



# Content Manager Status Report

## Q3 2020

October 20, 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 July 1, 2020 and September 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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[www.kingcounty.gov/recordsmanagement](http://www.kingcounty.gov/recordsmanagement)



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- **Report: KCSO**
- **Report: MTD**
- **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. Excel spreadsheet (XLS, XLSX)
5. JPG photo file

### **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. Contracts and Agreements [Real Estate and Arbitration] (GS50-01-11-R4A)

## 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. DES - Finance and Business Operations Division

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

1. DES - Office of Risk Management Services (**9%** improvement in CM training, **5%** improvement in Basic RM training, **5%** improvement in CM filing and **3%** improvement in CM access)
2. DES - Office of Emergency Management (**12%** improvement in Basic RM training and **10%** improvement in CM training)
3. 4Culture (**4%** improvement in Basic RM training and **4%** improvement in CM training)



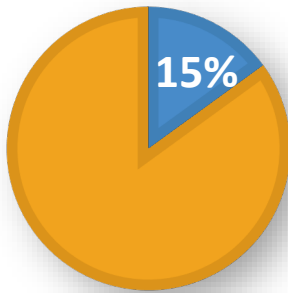
## Content Manager Status Report

**King County** (all agencies)

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

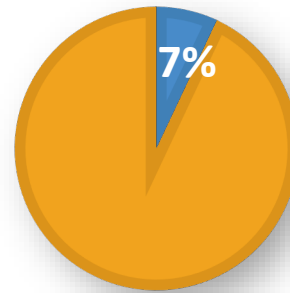
Percentage of King County employees who have:

### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



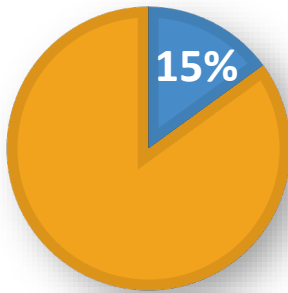
2,364 of 16,292 employees

### COMPLETED CONTENT MANAGER TRAINING



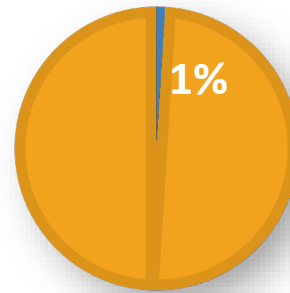
1,138 of 16,292 employees

### ACCESS TO CONTENT MANAGER



2,468 of 16,292 employees have active accounts in CM

### USED CONTENT MANAGER IN Q3 2020



118 of 16,292 employees have filed at least one e-record

## King County records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **281,615**

Total number of electronic records in the system – **15,927,055**

Number of boxes created in Q3 2020 – **1,286**

Total number of boxes in storage at the Records Center – **103,967**





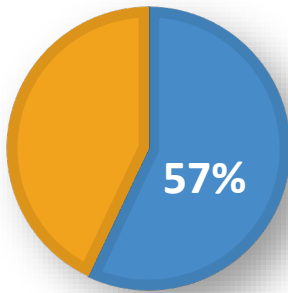
## Content Manager Status Report

Department: **4Culture**

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

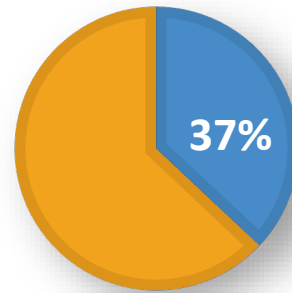
### Percentage of 4Culture employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



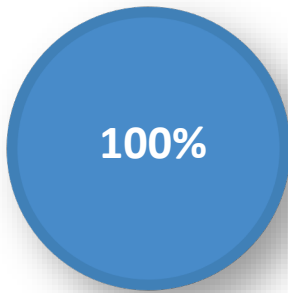
17 of 30 employees

#### COMPLETED CONTENT MANAGER TRAINING



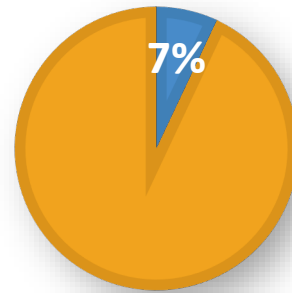
11 of 30 employees

#### ACCESS TO CONTENT MANAGER



30 of 30 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



2 of 30 employees have filed at least one electronic record

### 4Culture records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **1,152**

Total number of electronic records in the system – **160,696**

Number of boxes created in Q3 2020 – **0**

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





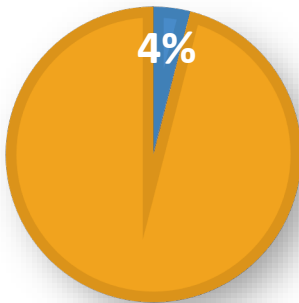
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

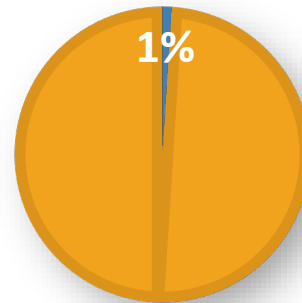
### Percentage of DAJD employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



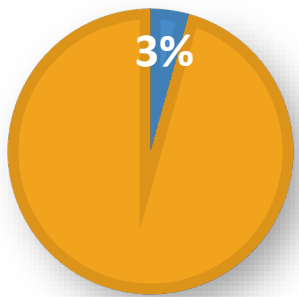
37 of 900 employees

#### COMPLETED CONTENT MANAGER TRAINING



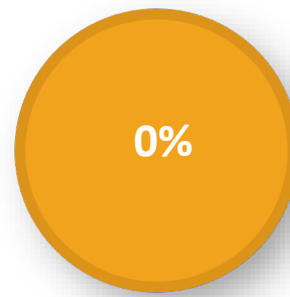
12 of 900 employees

#### ACCESS TO CONTENT MANAGER



29 of 900 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



0 of 900 employees have filed at least one electronic record

### DAJD records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **0**

Total number of electronic records in the system – **51,574**

Number of boxes created in Q3 2020 – **28**

Total number of boxes in storage at the Records Center – **2,260**





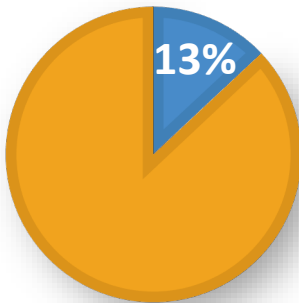
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

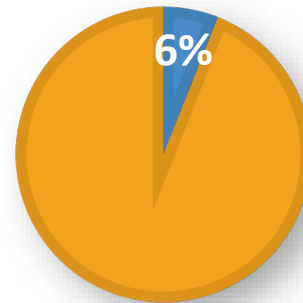
### Percentage of DCHS employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



