



Records Management

Curtis W. Davis Sr., Director

Board Presentation

May 20, 2026

SEE THE IMPACT



Who We Are

Harris County Department of Education's division that provides records management services to:

- School Districts
- Charter and Private Schools
- Universities
- Community Colleges
- Technical Schools
- City and County Governmental Agencies
- Christian Schools



Who We Are (Our Team)

Curtis W. Davis Sr., *Director of Records Management*

Anthony Washington, *Operations Manager*

Eldi Meza, *Department Administrator*

Imaging Staff :

- Delia Cruz
- Iris Cruz
- Chi Edwards
- Kimberly Hines
- Maricela Martinez

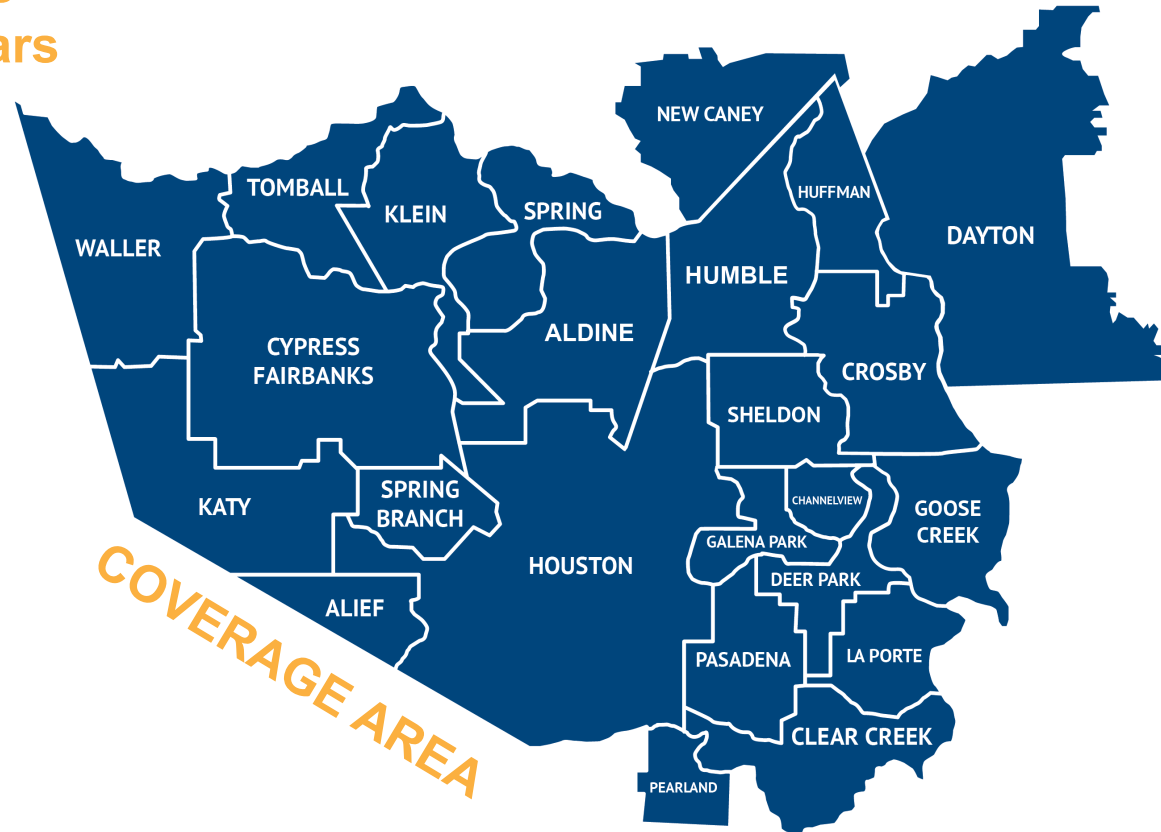
John Session, *Senior Records Center Technician*

- Jamar Scott
- Robert Gipson
- Brandon Fisher
- Jesse Gee
- Donald Mims



Years of Records Management Experience

Curtis W. Davis Sr., **42 years**
Anthony Washington, **32 years**
Delia Cruz, **30 years**
John Sessions, **29 years**
Jesse Gee, **19 years**
Eldi Meza, **17 years**
Iris Curz, **17 years**
Robert Gipson, **17 years**
Brandon Fisher, **17 years**
Donald Mims, **9 years**
Chi Edwards, **7 years**
Maricela Martinez, **5 years**
Kimberly Hines, **1 year**
Jamar Scott, **1 year**



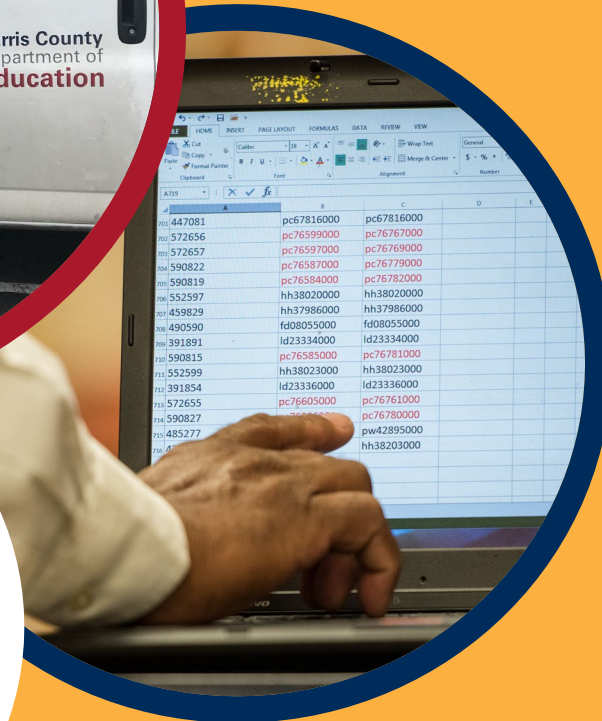
OTHER COVERAGE AREAS

Fort Bend County
Montgomery
San Jacinto
Liberty
Chambers
Galveston
Brazoria
Walter
Jefferson
Orange
Walker
Austin
Polk



