**

Total number of boxes in storage at the Records Center – **4,788**





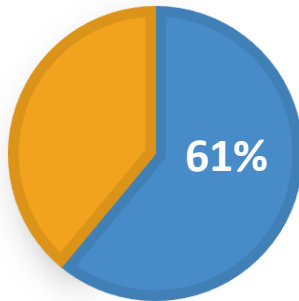
## Content Manager Status Report

Department: **DES, Business Resource Center (BRC)**

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

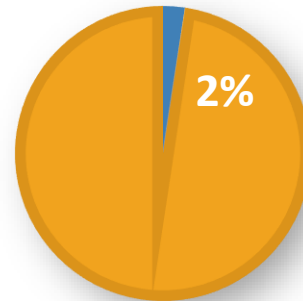
### Percentage of BRC employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



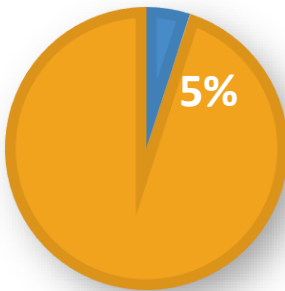
40 of 66 employees

#### COMPLETED CONTENT MANAGER TRAINING



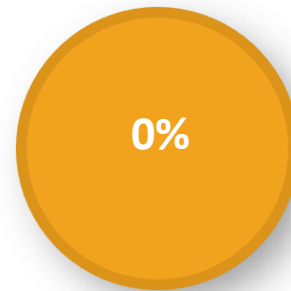
1 of 66 employees

#### ACCESS TO CONTENT MANAGER



3 of 66 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



0 of 66 employees have filed at least one electronic record

### BRC records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **0**

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

Number of boxes created in Q2 2020 – **0**

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





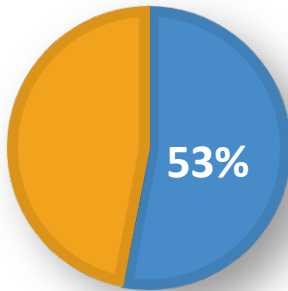
## Content Manager Status Report

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

Period: **Q2 2020 (4/1/2020 – 6/30/2020)**

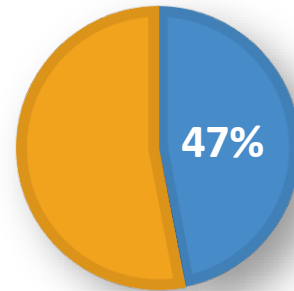
### Percentage of FBOD employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



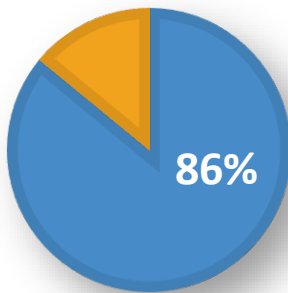
107 of 204 employees

#### COMPLETED CONTENT MANAGER TRAINING



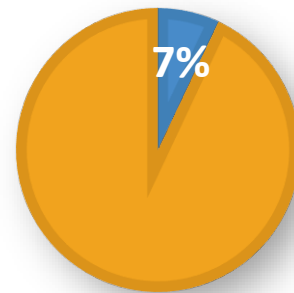
96 of 204 employees

#### ACCESS TO CONTENT MANAGER



175 of 204 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



15 of 204 employees have filed at least one electronic record

### FBOD records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **16,246**

Total number of electronic records in the system – **1,958,288**

Number of boxes created in Q2 2020 – **0**

Total number of boxes in storage at the Records Center – **3,339**





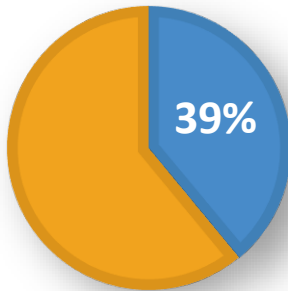
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

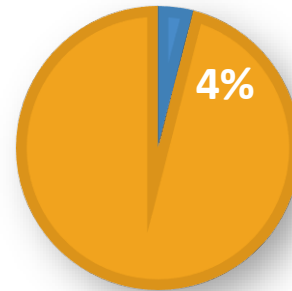
### Percentage of FLT employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



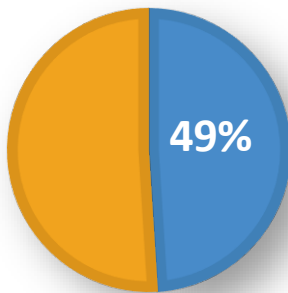
27 of 70 employees

#### COMPLETED CONTENT MANAGER TRAINING



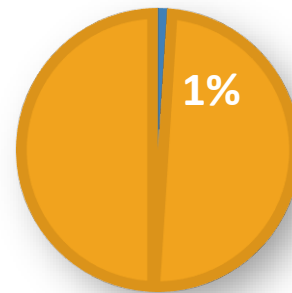
3 of 70 employees

#### ACCESS TO CONTENT MANAGER



34 of 70 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



1 of 70 employees have filed at least one electronic record

### FLT records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **110**

Total number of electronic records in the system – **37,291**

Number of boxes created in Q2 2020 – **0**

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





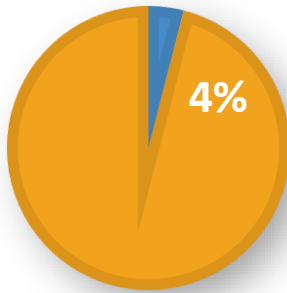
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

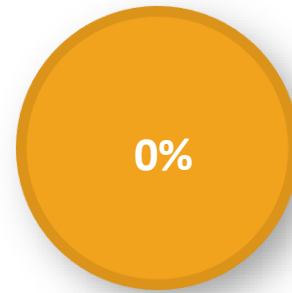
### Percentage of FMD employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



