

VITAL RECORDS SECURITY INTERVENTION.....

ARE YOU PREPARED?

Presented by:
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Objectives

- Know expectations of VSU regarding security of VSU records
- Assess your local security for your local records
- Discuss 'Best Practices' for paper security
- Discuss critical aspects of office security
- Planning for the future of your records
- Look at options to help plan for the unexpected

ACCESS

The image features the word "ACCESS" rendered in large, bold, red 3D block letters. A silver metal chain is wrapped around the letters, and a black padlock is attached to the chain, locking it in place. The entire scene is set against a plain white background with a soft shadow beneath the letters.

SECURITY OF VSU RECORDS

-our responsibilities to ensure a secure relationship

Our Responsibilities

Newly Hired Employees

- Background Check
- TER Confidentiality and Non-Disclosure Statement
- VSU Request for Computer Access and Confidentiality Statement
- Local Registrar Confidentiality Agreement

Retiring and/or Terminated Employees

- Remove Access to local “in house” applications
- Disable access to TER
- Revoke access to the Remote Access System

SECURITY OF LOCAL RECORDS

- The aspects of security for the physical records

Local Responsibilities

Paper Records

- Kept in a secure area, away from the public.
- Should be available only to employees who are assigned to Vital Records issuance.
- Should be kept in a 'pest free' area.

Digital Records

- Should be on a regular 'back-up' schedule to ensure records are not lost.
- Should be kept on a secure server with limited access.

LET'S TALK ABOUT RECORD ISSUANCE

-Applications, Security Paper, Paper Logs and beyond

Record Issuance

- The application, itself
- Security Paper
- Security Paper Log

THE APPLICATION

- processing to storage

The Application for Issuance

- Contains sensitive information that must be protected
- Where are your processed applications kept?
 - A filing cabinet, perhaps?
 - Does the cabinet lock?
 - Is it locked daily?
- How long will you keep your completed applications?
- Where do you store your processed applications?
 - Is it a secure location?

SECURITY PAPER

- a “Must Have”.

Security Paper

- All security paper must meet State VSU requirements, as described in TAC 181.28(c).
- Consider your paper size options.
 - Statute does not require that you have three paper sizes.
 - For security purposes, we have elected to issue birth and death records on one size of paper..... 8 1/2 X 14
 - Easier tracking, less risk
- Consecutive numbering is critical.
- Inspect each package of security paper
 - Check that consecutive numbering is correct.
 - Printer errors in numbering happen
 - Missing numbers occur as well.
 - In our office, this is a two-person process.

THE PAPER LOG

-Make tracking easy

The Security Paper Log

- Document Security Log information – found in the Local Registrar Handbook
 - What information is required?
(Control #, Birth or Death, Void?, date issued, clerk who issued)
 - A “Comments” field is also very helpful on this log.
 - Can be anything from a manual log to an electronic logging system.
- Tarrant County’s Paper Log
 - Set up on SharePoint so that all team members can access easily.
 - Clerks are required to enter the issuance information into the log at time of issuance.
 - This reduces errors and assists us in our daily audit of security paper.
 - Tarrant County’s Paper Logs are backed up annually and are retained in accordance with application retention requirements.

Security Paper Log

- Separated by location
- Divided to designate the type of paper used

The screenshot shows the 'THE CYBRARY' website interface. The main heading is 'THE CYBRARY' with the tagline 'IF IT HAPPENS HERE IT'S ON THE RECORD'. Below the heading is a navigation menu with categories: My Community, Accounting, Admin, CCL, Criminal, Probate, Recording, Vitals, and Directory. The main content area is titled '2015-Paper Logs-2015' and is organized into a grid of location-based categories. Each category is further divided into 'Long' and 'Remote' paper types.

