

Using ECM Tools to Streamline Court Order and Subpoena Processing

John Rokenbrod

Software & Records Analyst

RMO

Bryan ISD

November 15, 2019

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Agenda

- Introduction & Objectives
- Overview of the district's records request processing data
- Tools that Bryan ISD uses in these processes
- Other available tools
- Process Overviews
- Summary
- Q & A

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Introduction

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John Rokenbrod

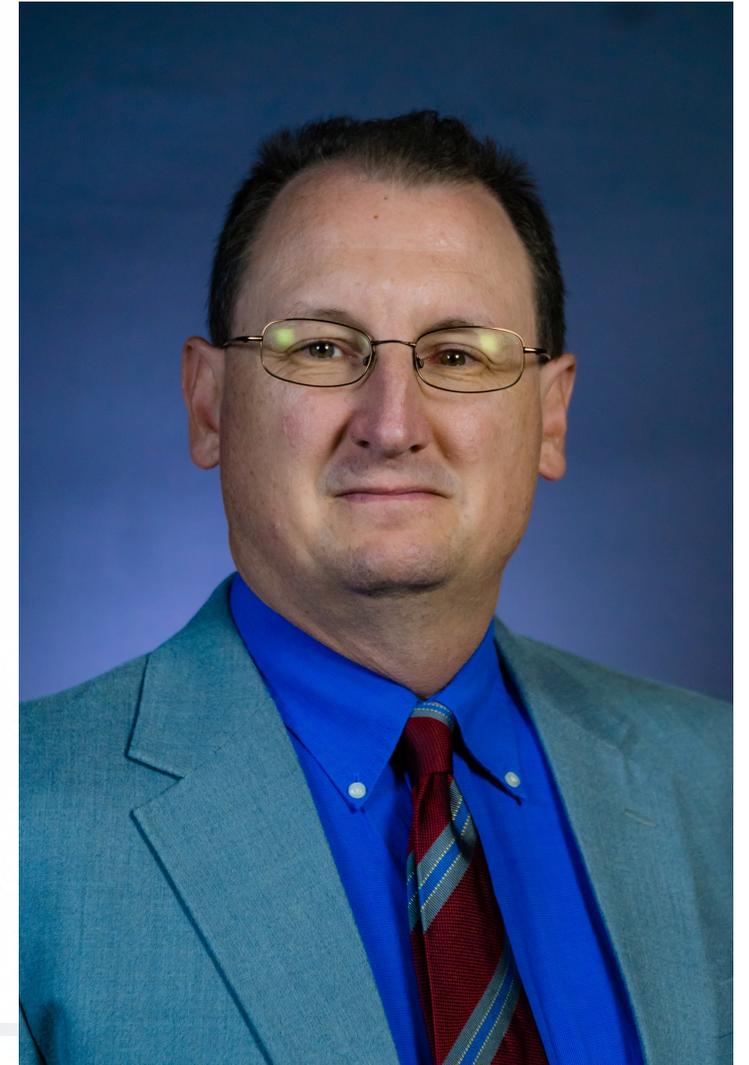
- Software and Records Analyst, RMO with Bryan ISD
- 2018 Laserfiche K-12 Education Influencer of the Year

 john.rokenbrod@bryanisd.org

 (979) 209-1108

 @johnrokenbrod

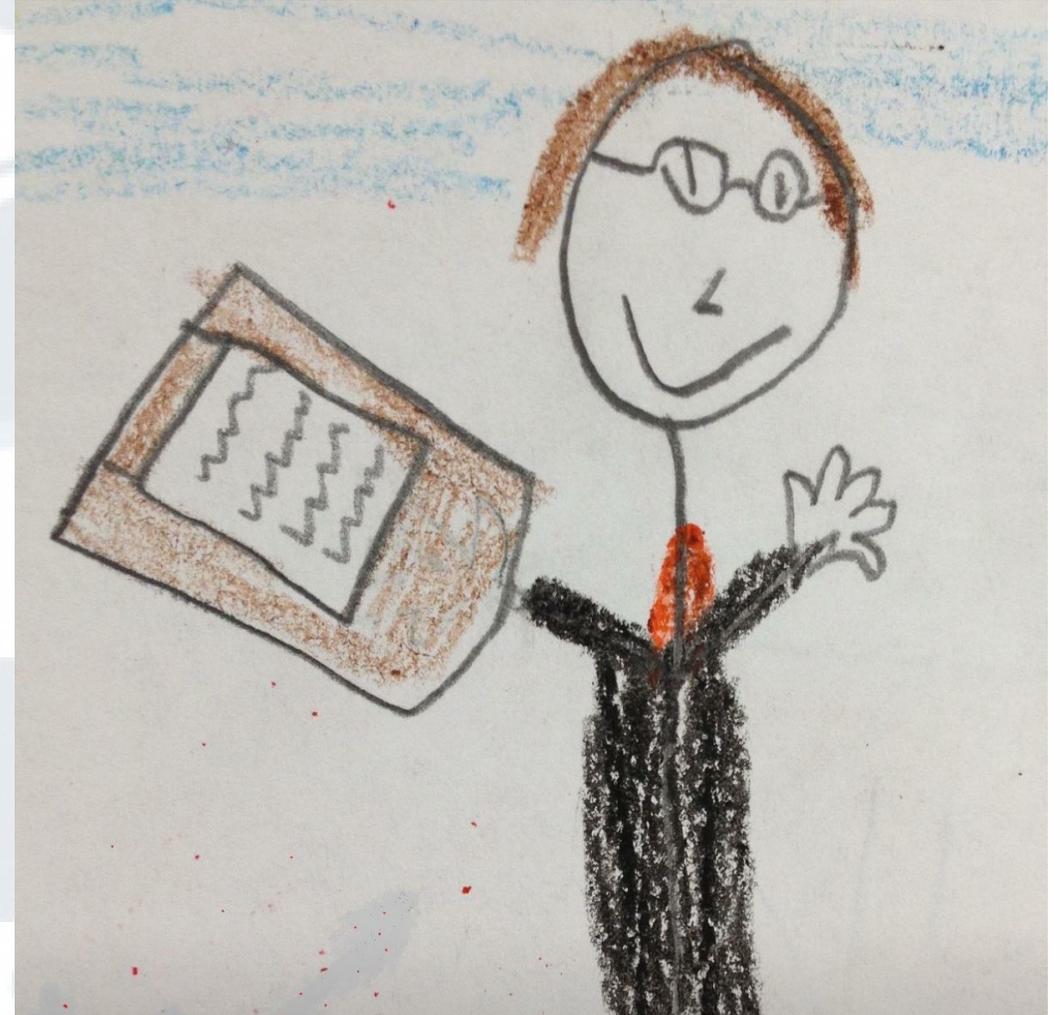
 john-rokenbrod



John Rokenbrod

Former

- Teacher
- Department Chair
- Assistant Principal
- High School Principal
- Elementary School Principal
- Central Office Utility Player