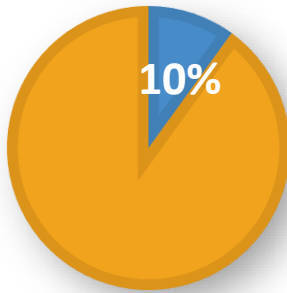
14 of 383 employees

#### COMPLETED CONTENT MANAGER TRAINING



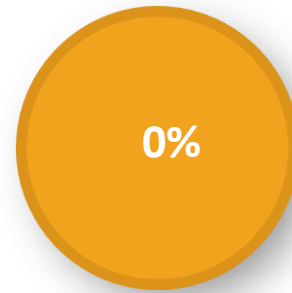
0 of 383 employees

#### ACCESS TO CONTENT MANAGER



37 of 383 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



0 of 383 employees have filed at least one electronic record

### FMD records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **0**

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

Number of boxes created in Q2 2020 – **0**

Total number of boxes in storage at the Records Center – **244**





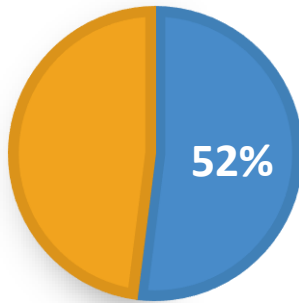
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

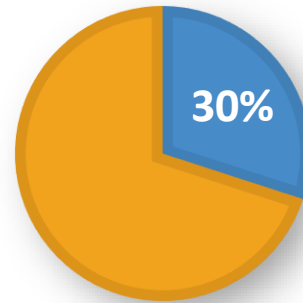
### Percentage of KCIA employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



26 of 50 employees

#### COMPLETED CONTENT MANAGER TRAINING



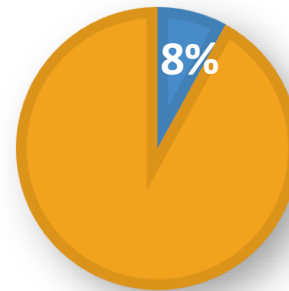
15 of 50 employees

#### ACCESS TO CONTENT MANAGER



50 of 50 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



4 of 50 employees have filed at least one electronic record

### KCIA records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **5,225**

Total number of electronic records in the system – **315,801**

Number of boxes created in Q2 2020 – **0**

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





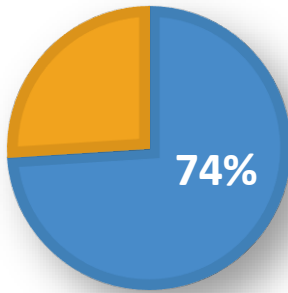
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

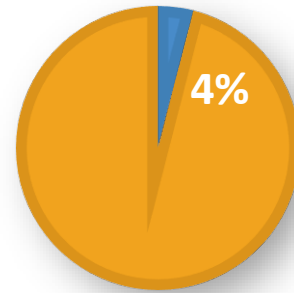
### Percentage of OEM employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



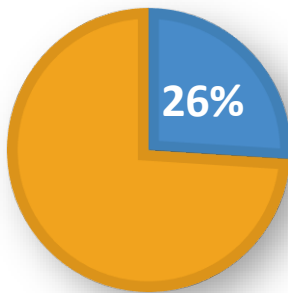
17 of 23 employees

#### COMPLETED CONTENT MANAGER TRAINING



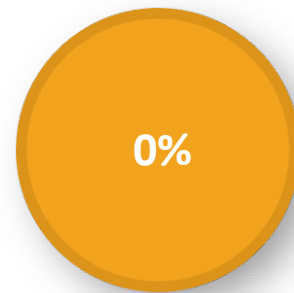
1 of 23 employees

#### ACCESS TO CONTENT MANAGER



6 of 23 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



0 of 23 employees have filed at least one electronic record

### OEM records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **0**

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

Number of boxes created in Q2 2020 – **0**

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





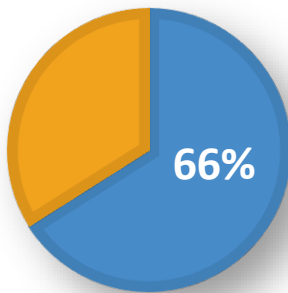
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

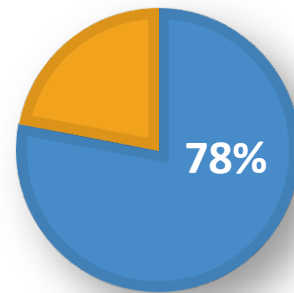
### Percentage of ORMS employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



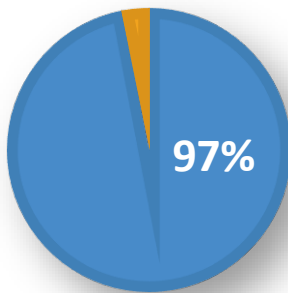
21 of 32 employees

#### COMPLETED CONTENT MANAGER TRAINING



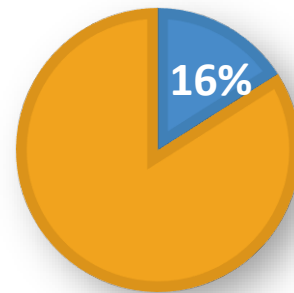
25 of 32 employees

#### ACCESS TO CONTENT MANAGER



31 of 32 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



5 of 32 employees have filed at least one electronic record

### ORMS records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **1,071**

Total number of electronic records in the system – **454,371**

Number of boxes created in Q2 2020 – **0**

Total number of boxes in storage at the Records Center – **209**







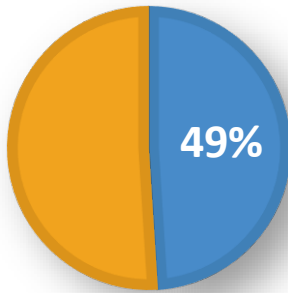
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