Location	Paper Type
Arlington	Long
Arlington	Remote
Northeast	Long
Northeast	Remote
Southlake	Long
Southlake	Remote
Mansfield	Long
Mansfield	Remote
Northwest	Long
Northwest	Remote
Southwest	Long
Southwest	Remote
Miller	Long
Miller	Remote
Plaza	Long
Plaza	Remote

Security Paper Log for Long Paper

- Numbers are entered consecutively by management
- Columns designate use for birth, death or void.
- First name of registrant
- Last name of registrant
- Comments field
- Date of issuance
- Clerk who issued

<input checked="" type="checkbox"/>	A	Control #	Birth	Death	Void	First Name	Last Name	Notes & Exchanged Control #:	Date	Modified By
<input checked="" type="checkbox"/>		PLZ1 39525	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	mereida	zaragoza		9/3/2015	Sylvia F. Hawkins
<input checked="" type="checkbox"/>		PLZ1 39526	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	emiliano	miramontes		9/3/2015	Sylvia F. Hawkins
<input checked="" type="checkbox"/>		PLZ1 39527	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kadeyn	Anderson		9/3/2015	Miranda K. Howard
<input checked="" type="checkbox"/>		PLZ1 39528	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tyler	Hawkins		9/3/2015	Miranda K. Howard
<input checked="" type="checkbox"/>		PLZ1 39529	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alisha	Johnson		9/3/2015	Miranda K. Howard
<input type="checkbox"/>		PLZ1 39530	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	randy	gould		9/3/2015	Sylvia F. Hawkins
<input type="checkbox"/>		PLZ1 39531	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kurt	Moore		9/3/2015	Miranda K. Howard
<input type="checkbox"/>		PLZ1 39532	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kevin	Bejarano		9/3/2015	Miranda K. Howard
<input checked="" type="checkbox"/>		PLZ1 39533	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Matthew	Harbuck		9/3/2015	Miranda K. Howard
<input checked="" type="checkbox"/>		PLZ1 39534	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	rudolph	marcuse		9/3/2015	Richard Hartmann
<input checked="" type="checkbox"/>		PLZ1 39535	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	terry	jones		9/3/2015	Sylvia F. Hawkins
<input checked="" type="checkbox"/>		PLZ1 39536	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	carlos	vera		9/3/2015	Richard Hartmann
<input checked="" type="checkbox"/>		PLZ1 39537	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	carlos	vera		9/3/2015	Richard Hartmann
<input checked="" type="checkbox"/>		PLZ1 39538	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	cole	costello		9/3/2015	Sylvia F. Hawkins
<input checked="" type="checkbox"/>		PLZ1 39539	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	joseph	galindo		9/3/2015	Richard Hartmann
<input checked="" type="checkbox"/>		PLZ1 39540	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	victoria	vasquez	Subpoena	09/03/2015	Kelly L. Lawhorne
<input type="checkbox"/>		PLZ1 39541	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Deborah	Whitney	Subpoena	09/03/2015	Kelly L. Lawhorne
<input type="checkbox"/>		PLZ1 39542	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Helen	Jones	Subpoena	09/03/2015	Kelly L. Lawhorne
<input type="checkbox"/>		PLZ1 39543	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	apshana	chhetri		9/3/2015	Sylvia F. Hawkins
<input type="checkbox"/>		PLZ1 39544	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oliver	Snowden-Bailey		9/3/2015	Miranda K. Howard
<input type="checkbox"/>		PLZ1 39545	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oliver	Snowden-Bailey		9/3/2015	Miranda K. Howard
<input checked="" type="checkbox"/>		PLZ1 39546	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oliver	Snowden-Bailey		9/3/2015	Miranda K. Howard
<input checked="" type="checkbox"/>		PLZ1 39547	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	liliana	linsenmann		9/3/2015	Sylvia F. Hawkins
<input checked="" type="checkbox"/>		PLZ1 39548	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ivan	linsenmann		9/3/2015	Sylvia F. Hawkins
<input checked="" type="checkbox"/>		PLZ1 39549	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	arya	linsenmann		9/3/2015	Sylvia F. Hawkins
<input checked="" type="checkbox"/>		PLZ1 39550	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	richard	stephans		9/3/2015	Richard Hartmann
<input checked="" type="checkbox"/>		PLZ1 39551	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Eric	Carder		9/3/2015	Miranda K. Howard
170		PLZ1 39552	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Eric	Carder		9/3/2015	Miranda K. Howard
h A		PLZ1 39553	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Eric	Carder		9/3/2015	Miranda K. Howard
		PLZ1 39554	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Eric	Carder		9/3/2015	Miranda K. Howard
		PLZ1 39555	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amy	Weems		9/3/2015	Miranda K. Howard
h		PLZ1 39556	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	skTyler	wasiliev		9/3/2015	Richard Hartmann
		PLZ1 39557	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	kevin	mercade		9/3/2015	Sylvia F. Hawkins
its		PLZ1 39558	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	kevin	mercade		9/3/2015	Sylvia F. Hawkins
		PLZ1 39559	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nakesha	Ware		9/3/2015	Miranda K. Howard
		PLZ1 39560	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	christopher	lam		9/3/2015	Sylvia F. Hawkins
		PLZ1 39561	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	david	zieger		9/3/2015	Sylvia F. Hawkins
		22277	17016	4342	390	21736	21734		36	
For assistance with Access Web Datasheet, see Help .										