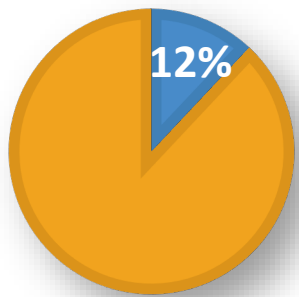
83 of 640 employees

#### COMPLETED CONTENT MANAGER TRAINING



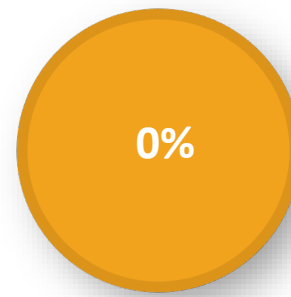
38 of 640 employees

#### ACCESS TO CONTENT MANAGER



74 of 640 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



0 of 640 employees have filed at least one electronic record

### DCHS records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **0**

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

Number of boxes created in Q3 2020 – **0**

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







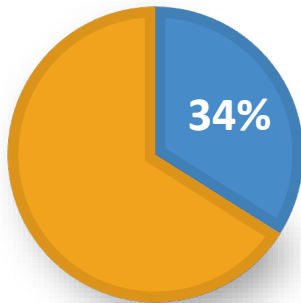
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

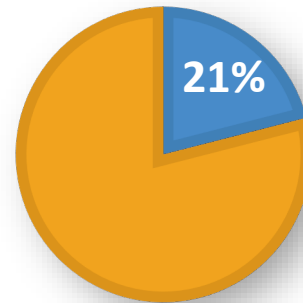
### Percentage of DES employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



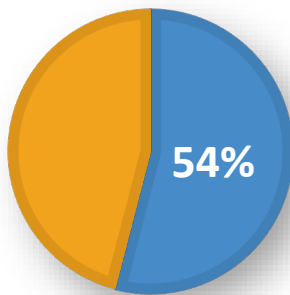
332 of 963 employees

#### COMPLETED CONTENT MANAGER TRAINING



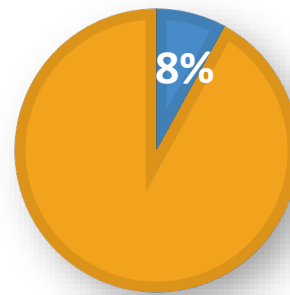
200 of 963 employees

#### ACCESS TO CONTENT MANAGER



515 of 963 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



73 of 963 employees have filed at least one electronic record

### DES records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **46,195**

Total number of electronic records in the system – **5,311,988**

Number of boxes created in Q3 2020 – **14**

Total number of boxes in storage at the Records Center – **4,802**





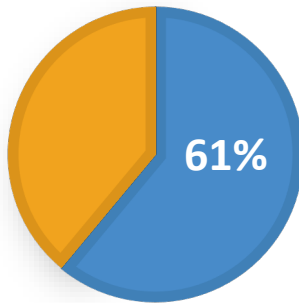
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

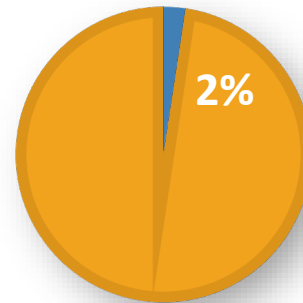
### Percentage of BRC employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



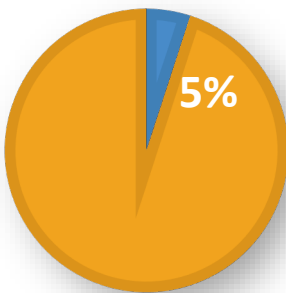
41 of 67 employees

#### COMPLETED CONTENT MANAGER TRAINING



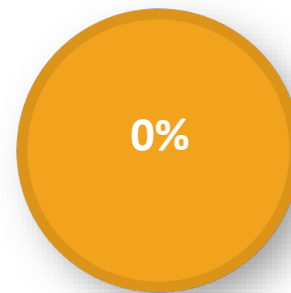
1 of 67 employees

#### ACCESS TO CONTENT MANAGER



3 of 67 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



0 of 67 employees have filed at least one electronic record

### BRC records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **0**

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

Number of boxes created in Q3 2020 – **0**

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





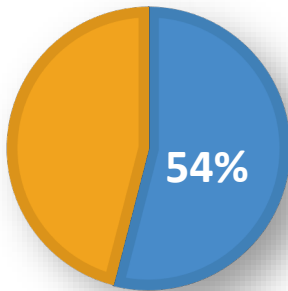
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

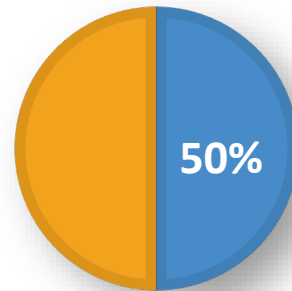
### Percentage of FBOD employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



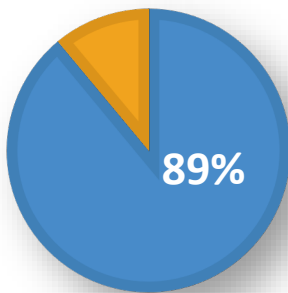
105 of 193 employees

#### COMPLETED CONTENT MANAGER TRAINING



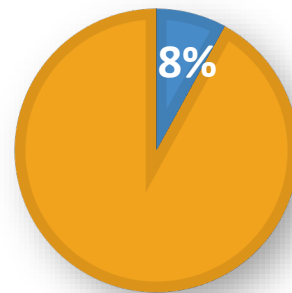
97 of 193 employees

#### ACCESS TO CONTENT MANAGER



172 of 193 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



15 of 193 employees have filed at least one electronic record

### FBOD records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **16,916**

Total number of electronic records in the system – **1,970,835**

Number of boxes created in Q3 2020 – **0**

Total number of boxes in storage at the Records Center – **3,336**





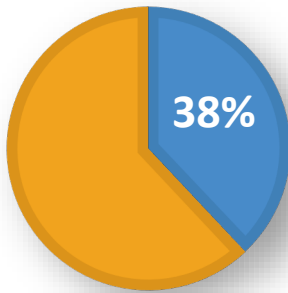
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

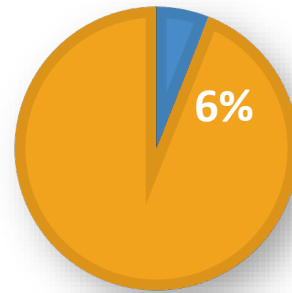
### Percentage of FLT employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