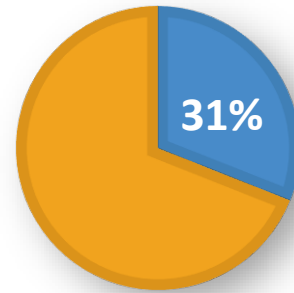
### Percentage of RALS employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



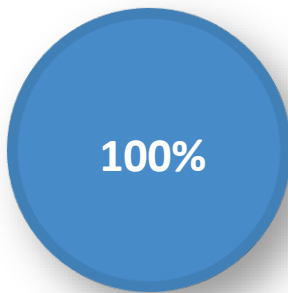
68 of 140 employees

#### COMPLETED CONTENT MANAGER TRAINING



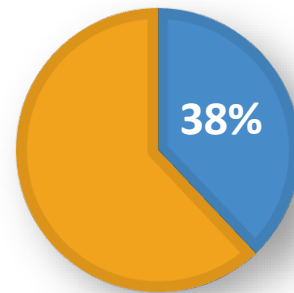
43 of 140 employees

#### ACCESS TO CONTENT MANAGER



140 of 140 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



53 of 140 employees have filed at least one electronic record

### RALS records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **68,245**

Total number of electronic records in the system – **2,008,922**

Number of boxes created in Q2 2020 – **0**

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





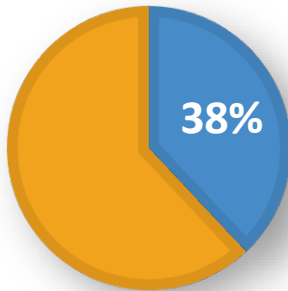
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

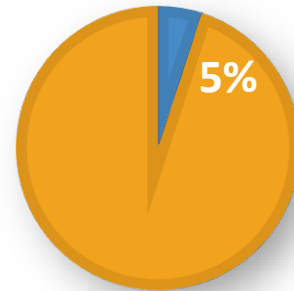
### Percentage of DHR employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



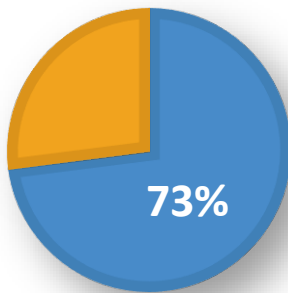
44 of 117 employees

#### COMPLETED CONTENT MANAGER TRAINING



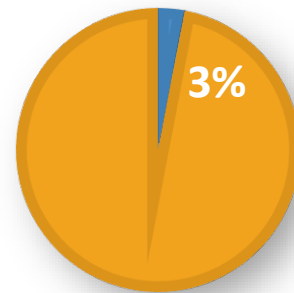
6 of 117 employees

#### ACCESS TO CONTENT MANAGER



85 of 117 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



3 of 117 employees have filed at least one electronic record

### DHR records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **136**

Total number of electronic records in the system – **441,769**

Number of boxes created in Q2 2020 – **0**

Total number of boxes in storage at the Records Center – **3,512**





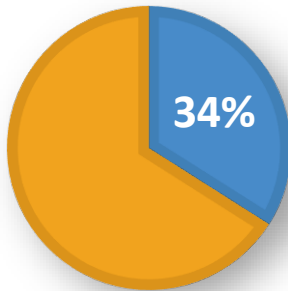
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

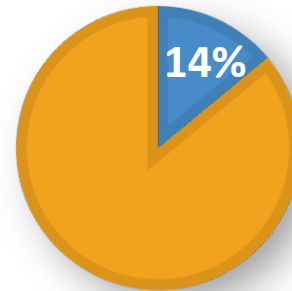
### Percentage of DJA employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



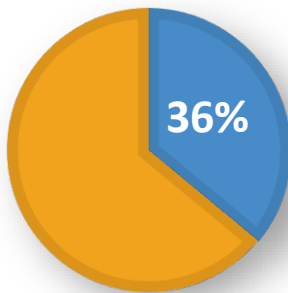
70 of 204 employees

#### COMPLETED CONTENT MANAGER TRAINING



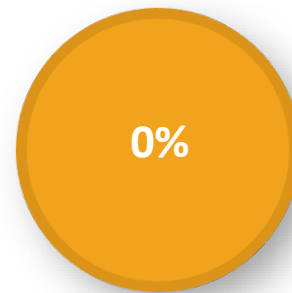
28 of 204 employees

#### ACCESS TO CONTENT MANAGER



73 of 204 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



0 of 204 employees have filed at least one electronic record

### DJA records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **0**

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

Number of boxes created in Q2 2020 – **0**

Total number of boxes in storage at the Records Center – **9,405**





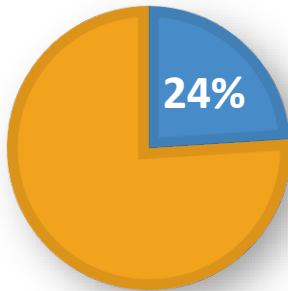
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

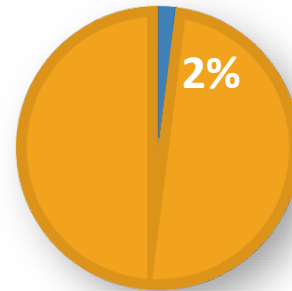
### Percentage of DLS employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