Security Paper Log for Remote Issuance

- Numbers are entered consecutively by management
- First name of registrant
- Last name of registrant
- Columns designated for Voids or EIC issuance
- Date of issuance
- Clerk who issued

Control #	First Name	Last Name	Void?	EIC?	Date	Modified By
PLZ012382	fabian	diaz	<input type="checkbox"/>	<input type="checkbox"/>	9/29/15	Ashley N. Mckown
PLZ012383	billy	miller	<input type="checkbox"/>	<input type="checkbox"/>	9/29/15	Ashley N. Mckown
PLZ012384	dewone	hayward	<input type="checkbox"/>	<input type="checkbox"/>	9/29/15	Ashley N. Mckown
PLZ012385	kai	degree	<input type="checkbox"/>	<input type="checkbox"/>	9/30/15	Sarah Menchaca
PLZ012386	khree	willoughby	<input type="checkbox"/>	<input type="checkbox"/>	9/30/15	Sarah Menchaca
PLZ012387	demarius	montroe-simmons	<input type="checkbox"/>	<input type="checkbox"/>	9/30/15	Sarah Menchaca
PLZ012388	ayanna	mitchell	<input type="checkbox"/>	<input type="checkbox"/>	9/30/15	Sarah Menchaca
PLZ012389	jeremiah	mitchell	<input type="checkbox"/>	<input type="checkbox"/>	9/30/15	Sarah Menchaca
PLZ012390	jemiah	jordan	<input type="checkbox"/>	<input type="checkbox"/>	9/30/2015	Sylvia F. Hawkins
PLZ012391	ronnie	welch	<input type="checkbox"/>	<input type="checkbox"/>	9/30/2015	Sylvia F. Hawkins
PLZ012392	brandon	brooks	<input type="checkbox"/>	<input type="checkbox"/>	9/30/2015	Richard Hartmann
PLZ012393	wayland	harris III	<input type="checkbox"/>	<input type="checkbox"/>	9/30/2015	Sylvia F. Hawkins
PLZ012394	susan	guthrie	<input type="checkbox"/>	<input type="checkbox"/>	9/30/2015	Sylvia F. Hawkins
PLZ012395	void	void	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9/30/15	Kelly L. Lawhorne
PLZ012396	callie	dodson	<input type="checkbox"/>	<input type="checkbox"/>	9/3/015	Sarah Menchaca
PLZ012397	jose	parra	<input type="checkbox"/>	<input type="checkbox"/>	10/1/15	Richard Hartmann
PLZ012398	robert	couch	<input type="checkbox"/>	<input type="checkbox"/>	10/1/15	Richard Hartmann
PLZ012399	melisa	ayah	<input type="checkbox"/>	<input type="checkbox"/>	10/1/2015	Sylvia F. Hawkins
PLZ012400	tiena	staudt	<input type="checkbox"/>	<input type="checkbox"/>	10/1/2015	Sylvia F. Hawkins
PLZ012401	void	void	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/1/2015	Kelly L. Lawhorne
PLZ012402	abel	torres	<input type="checkbox"/>	<input type="checkbox"/>	10/1/2015	Sylvia F. Hawkins
PLZ012403	seth	jefferson	<input type="checkbox"/>	<input type="checkbox"/>	10/2/2015	Richard Hartmann
PLZ012404	stacey	hopper	<input type="checkbox"/>	<input type="checkbox"/>	10/2/2015	Sylvia F. Hawkins
PLZ012405	da'nahvi	conway	<input type="checkbox"/>	<input type="checkbox"/>	10/1/2016	Richard Hartmann
PLZ012406	daesh	conway	<input type="checkbox"/>	<input type="checkbox"/>	10/2/2015	Richard Hartmann
PLZ012407	cynthia	mcguire	<input type="checkbox"/>	<input type="checkbox"/>	10/2/15	Sarah Menchaca
PLZ012408	justice	allen	<input type="checkbox"/>	<input type="checkbox"/>	10/5/15	Kelly L. Lawhorne
PLZ012409	Bonnie	Arvin	<input type="checkbox"/>	<input type="checkbox"/>	10/5/2015	Miranda K. Howard
PLZ012410	Paris	Mitchell	<input type="checkbox"/>	<input type="checkbox"/>	10/5/2015	Miranda K. Howard
PLZ012411	amanda	nguyen	<input type="checkbox"/>	<input type="checkbox"/>	10/5/2015	Sarah Menchaca
PLZ012412	Deunta	Hawkins	<input type="checkbox"/>	<input type="checkbox"/>	10/6/2015	Miranda K. Howard
PLZ012413	Laprince	Moore	<input type="checkbox"/>	<input type="checkbox"/>	10/6/2015	Miranda K. Howa
PLZ012414	Vanessa	Alexander	<input type="checkbox"/>	<input type="checkbox"/>	10/6/2015	Miranda K. Howard
PLZ012415	Lesa	Richard	<input type="checkbox"/>	<input type="checkbox"/>	10/6/2015	Miranda K. Howard
PLZ012416	cynthia	darling	<input type="checkbox"/>	<input type="checkbox"/>	10/6/2015	Sarah Menchaca
PLZ012417	Derrick	Allen	<input type="checkbox"/>	<input type="checkbox"/>	10/6/2015	Miranda K. Howard
PLZ012418	aubrey	boles	<input type="checkbox"/>	<input type="checkbox"/>	10/6/2015	Richard Hartmann
1986	1926	1926	44	0		