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Bryan ISD

Two time Laserfiche Run Smarter Award finalist

2019 MCCi Excellence Award recipient

~ 453 square miles

22 campuses, a CTE Center, and
a Juvenile Justice Center

~16,000 students

~2,800 full and part-time employees



Locations

Bryan Independent School District

Branch Elementary
Crockett Elementary
Henderson Elementary
Jones Elementary
MC Harris High School
Neal Elementary
Rudder High School

Bonham Elementary
Bryan Collegiate High School
Davila Middle School
Houston Elementary
Kemp-Carver Elementary
Mitchell Elementary
Rayburn Intermediate School
SFA Middle School

Bowen Elementary
Bryan High School
Fannin Elementary
Johnson Elementary
Long Intermediate School
Navarro Elementary
Ross Elementary

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A large, light blue circular graphic containing a white graduation cap icon is centered in the background.

Objectives

- **Help audience members see why process automation is a worthwhile endeavor**
- **Share information regarding available tools**
- **Provide audience members with ideas that they can use to automate their own processes**

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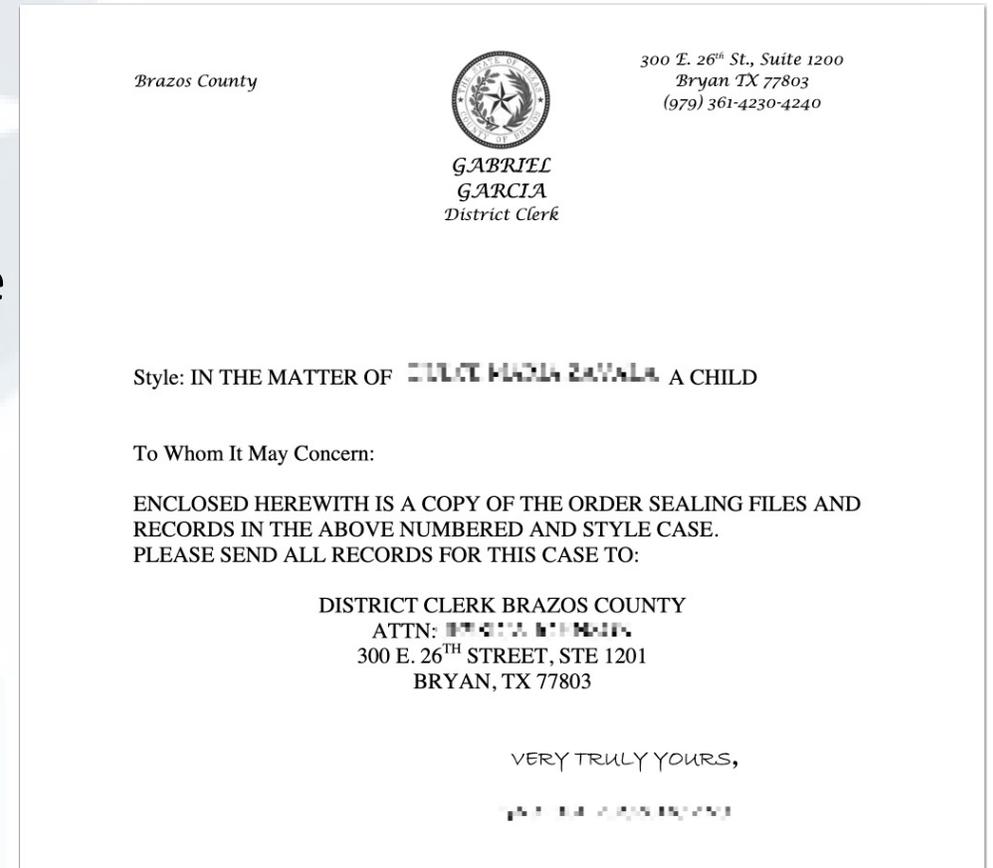
**Overview of Bryan ISD's
Court Order and
Records Request/Subpoena Data**

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Court Orders to Seal/Expunge Juvenile Records

2018-2019 School Year

- Processed > 430 Orders to Seal or Expunge Records
 - Issued by the Brazos County District Clerk's Office
 - Received by Bryan ISD's RMO and the General Counsel's Assistant via Email



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State of Processes Before the Use of ECM Tools

- **More time consuming**
 - **Multiple personalized emails**
 - **Manually created evidence affidavits**
 - **Phone calls when records were ready**
- **Easy to miss submitted materials in email chains**



Tools That Bryan ISD Uses to Process Records

- Hardware
- Software (including web based tools)

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Digital Tools Used by Bryan ISD to Centralize and Streamline Records Processing

eduphoria!

PowerSchool
Unified Administration™
eFinancePlus

Laserfiche®



ADOBE ACROBAT DC



PowerSchool
eSchoolPlus SIS



A large, light blue circular graphic containing a white silhouette of a graduation cap (mortarboard) with a tassel. The text is centered over this graphic.

**Other Available Tools
or
Resources**

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Other ECM/Content Services Systems

Gartner peerinsights. FOR VENDORS WRITE A REVIEW MY ACCOUNT

All Markets > Content Services Platforms (formerly Enterprise Content Management)
Reviews for Content Services Platforms

What are Content Services Platforms?
Content services platforms (CSPs) are integrated platforms that provide content-focused services, repositories, APIs, solutions and business processing tools to support digital business and transformation. Typical CSP use cases include document management, back-office ... See More