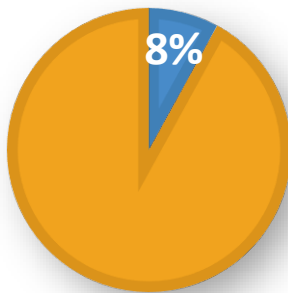
118 of 498 employees

#### COMPLETED CONTENT MANAGER TRAINING



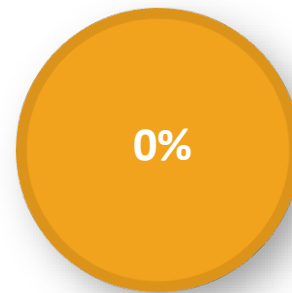
12 of 498 employees

#### ACCESS TO CONTENT MANAGER



40 of 498 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



0 of 498 employees have filed at least one electronic record

### DLS records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **0**

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

Number of boxes created in Q2 2020 – **0**

Total number of boxes in storage at the Records Center – **2,032**





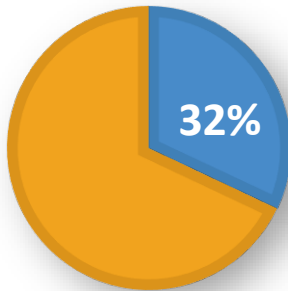
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

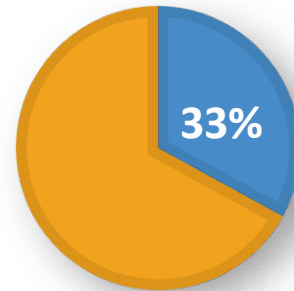
### Percentage of DNRP employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



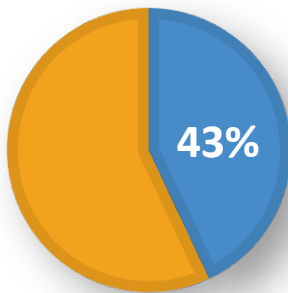
563 of 1768 employees

#### COMPLETED CONTENT MANAGER TRAINING



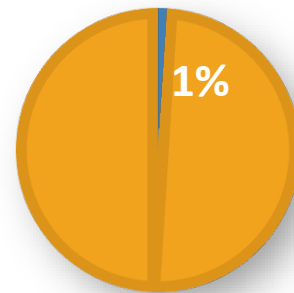
586 of 1768 employees

#### ACCESS TO CONTENT MANAGER



756 of 1768 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



23 of 1768 employees have filed at least one electronic record

### DNRP records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **8,875**

Total number of electronic records in the system – **1,015,803**

Number of boxes created in Q2 2020 – **0**

Total number of boxes in storage at the Records Center – **11,645**





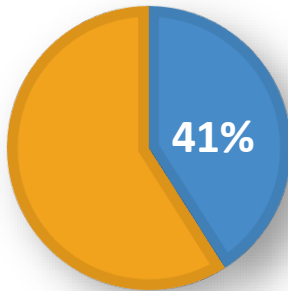
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

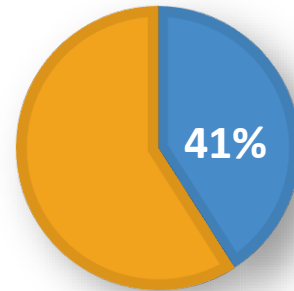
### Percentage of PKS employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



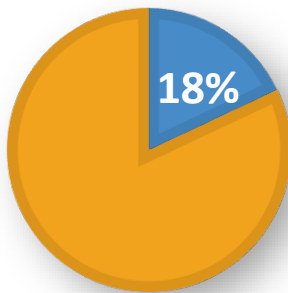
192 of 469 employees

#### COMPLETED CONTENT MANAGER TRAINING



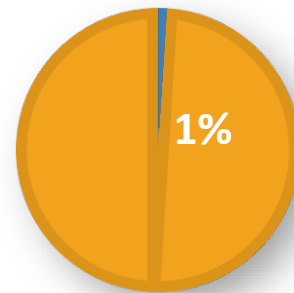
192 of 469 employees

#### ACCESS TO CONTENT MANAGER



82 of 469 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



2 of 469 employees have filed at least one electronic record

### PKS records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **645**

Total number of electronic records in the system – **16,073**

Number of boxes created in Q2 2020 – **0**

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





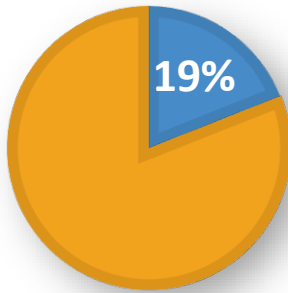
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

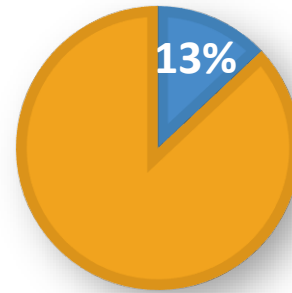
### Percentage of SWD employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



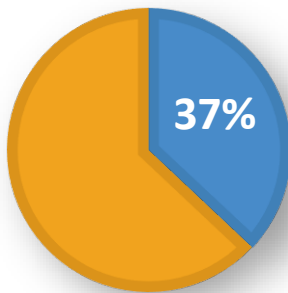
84 of 431 employees

#### COMPLETED CONTENT MANAGER TRAINING



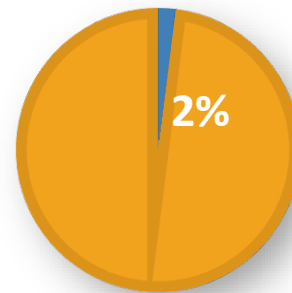
57 of 431 employees

#### ACCESS TO CONTENT MANAGER



161 of 431 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



7 of 431 employees have filed at least one electronic record

### SWD records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **1,969**

Total number of electronic records in the system – **227,270**

Number of boxes created in Q2 2020 – **0**

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





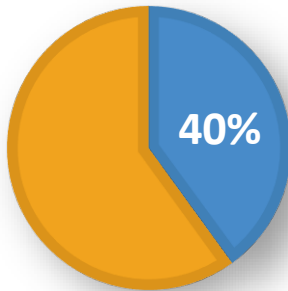
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 - 6/30/2020)

