



Focus On:
City of Waco
Waco, Texas

City of Waco Opens New Records Center



The city of Waco lies in McLennan County in central Texas on Interstate 35, 96 miles south of Dallas / Fort Worth, and 104 miles north of Austin. The Temple / Killeen / Fort Hood area is located on the I-35 corridor midway between Waco and Austin.

Over 120,000 people call Waco home, and another 120,000 reside in the surrounding area.

Manufacturing, agriculture, and education are the leading industries in McLennan county. Waco is perhaps best known for Baylor University, a nationally ranked liberal arts institution and the oldest continually operating University in the state, originally chartered by the Republic of Texas in 1845. Texas State Technological College, offering specialized and advanced technical education, and McLennan Community College, are also located in Waco.

The area has been in the national and international news frequently in the past few years due to the location of President Bush's ranch near Crawford, in the eastern part of the county.

Sandie Polk, Records Management Officer for the city, has served in the position for ten years, single-handedly managing the program.

In late October 2008, the Waco records and storage operations



Sandie Polk, Records Management Officer for the city of Waco, Texas, in her office at the new 8,300 square foot city of Waco Records Center.



The new facility has space for display of items previously in storage. Shown is a replica of the Olympic torch, presented in 1996 when the torch was carried through Waco.

moved into a new facility north of the city hall, following several years of planning. The well-laid-out facility was fully open and operational in the spring of 2009 when Intersect visited and made the accompanying photographs for this article.

The current records inventory at the Records Center consists of over 5,000 containers in the 8,300 square foot facility, with room for expansion as the records inventory grows over the next few years.

The city is a long-term user of Intersect Systems' RCAMS Records Management System, having licensed an early version of Intersect's records management system originally in 1997. The city is also a long-term user of Intersect's Retention Schedule Manager software for creating

and maintaining records control schedules for the city. Sandie uses the Retention Schedule Manager program to maintain and update the comprehensive, central records retention schedule for the city, as well as creating, maintaining, and updating schedules for each of the city departments.

Sandie uses the RCAMS database to manage the 5,000 records containers in the inventory from their receipt at the records center, through active and inactive storage, to disposal for non-permanent records.

The Records Center is largely a one-person operation, depending for the most part on Sandie's efforts. A remote RCAMS Accession station was installed at City Hall in the City Secretary's Office for occasional use in entering container data, and the City Secretary's office also provides personnel periodically for assistance at the Records Center on an as-needed basis, assisting Sandie from time to time with data entry requirements and various other operations at the Records Center.



The new city of Waco Records Center includes a conference room.



New shelving accommodates the current container inventory with room for expansion.