

## Municipal Code Corporation Innovations (MCCi) Records Management Scholarship Application

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APPLICANT'S NAME

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TITLE

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MUNICIPALITY

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ADDRESS/CITY/STATE/ZIP

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TELEPHONE

FAX

EMAIL

\_\_\_\_\_ **Number of years a member of TMCA, Inc.**

\_\_\_\_\_ **Number of years a City Secretary/  
Municipal Clerk**

**Currently enrolled in the (check one):**

Texas Municipal Clerks Certification Program

Texas Municipal Clerks Recertification Program

### PURPOSE:

Records and information management is one of the many important functions of the City Secretary/Municipal Clerk. The purpose of the **MCCi Records Management Scholarship** is to recognize City Secretaries/Municipal Clerks who have established outstanding systems for records management or who have improved existing systems. Scholarship award funds shall be used only for continued or advanced education in a TMCCP program or a TMCA, Inc., approved records management program, i.e. ARMA, Texas State Library, Council of Governments.

### ELIGIBILITY:

1. All Records Management Programs must be under the jurisdiction of the City Secretary/Municipal Clerk.
2. Applicant must be a member of the Texas Municipal Clerks Association, Inc., and currently enrolled in the Texas Municipal Clerks Certification or Recertification Program.
3. Applicant must be a City Secretary/Municipal Clerk.

### CATEGORY: Check Only (1) One

**Enterprise Content Management (ECM) – Leadership**

*The Leadership scholarship is for a city that has had an Electronic Document/Records Management system in place for more than 2 years. Applicants must be able to summarize how they have led their organizations in expanding the use of such a system, by expanding functionality such as making archived records accessible via the web, or by bringing on additional departments, or in creating sound enterprise-wide records management policies/communication, etc.*

**Enterprise Content Management (ECM) – Records Retention**

*The Records Retention Management scholarship is for a city that has had an Electronic Document/Records Management system in place for more than 2 years and that has extended the functionality of it to track and manage records retention schedules. These cities have taken it to the next level and are not only archiving but are actively managing the life cycles of records in a very efficient way.*

**Enterprise Content Management (ECM) – Business Process Automation**

*The Business Process Automation scholarship is for a city that has had an Electronic Document/Records Management system in place for more than 2 years and that has extended the functionality of its automated business processes with tools such as Automated Capture, Electronic Forms & Workflow modules. These cities have taken it to the next level and are not only archiving, but are increasing efficiency by adopting the newer technology and working as a team with IT and other departments to configure smart solutions that automate filing, approval, integration with other solutions, and business process steps that are typically handled manually.*

**GOALS:**

List goals of the Records Management Program in your current city.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**ACHIEVEMENTS:**

List achievements of the Records Management Program in your current city.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**SUMMARY:**

Briefly summarize, *in 50 words or fewer*, why your Municipality's Records Management Program should receive this scholarship.

**STAFF RECORDS MANAGEMENT TRAINING: Check Only (1) One**

Completed in-house City Secretary/Municipal Clerk Office only     Yes     No

Completed in-house city wide     Yes     No

Completed by vendor City Secretary/Municipal Clerk Office only     Yes     No

Completed by vendor city wide     Yes     No

Check the applicable follow-up long-term training:     Annually  
Date last completed: \_\_\_\_\_

Biannually  
Date last completed: \_\_\_\_\_

**APPLICANT PLEASE READ AND SIGN:**

I attest that the above statements contained in this document are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DEADLINE:** All entries must be received by **June 15** to be considered for this year's scholarship.  
(For general questions, contact: TMCCP, 1155 Union Circle #305067, Denton, Texas 76203; 940-565-3488.)

SUBMIT APPLICATION TO: **2017 Scholarship Committee Chair Beth Walls, TRMC,  
City Sec./HR Dir., City of Levelland, PO Box 1010, Levelland, TX 79336  
bwalls@levellandtexas.org**

**PLEASE COMPLETE ALL BLANKS.**