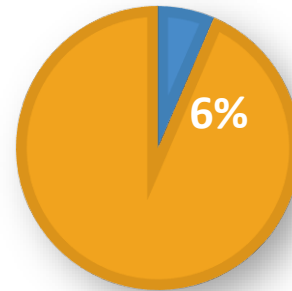
### Percentage of WLRD employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



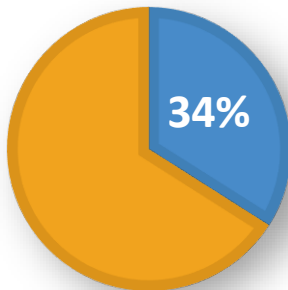
153 of 381 employees

#### COMPLETED CONTENT MANAGER TRAINING



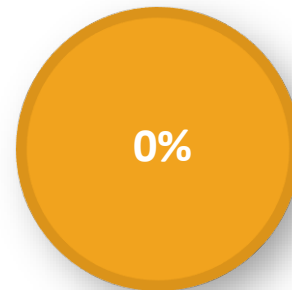
23 of 381 employees

#### ACCESS TO CONTENT MANAGER



130 of 381 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



0 of 381 employees have filed at least one electronic record

### WLRD records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **0**

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

Number of boxes created in Q2 2020 – **0**

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







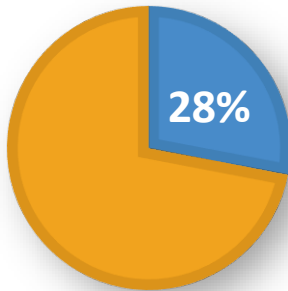
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

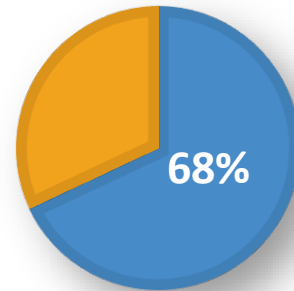
### Percentage of WTD employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



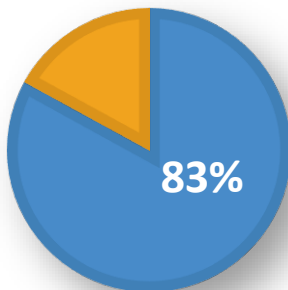
128 of 455 employees

#### COMPLETED CONTENT MANAGER TRAINING



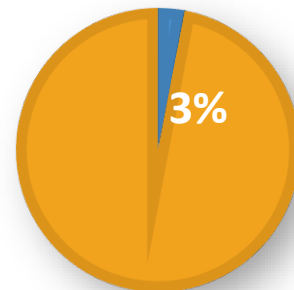
309 of 455 employees

#### ACCESS TO CONTENT MANAGER



379 of 455 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



14 of 455 employees have filed at least one electronic record

### WTD records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **6,103**

Total number of electronic records in the system – **694,776**

Number of boxes created in Q2 2020 – **00**

Total number of boxes in storage at the Records Center – **6,736**





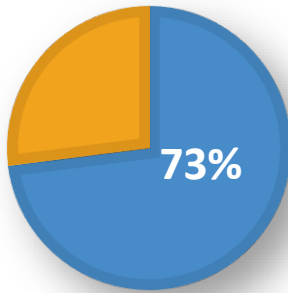
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

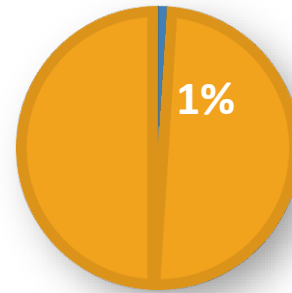
### Percentage of DOA employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



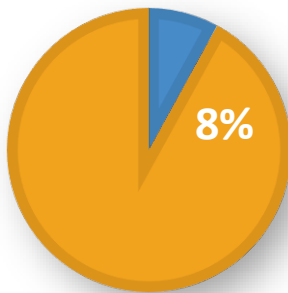
160 of 219 employees

#### COMPLETED CONTENT MANAGER TRAINING



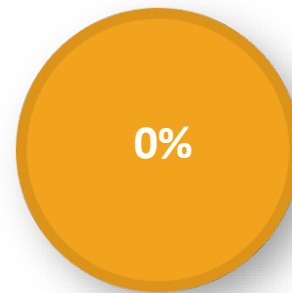
3 of 219 employees

#### ACCESS TO CONTENT MANAGER



17 of 219 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



0 of 219 employees have filed at least one electronic record

### DOA records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **0**

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

Number of boxes created in Q2 2020 – **0**

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





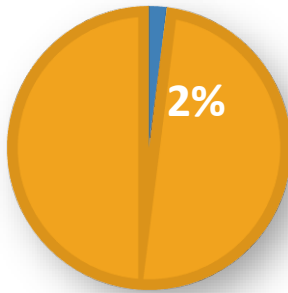
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

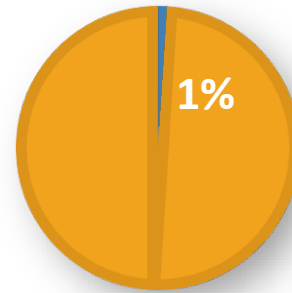
### Percentage of DPD employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