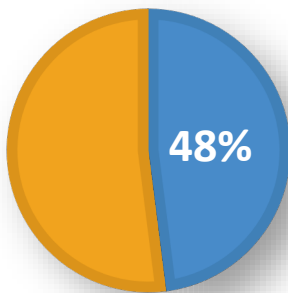
26 of 69 employees

#### COMPLETED CONTENT MANAGER TRAINING



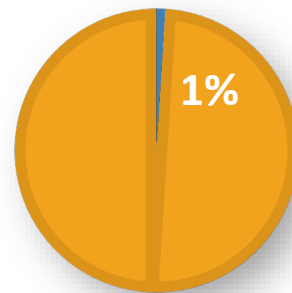
4 of 69 employees

#### ACCESS TO CONTENT MANAGER



33 of 69 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



1 of 69 employees have filed at least one electronic record

### FLT records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **1,301**

Total number of electronic records in the system – **38,592**

Number of boxes created in Q3 2020 – **0**

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





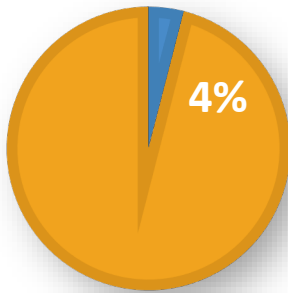
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

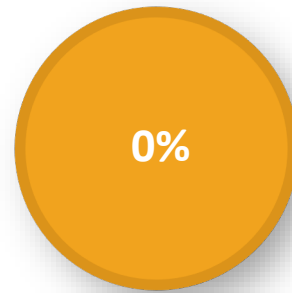
### Percentage of FMD employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



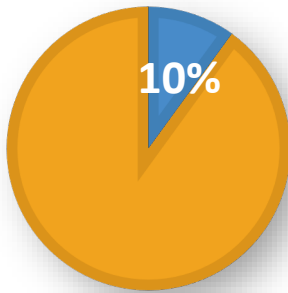
15 of 376 employees

#### COMPLETED CONTENT MANAGER TRAINING



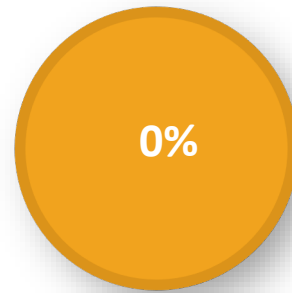
0 of 376 employees

#### ACCESS TO CONTENT MANAGER



37 of 376 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



0 of 376 employees have filed at least one electronic record

### FMD records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **0**

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

Number of boxes created in Q3 2020 – **0**

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





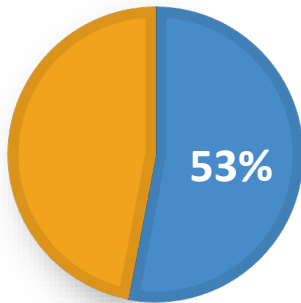
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

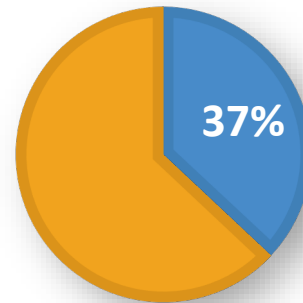
### Percentage of KCIA employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



27 of 51 employees

#### COMPLETED CONTENT MANAGER TRAINING



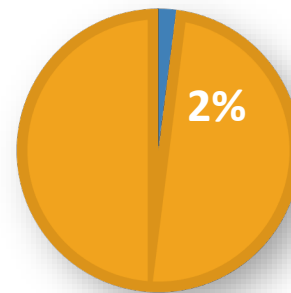
19 of 51 employees

#### ACCESS TO CONTENT MANAGER



51 of 51 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



1 of 51 employees have filed at least one electronic record

### KCIA records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **758**

Total number of electronic records in the system – **315,082**

Number of boxes created in Q3 2020 – **0**

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





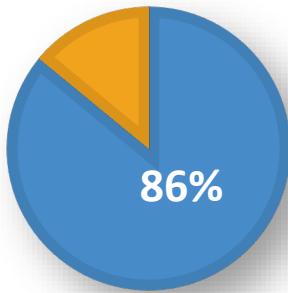
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

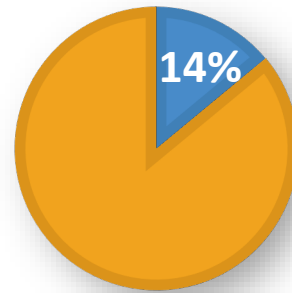
### Percentage of OEM employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



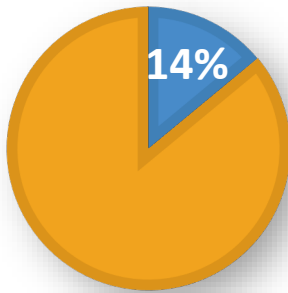
19 of 22 employees

#### COMPLETED CONTENT MANAGER TRAINING



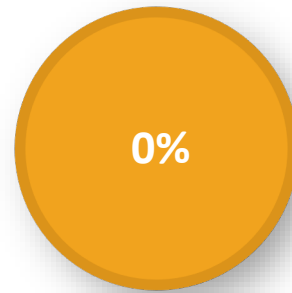
3 of 22 employees

#### ACCESS TO CONTENT MANAGER



3 of 22 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



0 of 22 employees have filed at least one electronic record

### OEM records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **0**

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

Number of boxes created in Q3 2020 – **1**

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





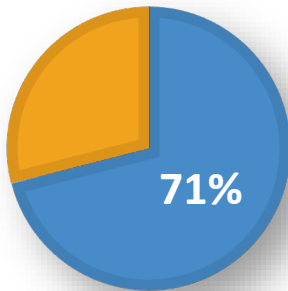
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

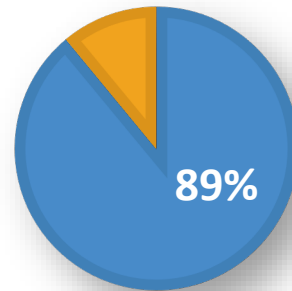
### Percentage of ORMS employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



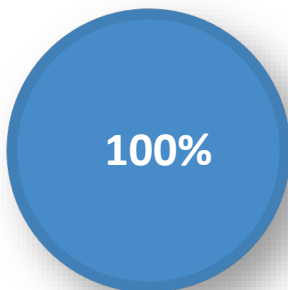
20 of 28 employees

#### COMPLETED CONTENT MANAGER TRAINING



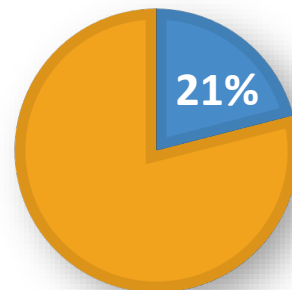
25 of 28 employees

#### ACCESS TO CONTENT MANAGER



28 of 28 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



6 of 28 employees have filed at least one electronic record

### ORMS records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **3,184**

Total number of electronic records in the system – **457,468**

Number of boxes created in Q3 2020 – **13**

Total number of boxes in storage at the Records Center – **226**







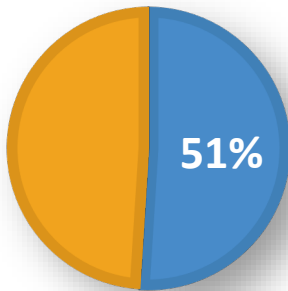
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

