



AGENDA MEMORANDUM
City Council Meeting of January 23, 2018

DATE: December 19, 2017

TO: Margie C. Rose, MPA, City Manager

FROM: Annette Rodriguez, MPH, Director of Public Health
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Preserving the Historical Vital Records of the City of Corpus Christi

STAFF PRESENTER(S):

<u>Name</u>	<u>Title/Position</u>	<u>Department</u>
1. Annette Rodriguez, MPH	Director of Public Health	Health
2.		
3.		

OUTSIDE PRESENTER(S):

<u>Name</u>	<u>Title/Position</u>	<u>Organization</u>
1.		
2.		

BACKGROUND:

For the past several years, the Corpus Christi-Nueces County Public Health District (CCNCPHD) has been identifying the significant need to protect and preserve the paper vital records of the City of Corpus Christi from damage and loss by digitizing them, and making them electronically searchable in order to improve greatly the operational efficiency of issuing birth and death certificates to customers who on a daily basis come to the CCNCPHD Vital Statistics Division to request them.

Over the years the CCNCPHD has also been discussing a solution for satisfying its requirement of preserving our Vital Statistics and improving operation efficiency by digitizing them. The CCNCPHD asked the company that Department of State Health Services (DSHS) utilized for their Vital Statistics for proposal to undertake such a project because they have a proven track record in the field. They also have a contract with the Texas Buy Board Purchasing Cooperative as a vendor for providing vital records digitizing and retention services. This company offers an effective and sustainable solution for the current vulnerabilities of Vital Statistics better known as Vital Records Office (VRO) and issuing practices by converting the records to digital versions and providing a secure, automated system for issuing state-law-compliant birth and death certificates.

Since the CCNCPHD Director of Public Health is also the designated City's Statistics Records Registrar under Texas law is responsible for archiving and formally issuing certified copies of birth and death records which date from the late 1800s to the present; the CCNCPHD recommends that action be taken as soon as possible to digitize the records of Vital Statistics lest they be lost or damaged.

LIST OF SUPPORTING DOCUMENTS:

PowerPoint – Preserving the Birth and Death Records for City of Corpus Christi