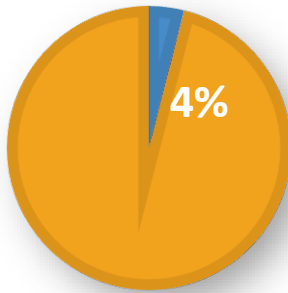
10 of 436 employees

#### COMPLETED CONTENT MANAGER TRAINING



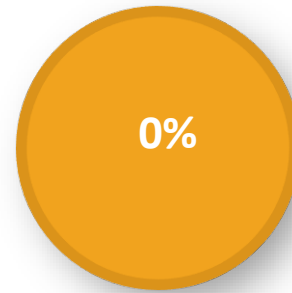
2 of 436 employees

#### ACCESS TO CONTENT MANAGER



16 of 436 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



0 of 436 employees have filed at least one electronic record

### DPD records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **0**

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

Number of boxes created in Q2 2020 – **372**

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





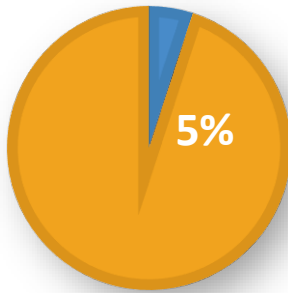
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

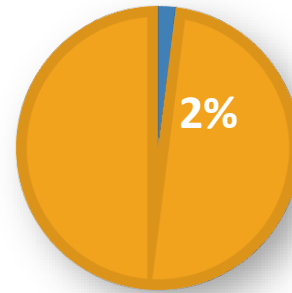
### Percentage of DPH employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



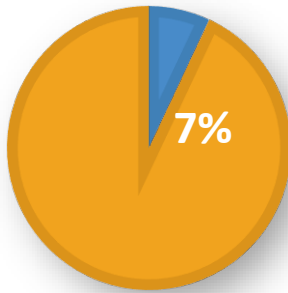
79 of 1699 employees

#### COMPLETED CONTENT MANAGER TRAINING



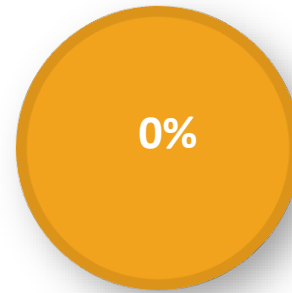
38 of 1699 employees

#### ACCESS TO CONTENT MANAGER



126 of 1699 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



0 of 1699 employees have filed at least one electronic record

### DPH records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **0**

Total number of electronic records in the system – **3,075**

Number of boxes created in Q2 2020 – **8**

Total number of boxes in storage at the Records Center – **23,092**





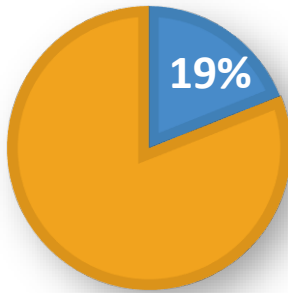
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

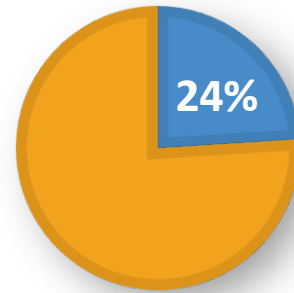
### Percentage of KCC employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



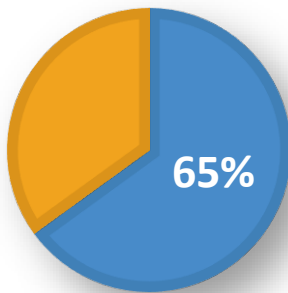
35 of 182 employees

#### COMPLETED CONTENT MANAGER TRAINING



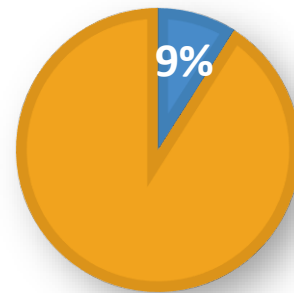
43 of 182 employees

#### ACCESS TO CONTENT MANAGER



118 of 182 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



16 of 182 employees have filed at least one electronic record

### KCC records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **379,213**

Total number of electronic records in the system – **3,733,103**

Number of boxes created in Q2 2020 – **0**

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





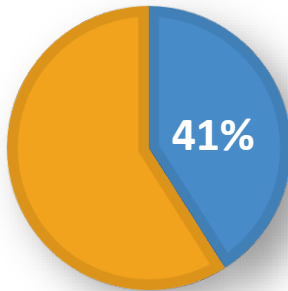
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

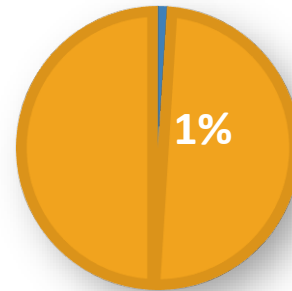
### Percentage of KCDC employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



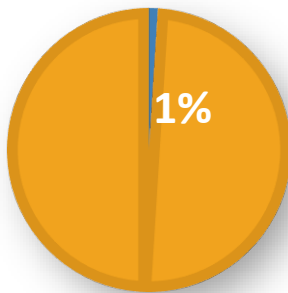
137 of 336 employees

#### COMPLETED CONTENT MANAGER TRAINING



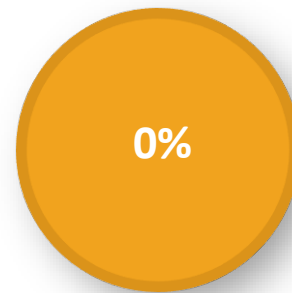
2 of 336 employees

#### ACCESS TO CONTENT MANAGER



4 of 336 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



0 of 336 employees have filed at least one electronic record

### KCDC records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **0**

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

Number of boxes created in Q2 2020 – **25**

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





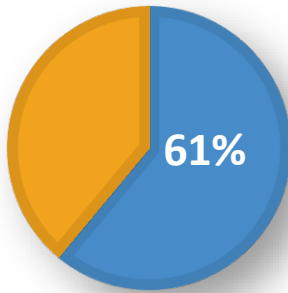
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