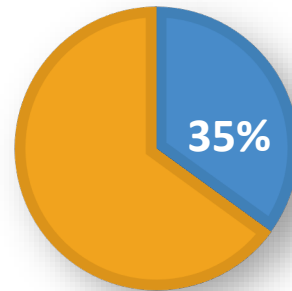
### Percentage of RALS employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



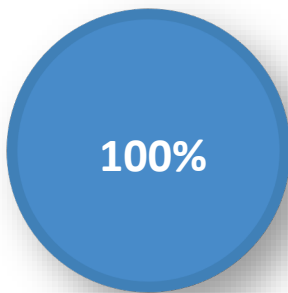
69 of 136 employees

#### COMPLETED CONTENT MANAGER TRAINING



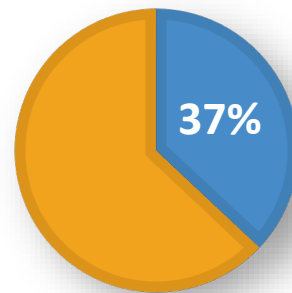
47 of 136 employees

#### ACCESS TO CONTENT MANAGER



140 of 140 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



50 of 136 employees have filed at least one electronic record

### RALS records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **28,025**

Total number of electronic records in the system – **2,049,452**

Number of boxes created in Q3 2020 – **0**

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





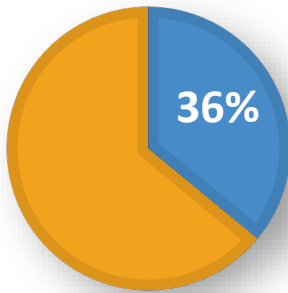
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

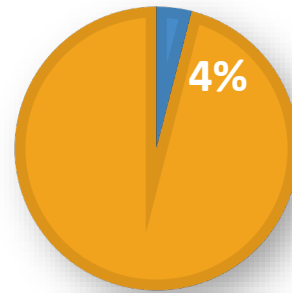
### Percentage of DHR employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



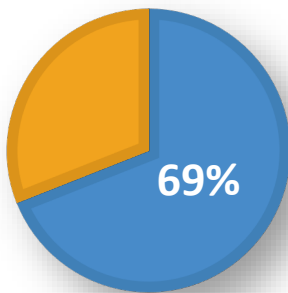
45 of 124 employees

#### COMPLETED CONTENT MANAGER TRAINING



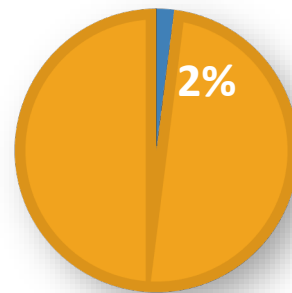
5 of 124 employees

#### ACCESS TO CONTENT MANAGER



85 of 124 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



2 of 124 employees have filed at least one electronic record

### DHR records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **13,762**

Total number of electronic records in the system – **389,160**

Number of boxes created in Q3 2020 – **0**

Total number of boxes in storage at the Records Center – **3,510**





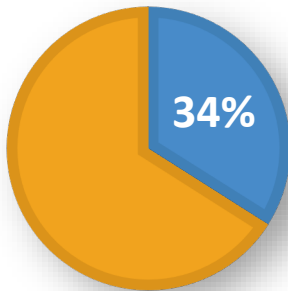
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

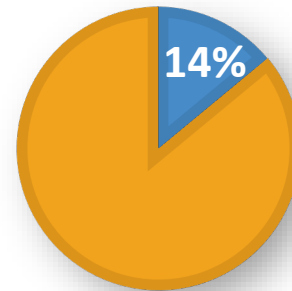
### Percentage of DJA employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



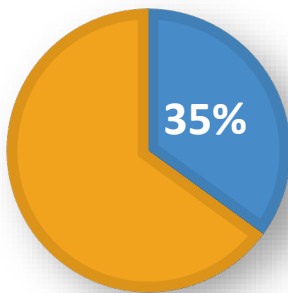
69 of 203 employees

#### COMPLETED CONTENT MANAGER TRAINING



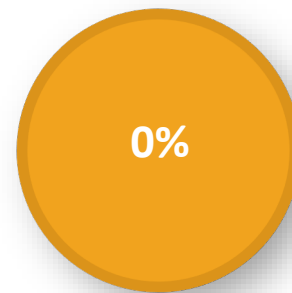
28 of 203 employees

#### ACCESS TO CONTENT MANAGER



71 of 203 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



0 of 204 employees have filed at least one electronic record

### DJA records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **0**

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

Number of boxes created in Q3 2020 – **106**

Total number of boxes in storage at the Records Center – **9,404**





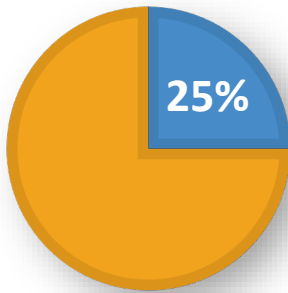
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

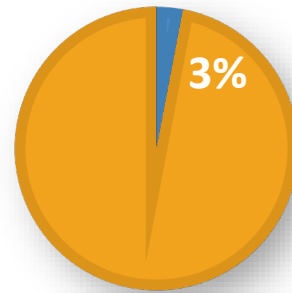
### Percentage of DLS employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



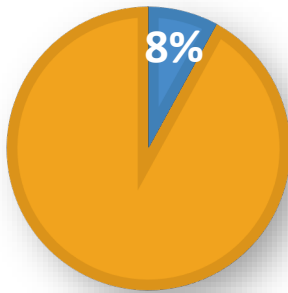
125 of 494 employees

#### COMPLETED CONTENT MANAGER TRAINING



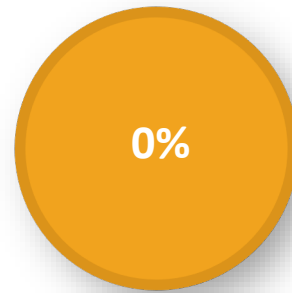
14 of 494 employees

#### ACCESS TO CONTENT MANAGER



39 of 494 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



0 of 494 employees have filed at least one electronic record

### DLS records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **0**

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

Number of boxes created in Q3 2020 – **0**

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





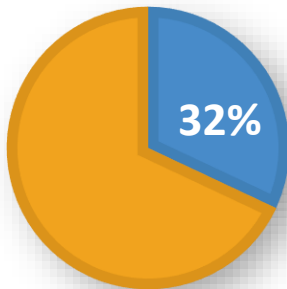
## Content Manager Status Report

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

Period: **Q3 2020 (7/1/2020 – 9/30/2020)**

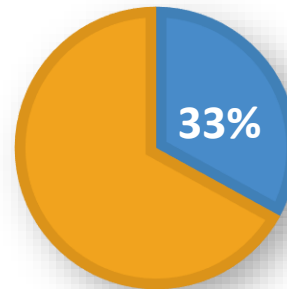
Percentage of DNRP employees who have:

### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



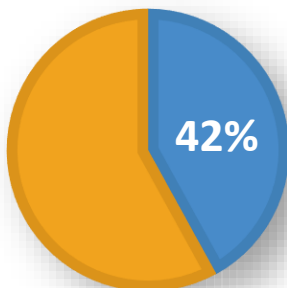
563 of 1760 employees

### COMPLETED CONTENT MANAGER TRAINING



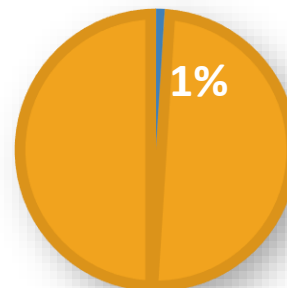
583 of 1760 employees

### ACCESS TO CONTENT MANAGER



733 of 1760 employees have active accounts in CM

### USED CONTENT MANAGER IN Q3 2020



22 of 1760 employees have filed at least one electronic record

## DNRP records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **14,279**

Total number of electronic records in the system – **1,033,793**

Number of boxes created in Q3 2020 – **22**

Total number of boxes in storage at the Records Center – **11,653**





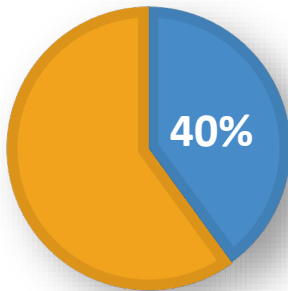
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

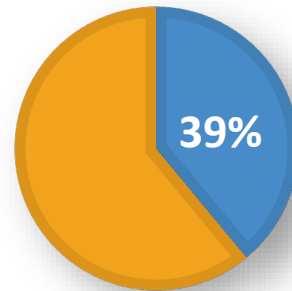
### Percentage of PKS employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



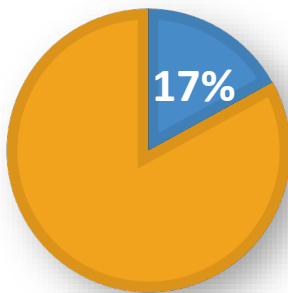
189 of 478 employees

#### COMPLETED CONTENT MANAGER TRAINING



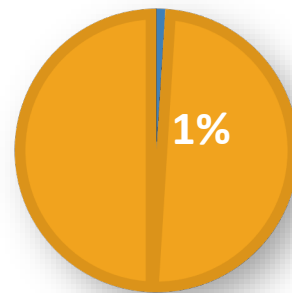
187 of 478 employees

#### ACCESS TO CONTENT MANAGER



79 of 478 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



1 of 478 employees have filed at least one electronic record

### PKS records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **1,015**

Total number of electronic records in the system – **16,657**

Number of boxes created in Q3 2020 – **11**

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





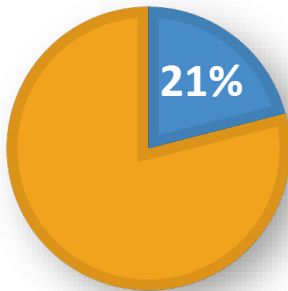
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

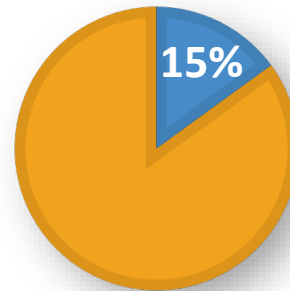
### Percentage of SWD employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



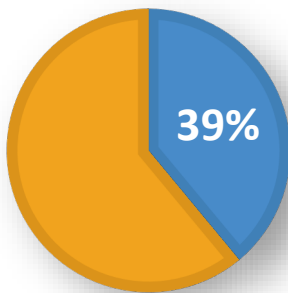
87 of 421 employees

#### COMPLETED CONTENT MANAGER TRAINING



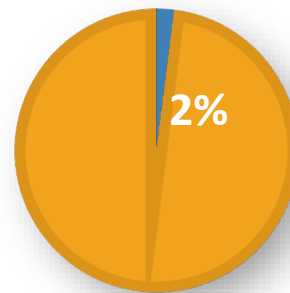
62 of 421 employees

#### ACCESS TO CONTENT MANAGER



163 of 421 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



7 of 421 employees have filed at least one electronic record

### SWD records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **2,183**

Total number of electronic records in the system – **231,987**

Number of boxes created in Q3 2020 – **10**

Total number of boxes in storage at the Records Center – **1,589**





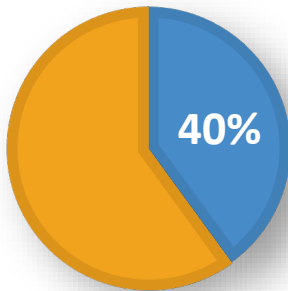
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

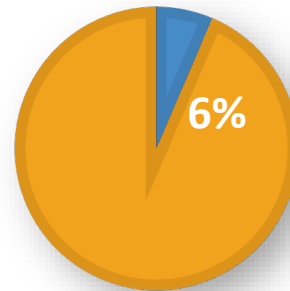
### Percentage of WLRD employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



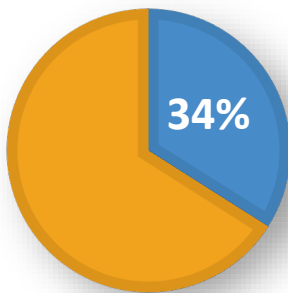
153 of 385 employees

#### COMPLETED CONTENT MANAGER TRAINING



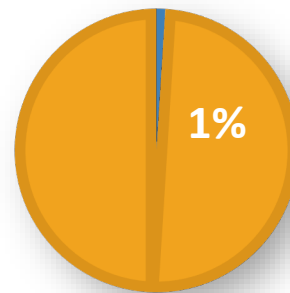
23 of 385 employees

#### ACCESS TO CONTENT MANAGER



131 of 385 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



1 of 354 employees have filed at least one electronic record

### WLRD records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **7,747**

Total number of electronic records in the system – **71,541**

Number of boxes created in Q3 2020 – **0**

Total number of boxes in storage at the Records Center – **2,992**







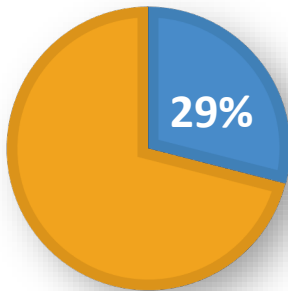
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

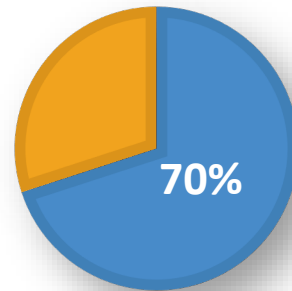
### Percentage of WTD employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



