



Secretary of State Records Management Newsletter

JANUARY 30, 2017

VOLUME 1, NUMBER 1

Grow Nebraska

Create opportunity through more effective, more efficient, and customer focused state government.

Know When to hold 'em, stow 'em, and throw 'em.

The staff at the Records Management Division is available to assist your agency in updating your retention schedule as well as training your staff in adhering to the schedule.

Records Management Division staff is available to review your records processes and work with you to make recommendations regarding retention policies, appropriate media, format, and retrieval methods.

The division provides services including the economical storage of state records and the conversion of records into different formats for storage. Staff at the Records Management Division is available to track, transport, store, and securely destroy records according to records retention schedules.

"Tell me and I forget. Teach me and I remember. Involve me and I learn." Benjamin Franklin

New Services Available

The Records Management Division is excited to share that we have [new services](#) available!

In addition to our scanning, digitizing, indexing, data entry, and microfilming services, we are now able to digitize microfiche.

The Records Management division is able to convert paper to electronic images, microform to electronic, paper to microfilm, electronic image to microfilm all at low costs to your agency. We have high speed conversion capability and can export images/data across the network into your current imaging system: OnBase, PaperVision, PDF, TIFF.

We also offer daily pickup of records to be converted from Lincoln area offices and strict confidentiality by trained and professional staff. Let our staff help you by providing fast, friendly, and free safe transport of local materials to the Records Center.

Training Opportunity



Training Opportunity:

All Records Officers

March 8th, 2017 at 1:00 p.m. -
3:30 p.m. at the Nebraska State
Office Building in Lower Level
Conference Room A.

Priorities:

- *Efficiency & Effectiveness*
- *Customer Service*
- *Growth*
- *Public Safety*
- *Reduced Regulatory Growth*

We will be conducting basic records management training and staff from the Imaging and Scanning Center will be available to discuss any upcoming projects that agencies may have. We will also be available to answer any individual disposition or retention issues.

Staff from the Records Center will also be available to help with any questions regarding the Records Center.

Please plan on attending and making this an interactive training.

ABC of RM:

A: Keep what must be kept

B: Shred what may be shredded

C: Understand the difference between A and B (Yves Légaré)



Jeanette Greer – 402-471-2747

Records Management Division Manager

Austin Rhodes – 402-471-9778

RIM Specialist

Imaging and Scanning Center DISC Supervisor

Tracy Marshall – 402-471-2550

Administrative Assistant

Records Technicians:

Ernie Butler – 402-471-2640

Brad Jisa – 402-471-8769

Danny Neugebauer – 402-471-8769

Rod Vasek – 402-471-8769

Matt Daarud – 402-471-2640



Secretary of State Records Management Newsletter

MARCH 6, 2017

VOLUME 1, NUMBER 2

Grow Nebraska

Create opportunity through more effective, more efficient, and customer focused state government.

What is a Record?

- Definition of “record” 84-1202(4): Record means any book, document, paper, photograph, microfilm, sound recording, magnetic storage medium, optical storage medium, or other material **regardless of physical form** or characteristics created or received pursuant to law, charter, or ordinance or **in connection with any other activity relating to or having an effect upon the transaction of public business**

What is Records Management?

- Records Management is the systematic control of records through creation, receipt, maintenance, use and disposition.
- Referred to as Records and Information Management (RIM), Information Management, Information Governance



Poor Records Management

- Decreases our ability to serve the public and fulfill the missions of our organizations
- Decreases our ability to effectively produce records in response to public records requests and litigation
- Erodes public trust and confidence (appear to lack transparency and accountability)

"Without access to information there is no transparency; without transparency there is no accountability; and without transparency and accountability there is no democracy." (Dr. Harrison Mwakyembe, Senior Lecturer in Law from the University of Dar es Salaam)

Services Available

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Training Opportunity Reminder

Training Opportunity:

All Records Officers

March 8th, 2017 at 1:00 p.m. - 3:30 p.m. at the Nebraska State Office Building in Lower Level Conference Room A.



Meet Our Staff



I would like to highlight a member of our trained professional staff in each newsletter. This month I would like to introduce you to Brad Jisa. Brad has been with our office for 20 years and is our senior member of staff. I am so proud to be a part of this Records Management team and want to introduce agencies to the staff that works on projects sent to us.