Related Gartner Research
Magic Quadrant
Critical Capabilities

Show products reviewed in the last 12 months

Products (49)	View by Vendor	Reviews	Overall Rating
			1 2 3 4 5
Sharepoint Microsoft		713	4.2
Box Platform Box		153	4.4
OnBase Hyland		124	4.2
Laserfiche Laserfiche		120	4.7
Adobe Document Cloud Adobe		119	4.4
M-Files M-Files		61	3.6
SER Doxsis IECM Suite SER Group		52	4.4
OpenText Content Suite OpenText		49	4.0
OpenText Documentum OpenText		42	3.9
Alfresco Content Services Alfresco		38	4.1
Oracle WebCenter Content Oracle		31	3.6
Perceptive Portfolio Hyland		30	3.9
iManage Work iManage		27	4.0
Newgen OmniDocs ECM Suite Newgen Software		27	4.4
IBM FileNet IBM		22	4.0
DocuWare DocuWare		22	4.2
SpringCM SpringCM		18	4.4
Mobius Content Solutions ASG		16	3.9
Alfresco Community Edition Alfresco		15	4.1
IBM Datacap IBM		15	3.4
NetDocuments NetDocuments		15	4.4
Nuxeo Platform Nuxeo		14	4.2
Objective Enterprise Content Management Objective		13	3.9



Gartner peerinsights. FOR VENDORS WRITE A REVIEW MY ACCOUNT

Micro Focus Content Manager Micro Focus	12	3.7
d.velop d.velop	12	4.2
IBM Content Manager OnDemand IBM	12	4.0
AADocs AADocs	10	4.6
VisualVault GRM Information Management	10	4.6
Objective Connect Objective	9	4.1
OnBase Cloud Hyland	9	4.2
Comarch Comarch	9	4.1
Oracle Content and Experience Cloud Oracle	9	3.9
Kofax Capture Kofax	9	3.9
Everteam Everteam	9	4.4
IBM Content Foundation IBM	6	3.7
Fabasoft Cloud Fabasoft	6	4.2
ECM in the Cloud OpenText	4	4.0
Objective Perform Objective	4	4.0
Laserfiche Cloud Laserfiche	3	5.0
Extended ECM OpenText	3	3.7
Kyocera Workflow Manager KYOCERA Document Solutions	2	5.0
Systemware Content Cloud Systemware	2	5.0
OpenText Core OpenText	2	4.5
Easy Software ECM Suite Easy Software	2	3.0
Fabasoft Folio Fabasoft	2	4.0
Oracle WebCenter Suite Plus Oracle	2	4.0
Fabasoft Private Cloud Fabasoft	1	3.0
Kyocera ECM KYOCERA Document Solutions	1	5.0
RSuite Enterprise Content Management Orbis Technologies	1	4.0

Source: <https://www.gartner.com/reviews/market/content-services-platforms>

Other School/District Administration Software



Texas Records Exchange
(TREx)





**Process
Overviews**

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Process Overviews

- **Serving of Subpoenas by Outside Law Enforcement Agencies**
- **BISD Staff Member's Acknowledgement of a Subpoena to Appear**
- **Records Requests and Subpoenas**
- **Orders to Seal or Expunge Records**



**Serving of Subpoenas
by SROs and the
Brazos County
District Attorney's Office**

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Serving Subpoenas

Why use an ECM based process?

- Keep the focus on instruction
- Remove a disruption/distraction
- Fluidity of the school day
- Reduce SRO off-site time
- Availability of district based staff





Serving Subpoenas

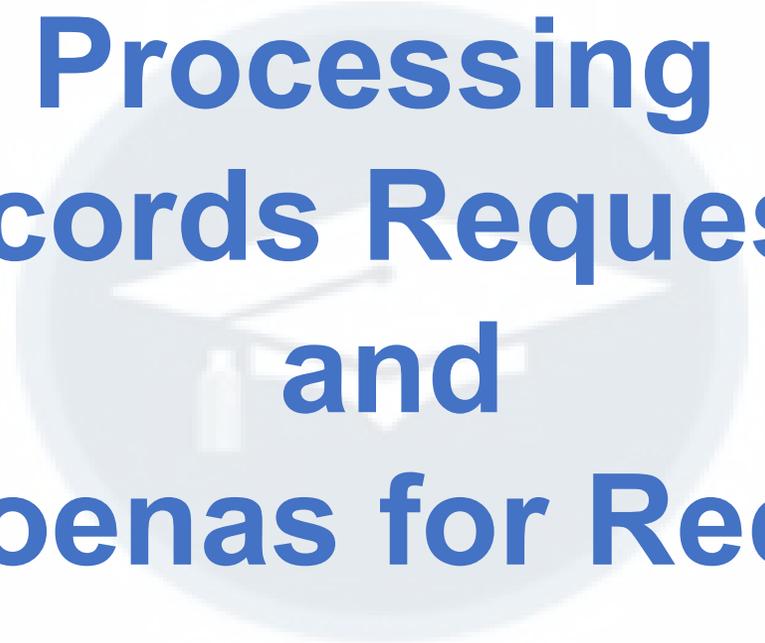
- Online submission
- Review and approval/denial/request for clarification
- Routing to a staff member
- Routing to the district's RMO
- Documentation of receipt and planned compliance

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Bryan ISD Staff Member's Acknowledgement of a Subpoena to Appear

- **The Staff member**
 - **Follows the instructions in the subpoena**
 - **Clicks on a link in the email to acknowledge receipt to the General General Counsel's Office**

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**Processing
Records Requests
and
Subpoenas for Records**

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Why Does Bryan ISD Use Digital Tools to Centralize the Processing of Records Requests, Court Orders, and Subpoenas?

- The large number of requests received and items processed
- Multiple locations and digital platforms
- Ensure consistency of supplied materials
- Reduce task duplication
- Improve tracking of task completion
- Reduce disruptions to campuses
- Reduce time spent by other staff members



LOCATION GUIDE

ELEMENTARY

- 1. Bonham**
3100 Wilkes Dr.
979-209-1200
- 2. Bowen**
3870 Copperfield Dr.
979-209-1300
- 3. Branch**
2040 W. Villa Maria Rd.
979-209-2900
- 4. Crockett**
401 Elm Ave.
979-209-2960
- 5. Fannin**
1200 Baker Ave.
979-209-3800
- 6. Henderson**
801 Matous St.
979-209-1560

- 7. Houston**
4501 Canterbury Dr.
979-209-1360
- 8. Johnson**
3800 Oak Hill Dr.
979-209-1460
- 9. Jones**
1400 Pecan St.
979-209-3900
- 10. Kemp-Carver**
750 Bruin Trace
979-209-3700
- 11. Mitchell**
2500 Austin's Colony Pkwy.
979-209-1400
- 12. Navarro**
4619 Northwood Dr.
979-209-1260

- 13. Neal**
801 W. Martin L. King
979-209-3860
- 14. Ross**
3300 Parkway Terrace
979-209-1500
- INTERMEDIATE**
- 15. Long**
1106 N. Harvey
Mitchell Pkwy.
979-209-6500
- 16. Rayburn**
1048 N. Earl Rudder Fwy.
979-209-6600
- MIDDLE SCHOOL**
- 17. Davila**
2751 N. Earl Rudder Fwy.
979-209-7150