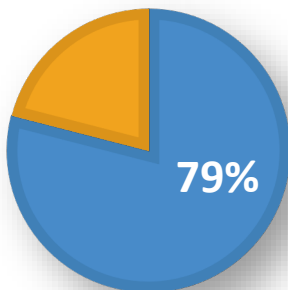
130 of 445 employees

#### COMPLETED CONTENT MANAGER TRAINING



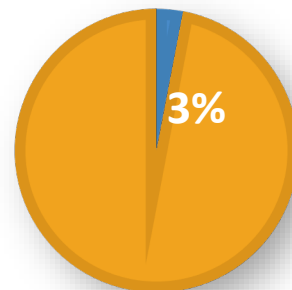
307 of 445 employees

#### ACCESS TO CONTENT MANAGER



352 of 445 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



13 of 445 employees have filed at least one electronic record

### WTD records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **3,303**

Total number of electronic records in the system – **698,516**

Number of boxes created in Q3 2020 – **1**

Total number of boxes in storage at the Records Center – **6,739**





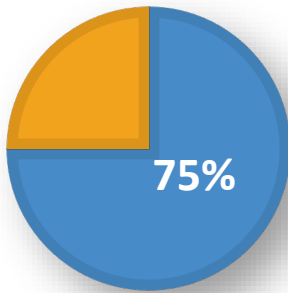
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

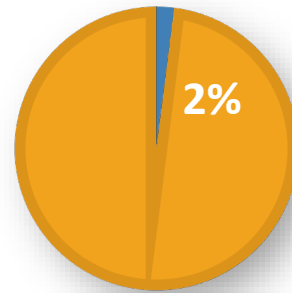
### Percentage of DOA employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



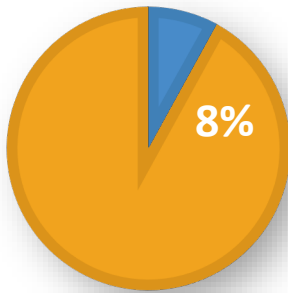
163 of 218 employees

#### COMPLETED CONTENT MANAGER TRAINING



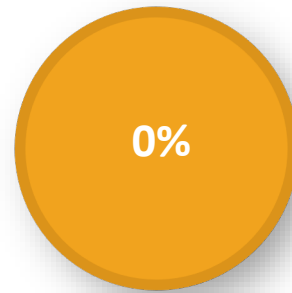
5 of 218 employees

#### ACCESS TO CONTENT MANAGER



17 of 218 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



0 of 218 employees have filed at least one electronic record

### DOA records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **0**

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

Number of boxes created in Q3 2020 – **0**

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





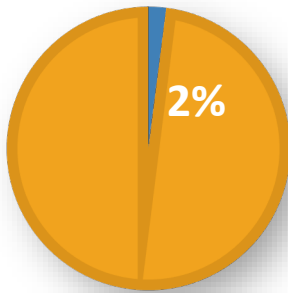
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

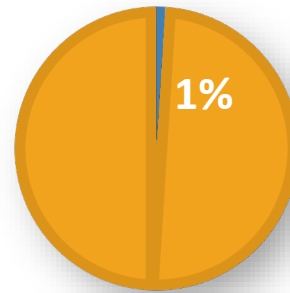
### Percentage of DPD employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



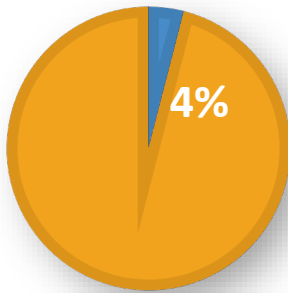
10 of 416 employees

#### COMPLETED CONTENT MANAGER TRAINING



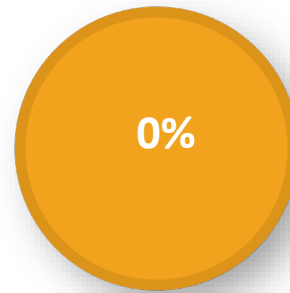
3 of 416 employees

#### ACCESS TO CONTENT MANAGER



16 of 416 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



0 of 416 employees have filed at least one electronic record

### DPD records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **0**

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

Number of boxes created in Q3 2020 – **1,110**

Total number of boxes in storage at the Records Center – **848**





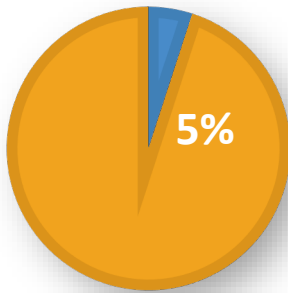
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

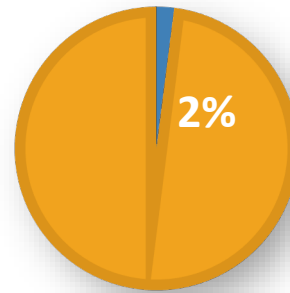
### Percentage of DPH employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



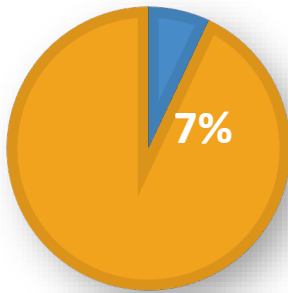
85 of 1812 employees

#### COMPLETED CONTENT MANAGER TRAINING



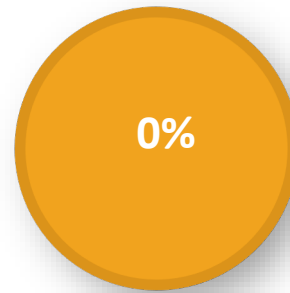
39 of 1812 employees

#### ACCESS TO CONTENT MANAGER



123 of 1812 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



0 of 1812 employees have filed at least one electronic record

### DPH records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **0**

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

Number of boxes created in Q3 2020 – **0**

Total number of boxes in storage at the Records Center – **23,086**





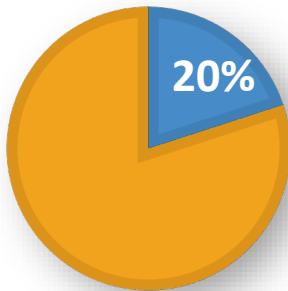
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

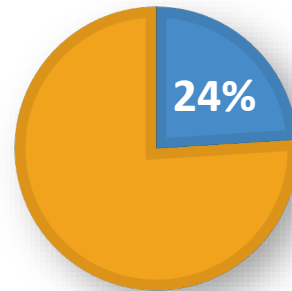
### Percentage of KCC employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