Valuable Benefits

- Secure vehicle transport of records
- Secure catalogued storage
- Secure cloud storage
- Scan and store
- Pickup and destroy
- Conversion of film to digital
- Web-based electronic document storage
- Online retrieval system
- Organized records center



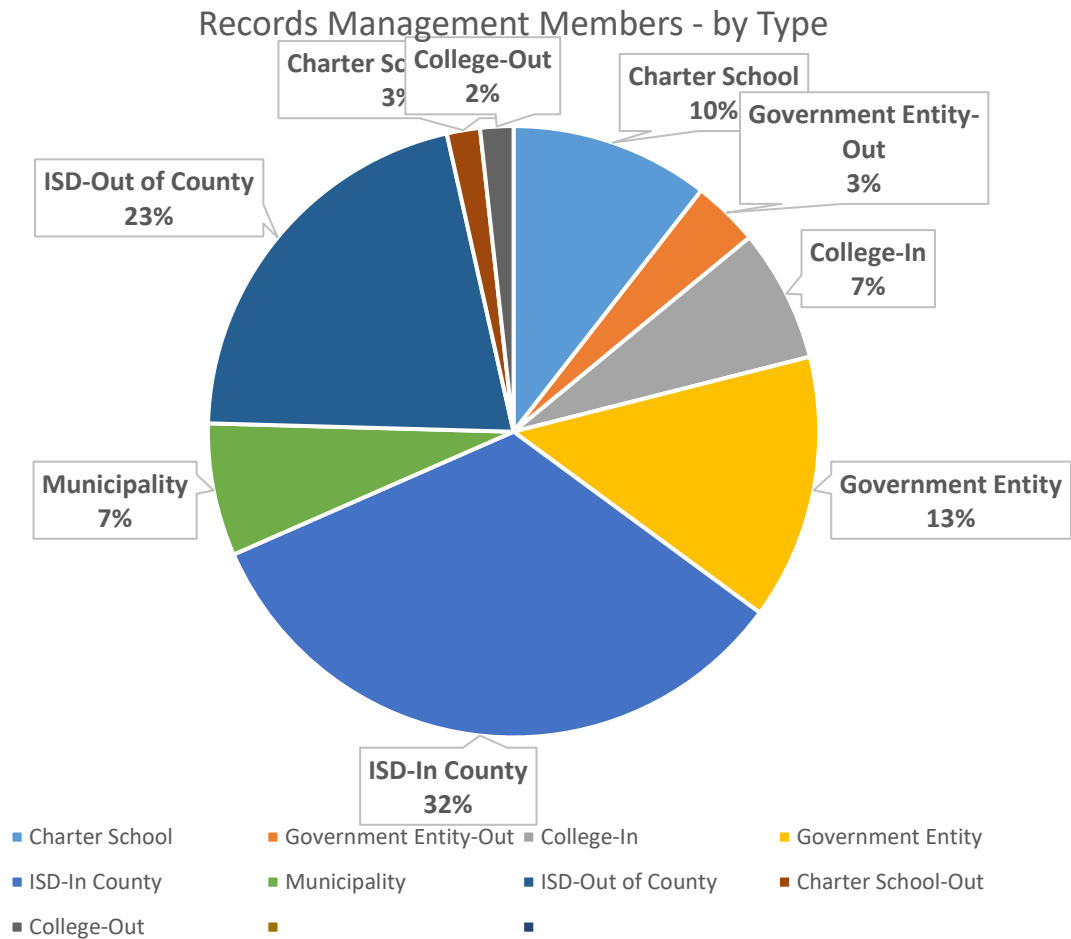
Valuable Benefits

- Provide secure paper consoles and recycling bin services
- Provide online web access and support for digital images scanned
- Train RMO's on changes in retention schedules
- Provide paper shredding services
- Provide retrieval and refilling services



Who We Serve

- ISD Out-of-county
- Municipality
- ISD In-County
- Governmental Entity
- College-In
- Governmental Entity Out
- Charter School
- College - Out
- Charter School - Out



Data Highlights



Electronic/web orders
completed
3,297



Transportation stops
2,800



Boxes destroyed
6,921



Manual work orders
completed
1,325



New boxes
received
13,742



Supply boxes
23,410



Images scanned
1,281,040



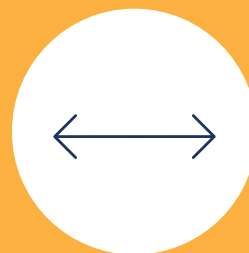
Recycling Shred
Bins **1008**





Key Highlights

Transitioning from paper
High School Transcript
to Electronic



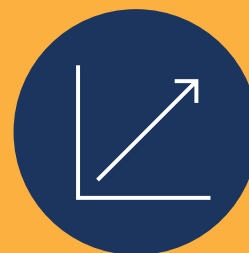
100%

Of all contracts renewed.

More than

30 million

Documents scanned in our
Paper Vision database.



In 2024-2025, we expanded
our service area to include
Austin and San Jacinto
County.



Trends

- Districts and other agencies are looking for ways to cut cost.
- More records are being removed and destroyed from inventories.
- Electronic documents are being moved from system to system, creating less paper.
- Customers are looking for **quality services** without the high cost.



What questions do you have?