OFFICE SECURITY

- Is your office REALLY secure?

NO ENTRANCE

**AUTHORIZED
PERSONNEL ONLY**

Office Entrance

- Who is allowed to enter your office?
 - Identification Badge required
 - Electronic Badge Access
 - Key Access
- Do you share your office space with other departments?
- Are there windows in your office? Protective bars?
- Do you have an alarm system?
 - Who knows the alarm code?
- When does the cleaning crew come to your office?
 - During the day while Vital Records staff is present?
 - Do they have “after hours” access?



Employee Security

- How will your team members contact you in an emergency?
 - Panic Buttons
 - Law Enforcement close by
- Do they have access to emergency notification?
- Angry customer.....what if it escalates?
- Money handling

RECORDS PRESERVATION

- From old to new. Planning for a secure future.

How long do they last?

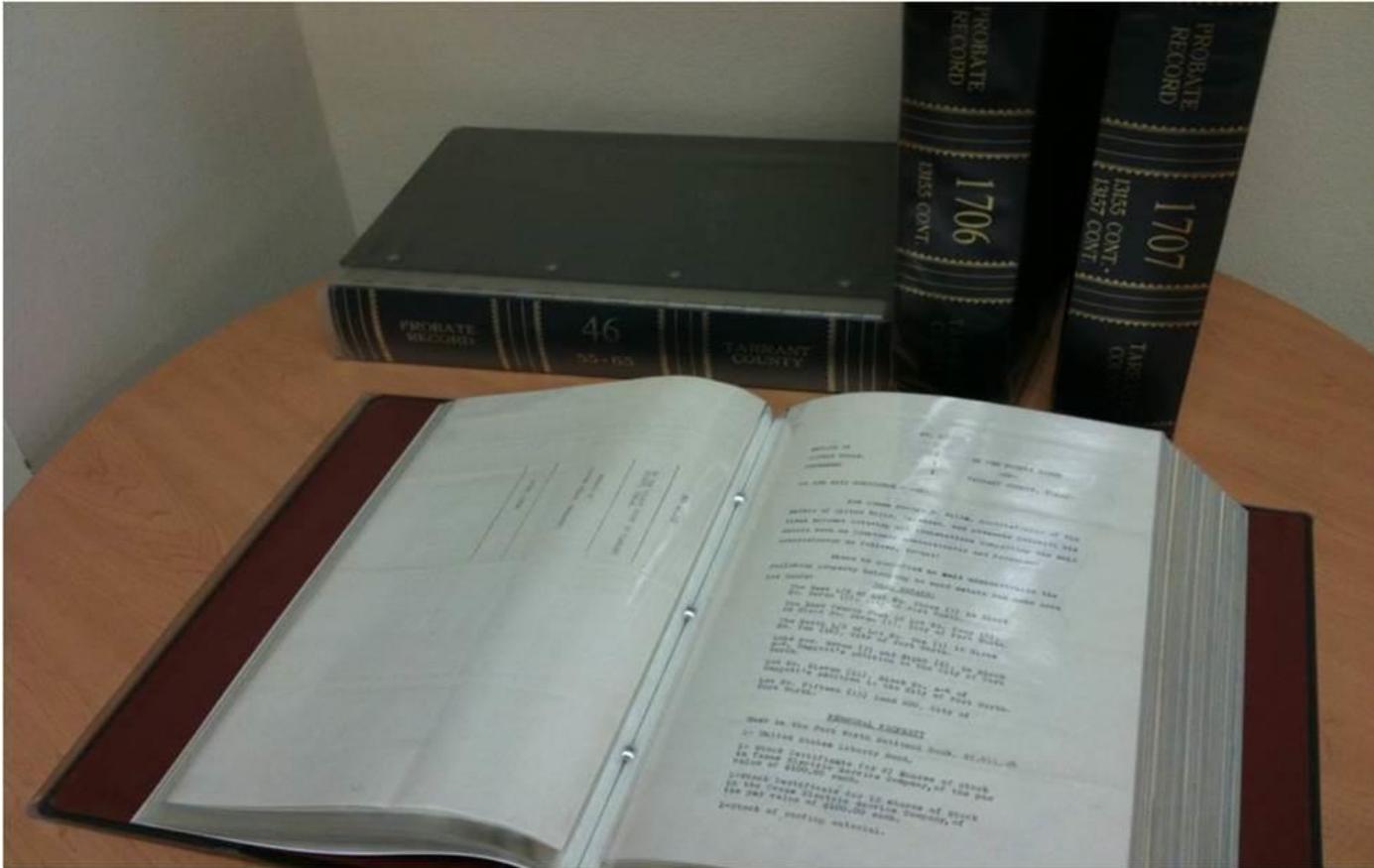
MEDIA LIFE EXPECTANCY

1. Paper 300-500 years
2. Microfilm 50-100 years
3. CDs Digital 2-10 years

Records Preservation

- There is a need to preserve our records to ensure they will be available for years to come.
- Records should be retained according to the Texas State Library and Archive Commission Retention Schedule.
 - Birth Records – Permanent Retention
 - Death Records – Permanent Retention
 - Marriage Records – Permanent Retention
- The Tarrant County Clerk's Office began digitizing records in 2003.
- In 2005, The County Clerk's Office began scanning our historical books.
- Preservation of historical and permanently retained records is ongoing.

Preservation of Documents



In 2006, the County Clerk's Office began the task of restoring and preserving our volume books. This includes cleaning, de-acidification and encasing each page in a protective cover.

CONTINUITY PLANNING

- Now what?

Disasters Happen



So what's the plan?

- Are you prepared for a natural disaster?
 - A flood: nothing should be stored on the floor.
- Are your records stored in one location?
 - Consider off-site storage
- Can you conduct business from an alternate location?
- Is your alternate location ready to go?
(Computers, Network connection, telephones, etc.)

QUESTIONS?

Thank you for your participation!!

Contact Information

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