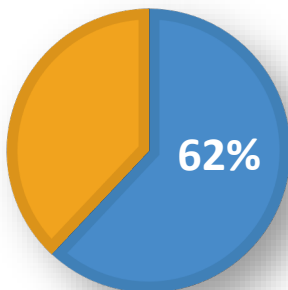
38 of 187 employees

#### COMPLETED CONTENT MANAGER TRAINING



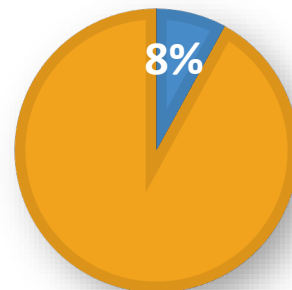
45 of 187 employees

#### ACCESS TO CONTENT MANAGER



115 of 187 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



14 of 187 employees have filed at least one electronic record

### KCC records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **186,957**

Total number of electronic records in the system – **3,878,011**

Number of boxes created in Q3 2020 – **0**

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





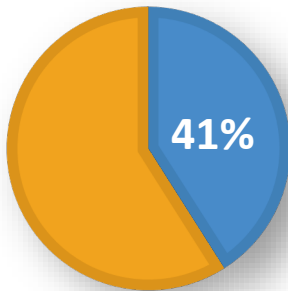
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

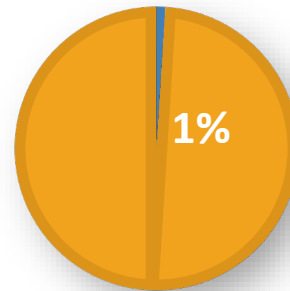
### Percentage of KCDC employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



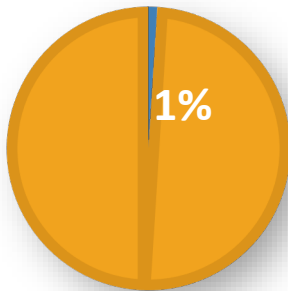
135 of 329 employees

#### COMPLETED CONTENT MANAGER TRAINING



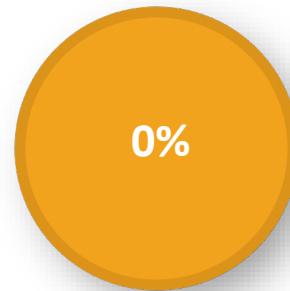
2 of 329 employees

#### ACCESS TO CONTENT MANAGER



4 of 329 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



0 of 329 employees have filed at least one electronic record

### KCDC records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **0**

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

Number of boxes created in Q3 2020 – **0**

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





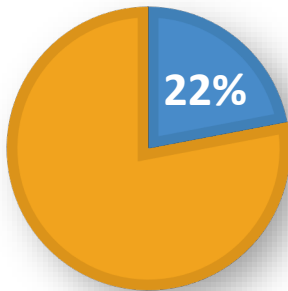
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

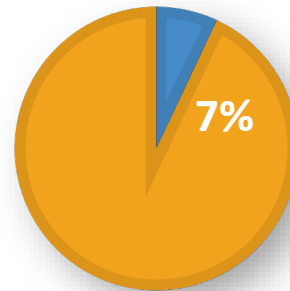
### Percentage of KCEO employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



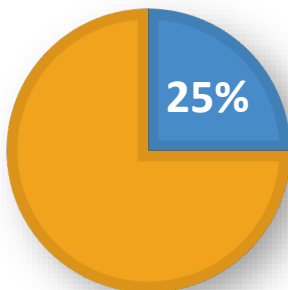
27 of 124 employees

#### COMPLETED CONTENT MANAGER TRAINING



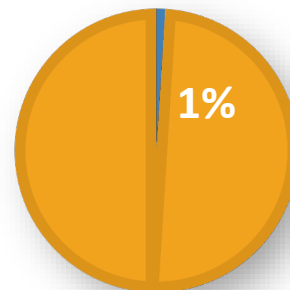
9 of 124 employees

#### ACCESS TO CONTENT MANAGER



31 of 124 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



1 of 124 employees have filed at least one electronic record

### KCEO records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **1,157**

Total number of electronic records in the system – **1,098,876**

Number of boxes created in Q3 2020 – **0**

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





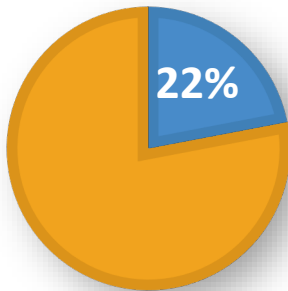
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

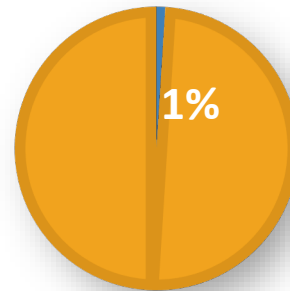
### Percentage of KCE employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



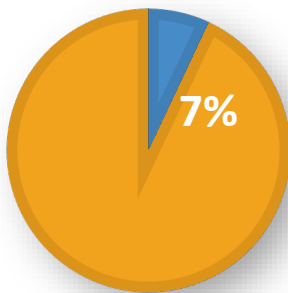
71 of 328 employees

#### COMPLETED CONTENT MANAGER TRAINING



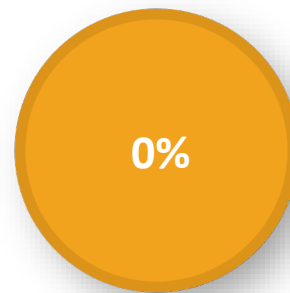
3 of 328 employees

#### ACCESS TO CONTENT MANAGER



16 of 328 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



0 of 328 employees have filed at least one electronic record

### KCE records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **0**

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

Number of boxes created in Q3 2020 – **0**

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







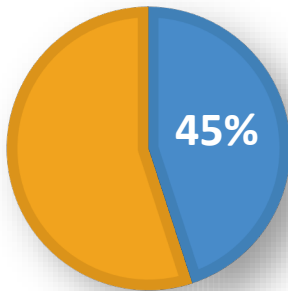
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

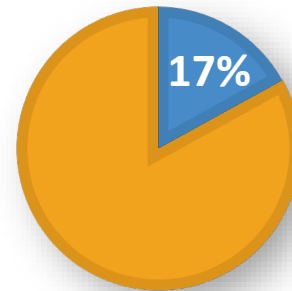
### Percentage of KCIT employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



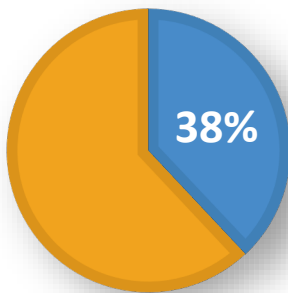
209 of 466 employees

#### COMPLETED CONTENT MANAGER TRAINING



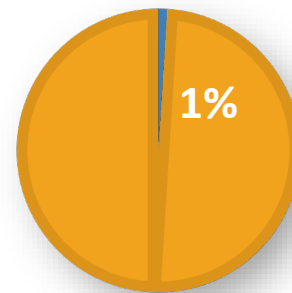
81 of 466 employees

#### ACCESS TO CONTENT MANAGER



176 of 466 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



4 of 466 employees have filed at least one electronic record

### KCIT records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **13,158**

Total number of electronic records in the system – **1,443,161**

Number of boxes created in Q3 2020 – **0**

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





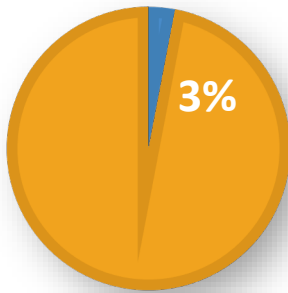
## Content Manager Status Report

Department: **King County Superior Court**

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

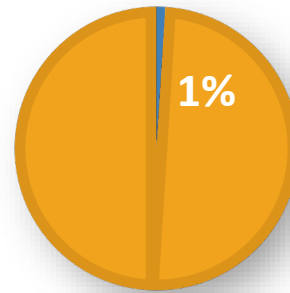
### Percentage of KCSC employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