- 18. SFA**
800 S. Coulter Dr.
979-209-6700
- HIGH SCHOOL**
- 19. Bryan Collegiate**
1901 E. Villa Maria Rd.
979-209-2790
- Project Hope**
979-209-7042
- 20. Bryan High**
3450 Campus Dr.
979-209-2400
- Hammond-Oliver**
979-209-2670
- 21. MC Harris**
1305 Memorial Dr.
979-209-2812
- Disciplinary
Alternative Education**
979-209-2760

- 22. Rudder High**
3251 Austin's Colony Pkwy.
979-209-7900
- ADDITIONAL**
- 23. Administration**
801 S. Ennis St.
979-209-1000
- 24. Transportation**
3000 Bonham Dr.
979-209-7130
- 25. Special Education**
101 N. Texas Ave.
979-209-2780
- 26. Central
Distribution
School Nutrition**
1920 N. Earl Rudder Fwy.
979-209-7052

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Processing Records Requests and Subpoenas for Records

Process Overview

- RMO or General Counsel's assistant starts a Laserfiche Forms process
 - They enter information and attach documents
- Selected options guide which fields appear
- Tasks are assigned to some staff members based the selected options
- Staff members with task assignments can upload materials to the form

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Processing Records Requests and Subpoenas for Records

Process Overview

- Emails can be sent to multiple other individuals
- A page count is automatically calculated
- An evidence affidavit (business affidavit) is automatically created
- Submitters may receive an email from the process when their packet is ready
- Process concludes after the completed packet is out of the district's possession

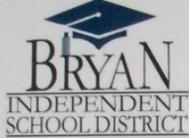
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Processing Records Requests and Subpoenas for Records

Section 1: The individual named in the submitted document

Student & Student Information

Data Services: Records Request, Court Order, or Subpoena



Section 1: The Individual Named in the Court Order or Subpoena

Enter the information in the name fields as it appears in eFinance, eSchool, or Laserfiche. The name will appear this way on any evidence affidavit that is created at the end of the process.

Employee or Student*

- Employee/Former Employee
- Student/Former Student
- Other

Student ID Number

Last Name* **First Name***

Middle Name **Suffix**

Date of Birth

Current Grade Level

- Graduate
- Withdrawn
- PreK
- Kindergarten
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12
- Nontraditional Student

Section 2: Due Date, Requester and Process Administrator Information

School Currently Enrolled In

Date Order or Subpoena Was Received by the District*

Date Materials are Due to the RMO/Process Admin*

RMO's or Process Administrator's Employee ID Number

RMO's or Process Admin's First Name

RMO's or Process Admin's Email Address

Type of Order or Subpoena*

Case or Cause Number

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Processing Records Requests and Subpoenas for Records

Section 2: Due Date, Requester and Processor Information, and Disclosure

Section 2: Due Date, Requester and Processor Information, and Disclosure

Date Order or Subpoena Was Received by the District *

Date Materials are Due to the RMO/Process Admin *

RMO's or Process Administrator's Employee ID Number

RMO's or Process Admin's First Name RMO's or Process Admin's Last Name

RMO's or Process Admin's Email Address

Type of Order or Subpoena *

Case or Cause Number

Requester Type

Requester's Name

Requester's Phone Number or Extension

Requester's Email Address

Is the order or subpoena related to a particular date or set of dates? * (?) Yes No

Is the order or subpoena related to a particular location? * (?) Yes No

Does a record of this incident exist in Laserfiche? * Yes No

Does the order or subpoena contain language that either bars it from being shared with the with named individual and/or included in their cumulative academic or employment folder? * Yes No

NONDISCLOSURE STATEMENT

DO NOT DISCLOSE THE EXISTENCE OR CONTENTS OF THIS SUBPOENA OR APPLICATION NOR THE INFORMATION RETURNED PURSUANT TO THIS SUBPOENA OR APPLICATION (PURSUANT TO TEXAS CODE OF CRIMINAL PROCEDURE §20.02; FED. R. CRIM. PROC. 6(E); 12 U.S.C.A. §3240; 45 C.F.R. §164.512(f); 34 C.F.R. §99.31; AND/OR 18 U.S.C.A. §2702(B)(7)).

See court order or subpoena for specific information.

Processing Records Requests and Subpoenas for Records

Section 3: Attachments

Does the order or subpoena contain language that either bars it from being shared with the with named individual and/or included in their cumulative academic or employment folder? * Yes No

NONDISCLOSURE STATEMENT

DO NOT DISCLOSE THE EXISTENCE OR CONTENTS OF THIS SUBPOENA OR APPLICATION NOR THE INFORMATION RETURNED PURSUANT TO THIS SUBPOENA OR APPLICATION (PURSUANT TO TEXAS CODE OF CRIMINAL PROCEDURE §20.02; FED. R. CRIM. PROC. 6(E); 12 U.S.C.A. §3240; 45 C.F.R. §164.512(f); 34 C.F.R. §99.31; AND/OR 18 U.S.C.A. §2702(B)(7)).

See court order or subpoena for specific information.

Section 3: Attachments

Click on the link within the form to download and read the subpoena. Please also read this entire form for clarification regarding what needs to be submitted. Additional documents that can assist you may be attached.

Attach Order or Subpoena * Process Initiator: Attach a copy of the order or subpoena here

You may upload up to five files.

Attach Other Documents Process Initiator: Attach copies of reports and other supporting documents here.

You may upload up to ten files.

Total Number of Pages Uploaded * Do NOT include the subpoena, court order, or affidavit in the total.

