

Renee Mixon

Director of Records Management

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Overview

As Director of Records Management, Renee Mixon is responsible for the day-to-day operations as well as the development and implementation of the long-term goals and objectives of the firm's Records Management Department. She works directly with the file room staff to coordinate workflow and manage the recorded information generated and received by the firm. As a department supervisor, Renee is also responsible for the staffing and training needs of the department.

Renee attended Southwestern Oklahoma State University and has more than 20 years of experience in the fields of records management and records management training. Most recently Renee served as vice president and manager of Business Records Storage, an Oklahoma-based commercial records storage center, for eight years prior to the sale of the company in 2008.

Renee's expertise includes analysis of records management systems to ensure maximum efficiency of a company's resources. As a consultant, she worked with clients to evaluate their records management system and assisted with the implementation of new records management procedures. She has also participated in the design, development and implementation of two computer software programs for tracking documents and has written employee training manuals.

Renee is a member of the Association of Records Managers and Administrators (ARMA) and a former member of Professional Records & Information Services Management (PRISM).