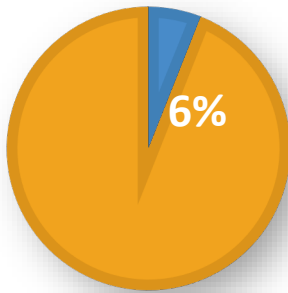
11 of 437 employees

#### COMPLETED CONTENT MANAGER TRAINING



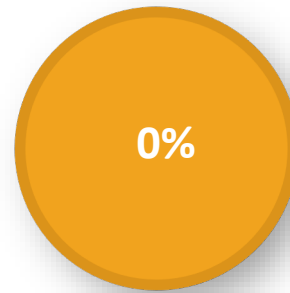
5 of 437 employees

#### ACCESS TO CONTENT MANAGER



26 of 437 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



0 of 437 employees have filed at least one electronic record

### KCSC records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **0**

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

Number of boxes created in Q3 2020 – **0**

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





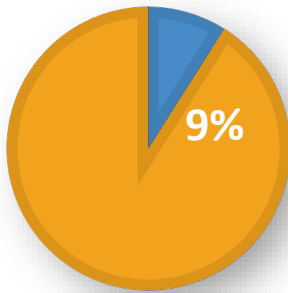
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

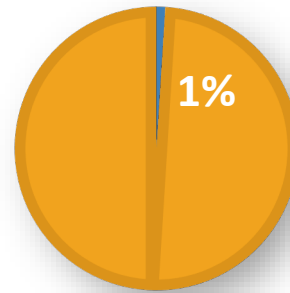
### Percentage of KCSO employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



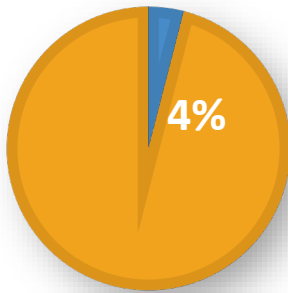
98 of 1132 employees

#### COMPLETED CONTENT MANAGER TRAINING



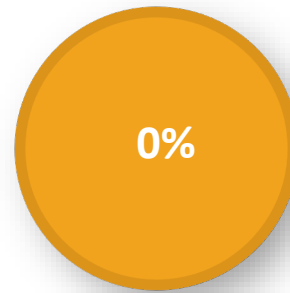
8 of 1132 employees

#### ACCESS TO CONTENT MANAGER



42 of 1132 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



0 of 1132 employees have filed at least one electronic record

### KCSO records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **0**

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

Number of boxes created in Q3 2020 – **4**

Total number of boxes in storage at the Records Center – **1,765**





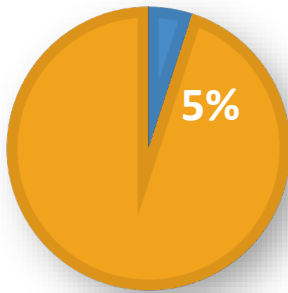
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

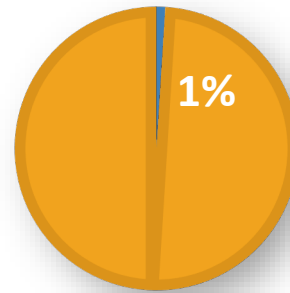
### Percentage of MTD employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



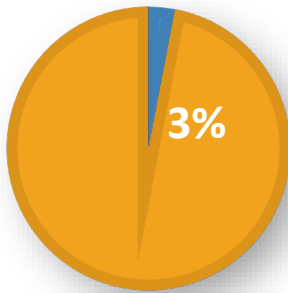
250 of 5225 employees

#### COMPLETED CONTENT MANAGER TRAINING



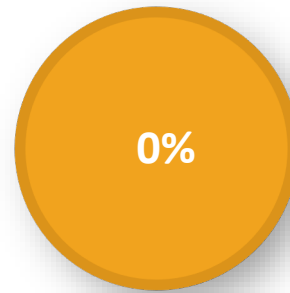
33 of 5225 employees

#### ACCESS TO CONTENT MANAGER



166 of 5225 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



0 of 5225 employees have filed at least one electronic record

### MTD records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **0**

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

Number of boxes created in Q3 2020 – **0**

Total number of boxes in storage at the Records Center – **3,781**





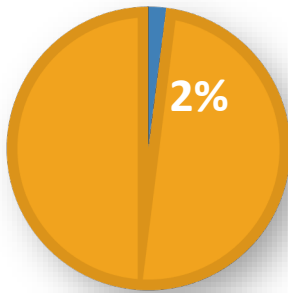
## Content Manager Status Report

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

Period: **Q3 2020** (7/1/2020 – 9/30/2020)

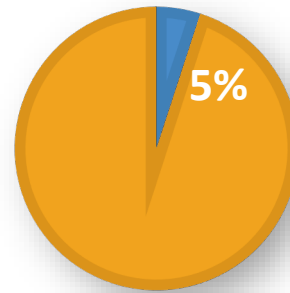
### Percentage of PAO employees who have:

#### COMPLETED BASIC RECORDS MANAGEMENT TRAINING



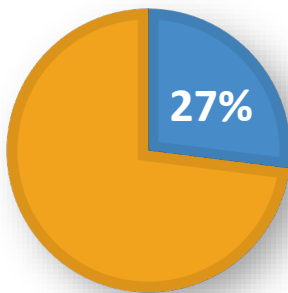
13 of 532 employees

#### COMPLETED CONTENT MANAGER TRAINING



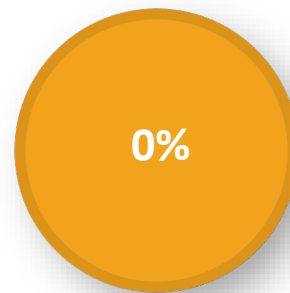
25 of 532 employees

#### ACCESS TO CONTENT MANAGER



141 of 532 employees have active accounts in CM

#### USED CONTENT MANAGER IN Q3 2020



0 of 532 employees have filed at least one electronic record

### PAO records managed in Content Manager:

Number of electronic records filed in Q3 2020 – **0**

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

Number of boxes created in Q3 2020 – **2**

Total number of boxes in storage at the Records Center – **34,739**