Type of First Uploaded Document Select One (if applicable)

- SIS Summary Screen
- SIS Entry-Withdrawal Screen
- Student Attendance Report
- Student Discipline Report
- Other

Section 4: Date and Location

School Year of Incident (YYYY-YY)

Processing Records Requests and Subpoenas for Records

Section 5: Information Needed

Section 5A: Information Needed to Meet the Requirements of the Order

504 Records Required?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Bilingual Records Required?	<input type="radio"/> Yes	<input type="radio"/> No
CTE Records Required?	<input type="radio"/> Yes	<input type="radio"/> No
Counseling Records Required?	<input type="radio"/> Yes	<input type="radio"/> No
Health Records Required?	<input type="radio"/> Yes	<input type="radio"/> No
Rtl Records Required?	<input type="radio"/> Yes	<input type="radio"/> No
Special Education Records Required?	<input type="radio"/> Yes	<input type="radio"/> No
MDR Records Required?	<input type="radio"/> Yes	<input type="radio"/> No
Current Academic Records Required?	<input type="radio"/> Yes	<input type="radio"/> No
Current School Year Attendance Records Required?	<input type="radio"/> Yes	<input type="radio"/> No
Current School Year Discipline Records Required?	<input type="radio"/> Yes	<input type="radio"/> No
Current School Year Truancy Records Required?	<input type="radio"/> Yes	<input type="radio"/> No
Archived Academic Records Required?	<input type="radio"/> Yes	<input type="radio"/> No
Archived Discipline Records Required?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Archived Paper Attendance Records Required?	<input type="radio"/> Yes	<input type="radio"/> No
Archived Truancy Records Required?	<input type="radio"/> Yes	<input type="radio"/> No
Audio Recording Required?	<input type="radio"/> Yes	<input type="radio"/> No
DAEP Hearing Recording(s) Required?	<input type="radio"/> Yes	<input type="radio"/> No
Images Required?	<input type="radio"/> Yes	<input type="radio"/> No
Bus Video Required?	<input type="radio"/> Yes	<input type="radio"/> No
CCTV Video Required?	<input type="radio"/> Yes	<input type="radio"/> No
Other Records From ASC or CDC Required?	<input type="radio"/> Yes	<input type="radio"/> No
Notes From RMO/Process Admin to Staff Members Processing the Order or Subpoena	<input type="text"/>	

Additional fields may appear based on Yes answers

The Notes section is where I share any particulars beyond the checkboxes & drop downs.

This information also appears in task assignment messages and emails that staff members receive.



Processing Records Requests and Subpoenas for Records

Section 5: Information Needed

Section 5A: Information Needed to Meet the Requirements of the Order

Bus Video Required? Yes No

CCTV Video Required? Yes No

Special Education CCTV Video Required? Yes No

Notes From RMO/Process Admin to Staff Members Processing the Order or Subpoena

Section 5D: Audio, Images, CCTV Video, and Other Records Needed

FormSpace ID (if a subpoena for video)

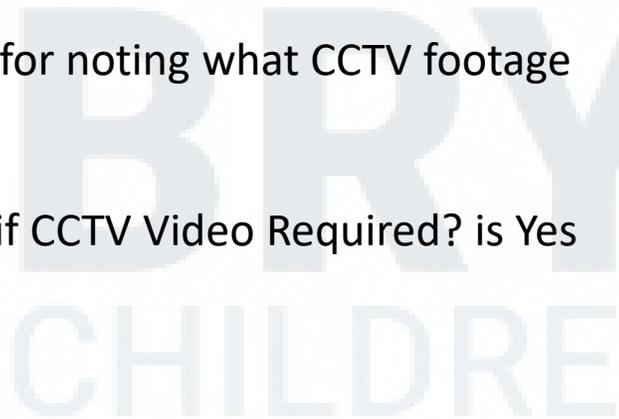
CCTV Video Information

Campus	Camera	Date	Start Time (?)	End Time
<input type="text"/>				

Add

Table field for noting what CCTV footage is needed

It appears if CCTV Video Required? is Yes



Processing Records Requests and Subpoenas for Records

Section 5: Notification Emails

The process can email two principals (or other supervisors)

Each supervisor's email address will auto-populate if their first and last name match the employee database

Section 5E: Email Notifications

Email Campus Principal or Supervisor?* Yes No

Principal's/Supervisor's First Name

Principal's/Supervisor's Last Name

Principal's/Supervisor's Email Address

Email Second Campus Principal or Supervisor? Yes No

Second Principal's/Supervisor's First Name

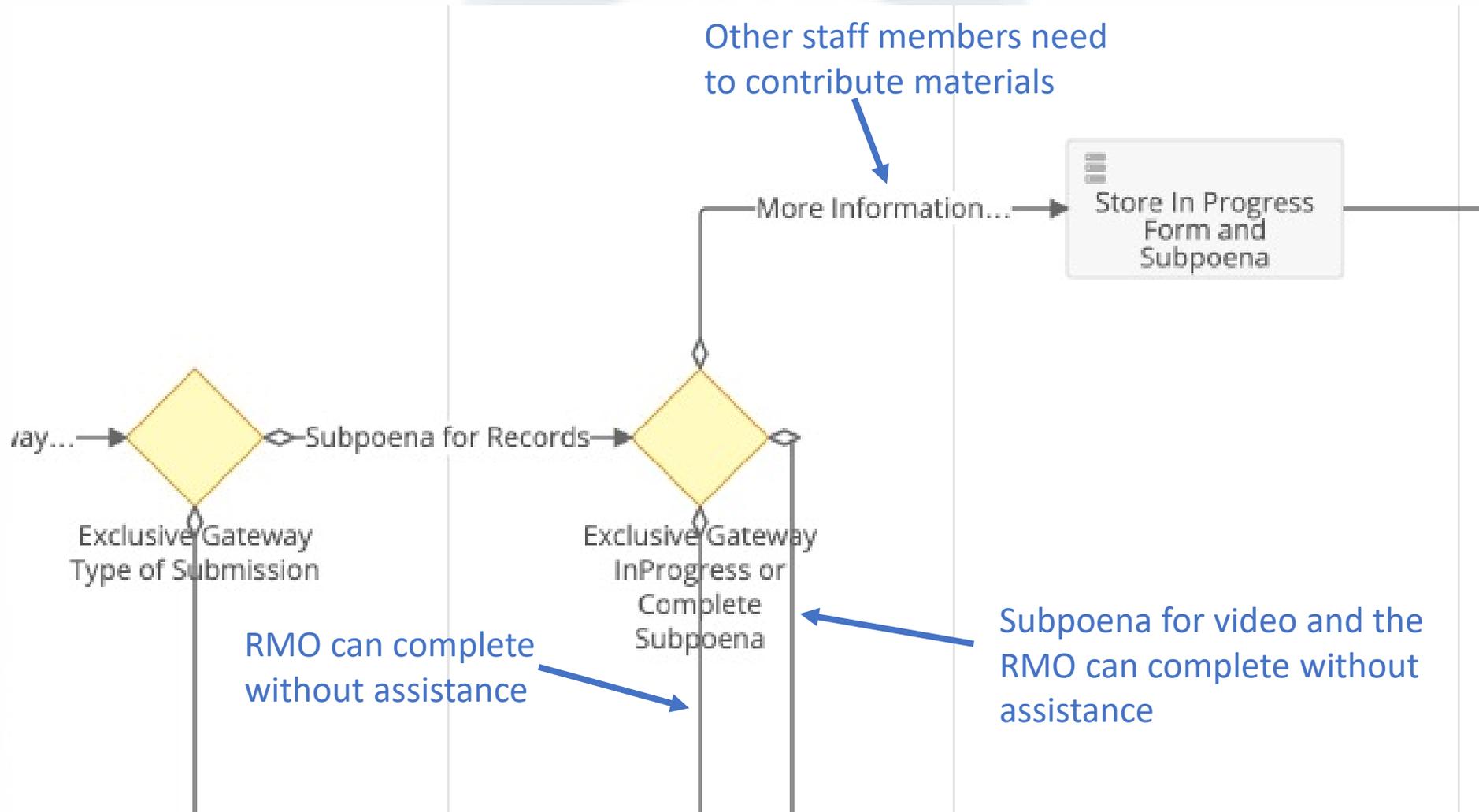
Second Principal's/Supervisor's Last Name

