



## Abby Nino

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**From:** Jennifer H Vanderlaan  
**Sent:** Tuesday, October 16, 2018 11:48 AM  
**To:** Carla Hester; Abby Nino; Amber Neathery  
**Cc:** Jim Simpson; Bill Moore; David Disheroon  
**Subject:** FW: Johnson County Public Works Record Retention  
**Attachments:** Agenda Placement Form.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Please find attached an agenda request to dispose of approximately 180 boxes of documents that have been converted to digital format, to be presented October 22, 2018 for approval. The below emails are back up for the request, per Jim Simpson.

*Jennifer VanderLaan*

Office Manager  
Johnson County Public Works  
817-556-6377 office  
2 North Mill Street Suite 305  
Cleburne, TX 76033

**From:** Erica Wilson-Lang [mailto:ewilson@tsl.texas.gov]  
**Sent:** Wednesday, August 15, 2018 9:20 AM  
**To:** Jennifer H Vanderlaan  
**Subject:** RE: Johnson County Public Works Record Retention

**EXTERNAL email: Exercise caution when opening.**

Hello Jennifer,

I checked your compliance status and you have submitted all of the necessary paperwork with us. What this means is that you are authorized to store records electronically and dispose of the paper, as long as you are following all of the outlined requirements of [Bulletin B: Electronic Records Standards and Procedures](#). At the heart of these rules is making sure you can access and read the records for the full retention period. Although the law says you can dispose of the paper once it has been verified as scanned in properly, we strongly encourage you to consider keeping a backup on paper or microfilm for records with very long or permanent retention periods; digital information is a lot more fragile and easily lost.

If you need guidance to create an electronic records policy, we have templates and resources [here](#). If you have any additional questions, please feel free to reach out.

Best,

**Erica Wilson-Lang**

Senior Government Information Analyst  
Records Management Assistance  
Texas State Library and Archives Commission  
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**From:** Jennifer H Vanderlaan <[JenniferV@johnsoncountytexas.org](mailto:JenniferV@johnsoncountytexas.org)>  
**Sent:** Tuesday, August 14, 2018 1:26 PM  
**To:** Erica Wilson-Lang <[ewilson@tsl.texas.gov](mailto:ewilson@tsl.texas.gov)>  
**Subject:** Johnson County Public Works Record Retention

Good Afternoon Ms. Lang,

I am reaching out to you at the request of my County Attorney.  
I am the Office Manager for the Johnson County Public Works Department. We handle development and OSSF permitting within the unincorporated areas of Johnson County.  
We currently have paper records dating back to approximately 1984. We are currently in the process of changing software vendors where everything will be stored digitally on a cloud server. We need some assistance in updating our records retention policy, with approval from your agency, so that we may keep the electronic copies of all these documents and dispose of the surmounting paper files. If you need a more exhaustive list of the files and paperwork we keep, I would be happy to provide that.

If you are not the person who can assist me, can you please forward this to someone who can help us?

*Jennifer VanderLaan*  
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Johnson County Public Works  
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Cleburne, TX 76033