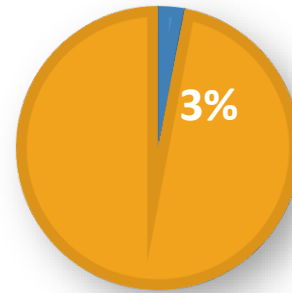
### Percentage of KCE employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



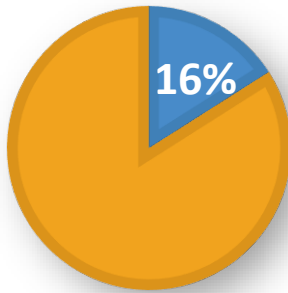
61 of 100 employees

#### COMPLETED CONTENT MANAGER TRAINING



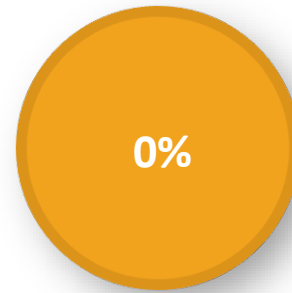
3 of 100 employees

#### ACCESS TO CONTENT MANAGER



16 of 100 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



0 of 100 employees have filed at least one electronic record

### KCE records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **0**

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

Number of boxes created in Q2 2020 – **0**

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





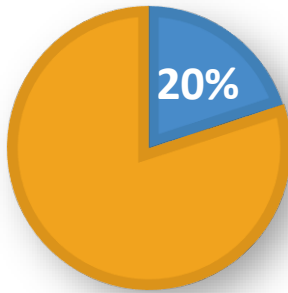
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

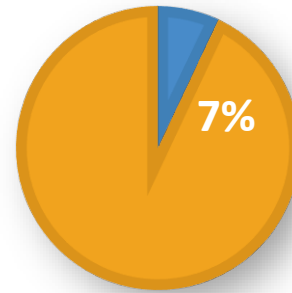
### Percentage of KCEO employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



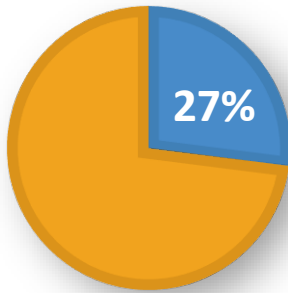
24 of 120 employees

#### COMPLETED CONTENT MANAGER TRAINING



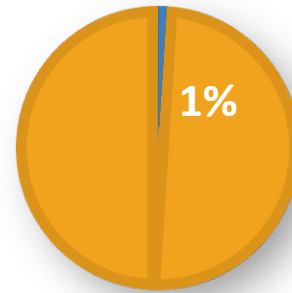
8 of 120 employees

#### ACCESS TO CONTENT MANAGER



32 of 120 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



1 of 120 employees have filed at least one electronic record

### KCEO records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **2,064**

Total number of electronic records in the system – **1,168,050**

Number of boxes created in Q2 2020 – **1**

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







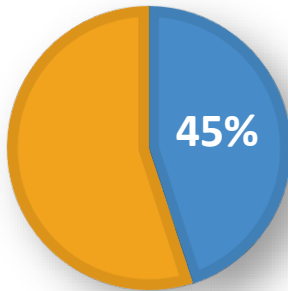
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

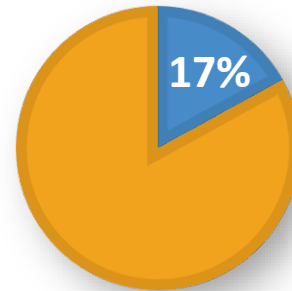
### Percentage of KCIT employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



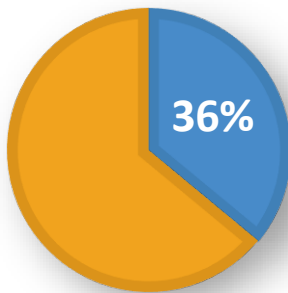
208 of 464 employees

#### COMPLETED CONTENT MANAGER TRAINING



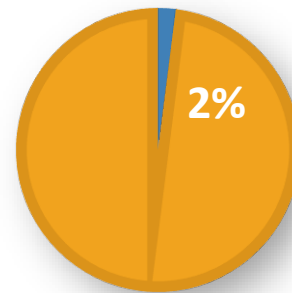
78 of 464 employees

#### ACCESS TO CONTENT MANAGER



166 of 464 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



8 of 464 employees have filed at least one electronic record

### KCIT records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **54,553**

Total number of electronic records in the system – **1,428,489**

Number of boxes created in Q2 2020 – **0**

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





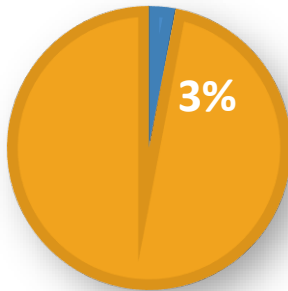
## Content Manager Status Report

Department: **King County Superior Court**

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

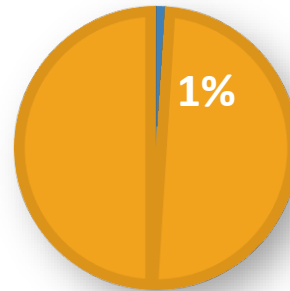
### Percentage of KCSC employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