Second Principal's/Supervisor's Email Address

Email 1 Other Staff Member?* Yes No

Processing Records Requests and Subpoenas for Records

A request/subpoena branches off in one of three directions



Processing Records Requests and Subpoenas for Records

Section 5: Notification Emails

Email that a principal receives regarding a records request or subpoena

Emails that other staff members receive contain similar text

Dear **{PRINCIPAL'S FIRST AND LAST NAME}**,

This message serves as notice to you that the district received a new **{SELECTED TYPE OF REQUEST, ORDER, OR SUBPOENA}** on **{DATE RECEIVED BY THE DISTRICT}** related to **{INDIVIDUAL OR INFORMATION NAMED IN THE SUBPOENA}** with an Employee ID Number of **{EMPLOYEE'S ID #}** or a Student ID Number of **{STUDENT'S ID #}**.

Please read the attached form and subpoena in their entirety and then verify with the appropriate member(s) of your staff that any required documents have been scanned and emailed to **{PROCESS ADMIN'S OR RMO'S NAME}** at **{REPLY TO EMAIL ADDRESS}** prior to **{DATE THE MATERIALS ARE DUE TO THE RMO}**.

Here is the information contained in the Notes section of the attached form. Please read it carefully.

{INFORMATION FROM THE NOTES SECTION OF THE FORM}.

Your campus registrars and/or grade level assistant principals have also received emails if any action related to this subpoena is required of them. This saves you the task of having to delegate the tasks to them.

The notes below will save you and your staff members from doing unnecessary work.

- All DAEP hearing audio recordings are to be uploaded to the DAEP audio share drive according to the procedures set forth by the district's General Counsel and/or Technology department.
- Campus **RtI** Coordinators are to check Branching Minds and Aware for any referral or service related documents and include this information with a student's academic records when **RtI** records are required.
- Requests for Counseling and/or 504 records are routed to **[REDACTED]** for action. She will coordinate with counselors and/or registrars and share this information with the RMO or General Counsel's Office.
- Requests for foster care or homeless records are routed to **[REDACTED]** in Project Hope. She will share this information with the RMO or General Counsel's office.
- Requests for Special Education records are routed to the Special Education department for action. Their records clerk will share this information with the RMO or General Counsel's Office.
- The student records clerk at the CDC Annex will locate and share any records stored at either of the district's warehouses.
- Subpoenas requesting Bus or CCTV video are almost always filled by the RMO and/or General Counsel in coordination with the district's Technology and Transportation departments.
- Subpoenas requesting Clinic and/or Health records are routed to **[REDACTED]** for action. She will coordinate with school nurses as needed and share this information to the RMO or General Counsel's Office.
- The Bilingual department will coordinate with campus registrars when bilingual records are required.

Once again, you do not need to do anything related to subpoenas for the records described above unless it is either explicitly stated in the Notes section of the attached form, or you receive separate instructions from either the RMO or General Counsel's office.

Please reply to **{REPLY TO EMAIL ADDRESS}** if you have any questions.

John Rokenbrod may be reached at extension 1108. **[REDACTED]** may be reached at extension **[REDACTED]**.

This message was generated by Laserfiche Forms Process **{NAME OF THIS LASERFICHE FORMS PROCESS}**.

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CHILDREN

Processing Records Requests and Subpoenas for Records

Section 8: Record Upload Tasks Assigned to Staff Members

9 different sub forms exist so staff members in different roles can upload/attach needed materials

Form 8A: Student Records Clerk

Only the RMO/process admin and the staff member assigned a particular task can see what that staff member attaches

Section 8A: Archived Record Uploads From ASC and CDC

STUDENT RECORDS CLERK

Cumulative Academic Folder

Archived Academic (Cumulative) Folder Attachment(s) Please scan the materials required by the subpoena to a PDF and attach them to the form here.

You may upload up to ten files.

Academic/Cumulative Folder: Total Number of Pages Uploaded Do NOT include the subpoena, court order, or affidavit in the total.

Academic Folder Notes to RMO

Discipline Folder(s)

Discipline Folder Attachment(s) Please scan the materials required by the subpoena to PDF files and attach them to the form here.

You may upload up to ten files.

Discipline Folder(s): Total Number of Pages Uploaded Do NOT include the subpoena, court order, or affidavit in the total.

Archived Paper Attendance Folders

Archived Paper Attendance Folder Attachment(s) Please scan the materials required by the subpoena to PDF files and attach them to the form here.

You may upload up to ten files.

Archived Paper Attendance Folder(s): Total Number of Pages Uploaded Do NOT include the subpoena, court order, or affidavit in the total.

Archived Paper Attendance Folder Notes to RMO

Archived Truancy Folders

Archived Truancy Folder Attachment(s) Please scan the materials required by the subpoena to PDF files and attach them to the form here.

You may upload up to ten files.

Archived Truancy Folder(s): Total Number of Pages Uploaded Do NOT include the subpoena, court order, or affidavit in the total.

Archived Truancy Folder Notes to RMO

Other Document(s) and Folder(s) Notes to RMO

Student Records Clerk's Signature

Processing Records Requests and Subpoenas for Records

Section 9: Preparation by the RMO/Process Administrator

Section 9: Preparation by RMO

All materials related to completing this order have been obtained and are ready for final preparation and submission to the court.

Total Number of Pages of Records Attached to This Form *

25

Automatically calculated based on what is added by process contributors

Do NOT include the subpoena, court order, or affidavit in the total.

Total Number of Additional Pages Being Submitted *

19

Entered by the RMO

Do NOT include the subpoena, court order, or affidavit in the total.

Total Number of Pages of Records Being Submitted By the District *

44

Automatically calculated based on what appears in the two fields above it

Do NOT include the subpoena, court order, or affidavit in the total.

Number of Audio Recordings Being Submitted *

1

Entered by the RMO

Number of Video Recordings Being Submitted *

3

RMO's Name *

Submit

Processing Records Requests and Subpoenas for Records

Section 10: RMO Attaches the Signed & Notarized Affidavit to the Process

The RMO signs and dates the Laserfiche form after attaching the completed affidavit

Section 10: Submission by RMO

RMO: Upload a Completed Copy of Any Required Affidavit

Please scan the materials required by the subpoena to a PDF and attach them to the form here.

Upload

COMPLETED EVIDENCE A... 35.03KB X

You may upload up to five files.

STATE OF TEXAS

COUNTY OF BRAZOS

AFFIDAVIT

Records Pertaining To: [REDACTED]

Before me the undersigned authority, personally appeared John David Rokenbrod, who, being by me duly sworn, deposed as follows:

My name is [REDACTED], I am of sound mind and capable of making this affidavit, and personally acquainted with the facts herein stated:

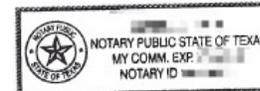
I am the custodian of the records of [REDACTED]. Attached hereto are [REDACTED] pages of records, and/or [REDACTED] audio recordings, and/or [REDACTED] video recordings from [REDACTED]. These said [REDACTED] pages of records, and/or [REDACTED] audio recordings, and/or [REDACTED] video recordings are kept by [REDACTED] in the regular course of business, and it was the regular course of business of [REDACTED] for an employee or representative of [REDACTED] with knowledge of the act, event, condition, opinion, or diagnosis, recorded to make the record or to transmit information thereof to be included in such record; and the record was made at or near the time or reasonable soon thereafter. The records attached hereto are the original or exact duplicates of the original

AFFIANT

SWORN TO AND SUBSCRIBED before me on the [REDACTED] day of [REDACTED], 2019.

NOTARY PUBLIC, STATE OF TEXAS

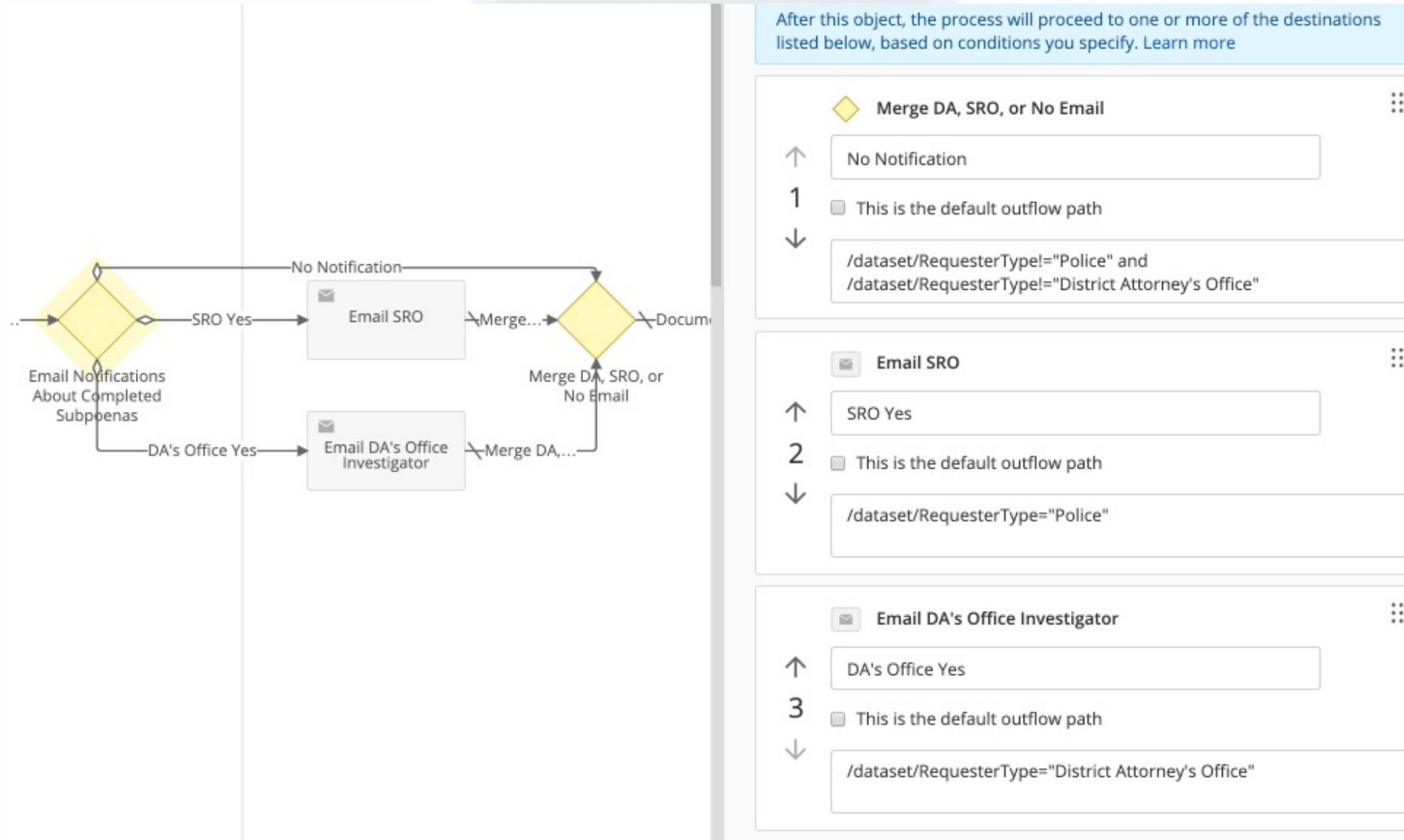
My commission expires [REDACTED]



CHILDREN FIRS

Processing Records Requests and Subpoenas for Records

Section 10: The Requester May Automatically Receive an Email When Their Packet is Ready



Processing Records Requests and Subpoenas for Records

Section 11: Documentation of the Pickup or Delivery of Materials and Save to Repository

The process is not complete until the requested materials are in the possession of the requester.