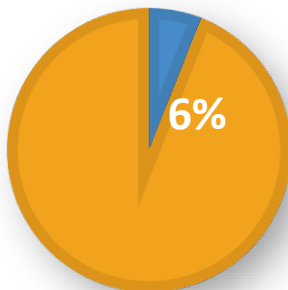
11 of 428 employees

#### COMPLETED CONTENT MANAGER TRAINING



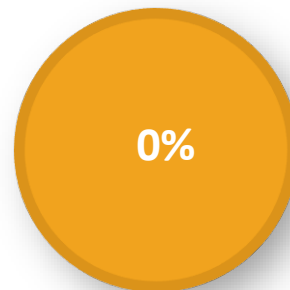
2 of 428 employees

#### ACCESS TO CONTENT MANAGER



26 of 428 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



0 of 428 employees have filed at least one electronic record

### KCSC records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **0**

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

Number of boxes created in Q2 2020 – **0**

Total number of boxes in storage at the Records Center – **2,276**





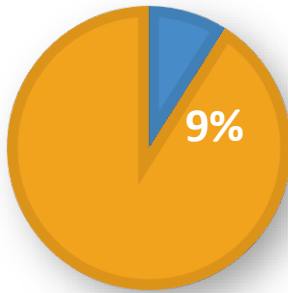
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

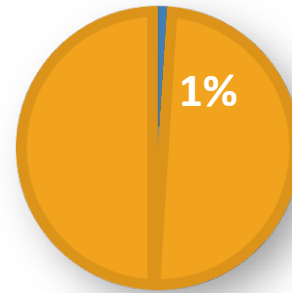
### Percentage of KCSO employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



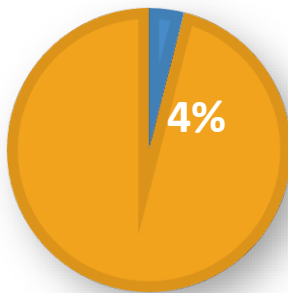
100 of 1126 employees

#### COMPLETED CONTENT MANAGER TRAINING



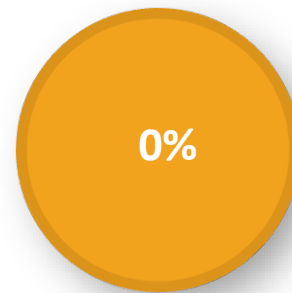
8 of 1126 employees

#### ACCESS TO CONTENT MANAGER



42 of 1126 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



0 of 1126 employees have filed at least one electronic record

### KCSO records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **0**

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

Number of boxes created in Q2 2020 – **18**

Total number of boxes in storage at the Records Center – **1,751**





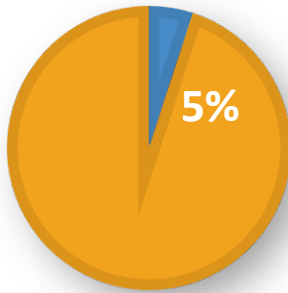
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

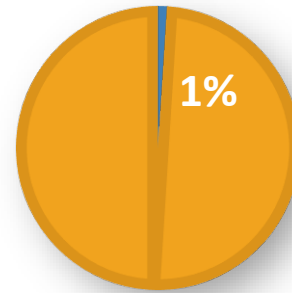
### Percentage of MTD employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



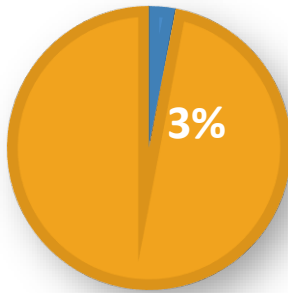
249 of 5552 employees

#### COMPLETED CONTENT MANAGER TRAINING



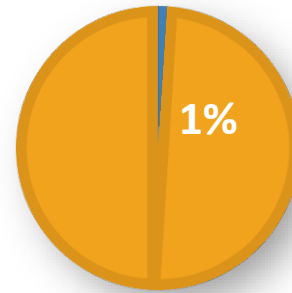
34 of 5552 employees

#### ACCESS TO CONTENT MANAGER



166 of 5552 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



2 of 5552 employees have filed at least one electronic record

### MTD records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **30**

Total number of electronic records in the system – **435,643**

Number of boxes created in Q2 2020 – **35**

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





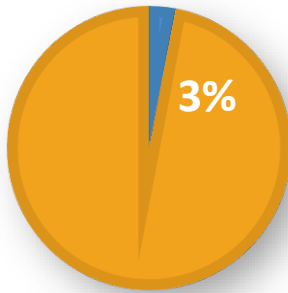
## Content Manager Status Report

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

Period: **Q2 2020** (4/1/2020 – 6/30/2020)

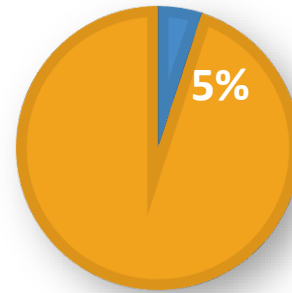
### Percentage of PAO employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



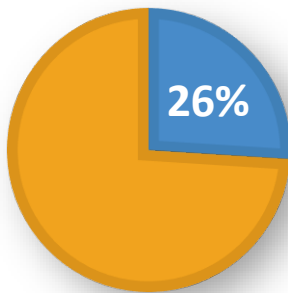
14 of 543 employees

#### COMPLETED CONTENT MANAGER TRAINING



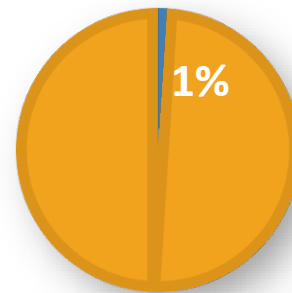
25 of 543 employees

#### ACCESS TO CONTENT MANAGER



141 of 543 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q2 2020



1 of 543 employees have filed at least one electronic record

### PAO records managed in Content Manager:

Number of electronic records filed in Q2 2020 – **1**

Total number of electronic records in the system – **852,953**

Number of boxes created in Q2 2020 – **101**

Total number of boxes in storage at the Records Center – **34,725**