Section 11: Pickup or Delivery of Materials

Date Materials Were Delivered to or Picked Up by the Requester 

Time When Materials Were Delivered to or Picked Up by the Requester AM

Method of Pickup or Delivery

- Picked up from the Admin Building
- Delivered to the courthouse
- Delivered to a school
- Emailed
- Mailed via certified mail
- Mailed via regular mail
- Shared via a secure internet connection (Google Drive, ftp, sftp, etc....)

Name of the Person Who Picked Up or Delivered the Materials

CHILDREN FIRST. ALWAYS.

A faint, circular watermark containing a graduation cap icon is centered behind the main text.

**Processing
Court Orders
to
Seal or Expunge
Records**

BRYAN ISD
CHILDREN FIRST. ALWAYS.

Processing Court Orders to Seal or Expunge Records

- District receives an order to seal records via email from the local court clerk
- RMO checks various systems to determine if they believe that the district is in possession of records that meet the order
- RMO starts a Laserfiche Forms process and selects options that guide task assignments
- Staff members remove/seal/mask materials and attach evidence of task completion to the form

BRYAN ISD
CHILDREN FIRST. ALWAYS.

Processing Court Orders to Seal or Expunge Records

The RMO prepares one of two types of agency verification forms depending on whether or not the district is in possession of materials that meet the order

- No record exists verification forms are emailed from the process to the submitting court clerk
- Records found orders are printed and delivered to the clerk's office

BRYAN ISD
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Court Orders to Seal or Expunge Records

Brazos County



*GABRIEL
GARCIA
District Clerk*

*300 E. 26th St., Suite 1200
Bryan TX 77803
(979) 361-4230-4240*

Style: IN THE MATTER OF ~~ESTER MARIA ZAVALA~~ A CHILD

To Whom It May Concern:

ENCLOSED HEREWITH IS A COPY OF THE ORDER SEALING FILES AND
RECORDS IN THE ABOVE NUMBERED AND STYLE CASE.
PLEASE SEND ALL RECORDS FOR THIS CASE TO:

DISTRICT CLERK BRAZOS COUNTY
ATTN: ~~ESTER MARIA ZAVALA~~
300 E. 26TH STREET, STE 1201
BRYAN, TX 77803

VERY TRULY YOURS,

~~ESTER MARIA ZAVALA~~

Processing Court Orders to Seal or Expunge Records

Section 6: Process Determinations By the RMO

Same starting form as subpoenas and records requests

This question appears in Section 6 when processing a seal or expunge records order

Section 6: Process Determinations by RMO

Is the district in possession of materials that need to be sealed or expunged? Yes No

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Processing Court Orders to Seal or Expunge Records

Section 9: Record Cannot Be Sealed

CAUSE NO. ###-J-19

IN THE MATTER OF	§	IN THE DISTRICT COURT OF
FIRST MIDDLE LAST	§	BRAZOS COUNTY, T E X A S
A JUVENILE	§	272ND JUDICIAL DISTRICT

AGENCY VERIFICATION FORM

I hereby verify that all files and records relating to the Applicant described as:

Name: FIRST MIDDLE LAST
D.O.B. JANUARY 1, 1991
Sex:
Race:
SSN: xxx-xx-xxxx
TDL: NA
Address: ##### STREET
 BRYAN, TEXAS 778##

CANNOT be sealed in compliance with the Court's Orders because:

Date: _____

(signature) _____

Printed Name: _____

Agency: _____

Address: _____

Phone: _____

E-mail: _____

Return original to:
300 E. 26th Street, Suite 1201
Bryan, Texas 77803

Text Wrangler Seal Order Text

No record exists.

11/15/2019

John David Rokenbrod

Bryan Independent School District

801 S. Ennis Street Bryan, TX 77803

(979)

john.rokenbrod@bryanisd.org

- CAUSE NO 123-J-19 - BISD - COMPLETED AGENCY VERIFICATION FORM - 11 15 2019

- SEAL RECORDS ORDER - RECEIVED 11 14 2019 - COMPLETED 11 15 2019

Processing Court Orders to Seal or Expunge Records

Section 7: The District May Be in Possession of Records That Need to be Sealed or Expunged

Tasks may be assigned to any of the 9 individuals/groups previously mentioned

The district's student information system (SIS) administrator may also be assigned a task

Section 7A: Seal or Expunge Order Actions By SIS Staff

SIS Management Staff: Please download copies of any information or reports that fall under this order and attach them below prior to deleting them.

SIS File Attachment(s) of Information to be Sealed

Upload

You may upload up to 50 files.

Total Number of Pages Uploaded

Do NOT include the subpoena, court order, or affidavit in the total.

Has the information in the SIS and/or under the responsibility of SIS management staff that tied the incident to the student been removed or digitally hidden?

Yes

No

Date SIS Record Was Sealed



SIS Management Staff Member's Signature

Sign

Processing Court Orders to Seal or Expunge Records

Section 9: Records Have Been Sealed

CAUSE NO. ###-J-19

IN THE MATTER OF	§	IN THE DISTRICT COURT OF
FIRST MIDDLE LAST,	§	BRAZOS COUNTY, T E X A S
A JUVENILE	§	272 ND JUDICIAL DISTRICT

AGENCY VERIFICATION FORM # 1

I hereby verify that any and all files and records relating to the Applicant described as:

Name: FIRST MIDDLE LAST

D.O.B. JANUARY 1, 1991

Sex:

Race:

SSN: xxx-xx-xxxx

TDL: _____

Address: ##### STREET
BRYAN, TX 778##

have been sent to the Court within 61 days of the date this official or agency received the Order Sealing Files and Records. I further verify that all index references to the Applicant, including all computer entries, have been deleted before the 61st day after this official or agency received the Order Sealing Files and Records.

Date: _____

(signature)
Printed Name: _____

Return original to:
Brazos County District Clerk
Attn: [REDACTED]
300 E. 26th St., Ste 1201
Bryan, TX 77803

Agency: Bryan Independent School District
Attn: Legal Department
Address: 801 S. Ennis Street
Bryan, TX 77803

Return copy to:
Child's Attorney
ADDRESS
CITY STATE ZIP

Phone: _____

E-mail: _____

BR
CHILD

SD
WAYS.



BRYAN ISD
CHILDREN FIRST. ALWAYS.



Q & A



john.rokenbrod@bryanisd.org



(979) 209-1108



@johnrokenbrod



john-rokenbrod

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