Jeanette Greer

I started my journey with Records Management in 1997 running our Lab. My main duties included developing, duplicating and editing 16, 35, and 105mm film. To this day I am proud of the fact that Kodak considered us as one of the top labs in the US. During my time running the Lab I was able to continually produce a finished product that Kodak said could not be achievable. As micro film started to phase out I cross trained in Micrographic imaging, Digital imaging, and helping out our record center. Currently I am working on conversion of microfilm to digital images.

My professional experiences outside of Records Management include: Seven years in the Nebraska National Guards, 24th Air Ambulance Co. as a Nuclear, Biological and Chemical Specialist. Attended UNL and Doane College studying Corporate Communication. While attending College I worked both part and full time for the State of Nebraska Grounds Department at the Capital.

I am a lifelong resident of Lincoln, graduated from Lincoln Southeast High School in 1988. My wife Cindie and I have a son Austin that attends Lincoln Southeast High School. On our off time we enjoy following our son to his sporting events, I volunteer teaching Hunters Safety for Nebraska, and enjoy cooking on my Smoker.



Secretary of State Records Management Newsletter

APRIL 5, 2017

VOLUME 1, NUMBER 3

Grow Nebraska

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STATE RECORDS CENTER

The State Records Center provides low cost secure storage services for all state agencies to store inactive and semi-active files to reduce clutter and overcrowding in state offices. All records sent to the Records Center remain in the legal custody of the originating agency. The staff at the State Records Center provides free transportation from all Lincoln State offices and makes a daily run every morning. The Secretary of State's website provides training to access the State Records Center tracking system to manage the transfer of records to the Center. It also provides information for the agency to use to request records that may need to go back to the agency. Agencies can request items either by the box or by the file within the box so transportation of the entire box may not be needed. The training link for the RTS system is below:

http://www.sos.ne.gov/records-management/pdf/State-Records-Center-SRC-Record-Tracking-System_User-Instructions.pdf

The State Records Center will also work with agencies on a quarterly basis to dispose of records that have reached their retention period. Records may either be signed off of or they may be taken back to the agency for review before being disposed of. The burden of disposal and the frequency is taken care of by the trained professional staff at the Records Center.

The State Records Center is a secure locked facility that provides protection of state agencies vital and essential records. The Records Center provides confidential storage of all records and all staff are compliant with the FBI Criminal Justice Information Services (CJIS) requirement for Security and Awareness training.

*Information which is not communicated is valueless
Information which cannot be found is worthless
The value of Information is directly related to its accessibility. (Katie Geuin)*

- Information is power.

EMERGENCY ACCESS

If an emergency request should arise after the State Record Center is closed, please enter the request(s) into the RTS (Record Tracking System):

<https://intra.linc.linc.ne.gov/asp/state/reccen/login.aspx>.

Please also have the box number available to communicate to the responding Records Center staff member upon arrival. A state government ID card will be required to receive the information requested. Please call the employees in numerical order on the following list until you speak with someone about your request:

Jeanette Greer	402-440-2077
Ernie Butler	402-525-2822
Austin Rhodes	402-730-6198

Please note that only authorized requestors can access the after-hours service as boxes must be entered into the RTS system.

HVAC WORK IN THE CAPITOL BUILDING

As a side note to agencies that are using the vaults in the State Capitol to store records, the large HVAC revocation project is underway and workers are performing construction activities that may affect records that are stored in the vaults. This may be a potentially hazardous practice that could result in damaged records as accidents may happen and the potential for flood damage may be increased due to bursting pipes. Please consider contacting the State Records Center to transfer those records to the State Records facility.

Records are food for thought, not for mice.



Meet Our Staff



I would like to highlight a member of our trained professional staff in each newsletter. This month I would like to introduce you to Ernie Butler. Ernie has been with our office for 19 years and is our records center staff. I am so proud to be a part of this Records Management team and want to introduce agencies to the staff that works on projects sent to us.

I have been with Records Management since 1999. My duties include pulling requests; picking up and delivering boxes to agencies; pulling boxes for the quarterly disposal and for the Archivist to review; and providing great customer service to all of you! During my tenure with Records Management, major milestones included obtaining a scanning gun; changing the run schedule from the afternoon to the morning and last, but not least, creation of the RTS System. We have come a long way over the years. The RTS system has improved the efficiency and quality of the services provided to you, the customer, and internally to Records Management.

In my spare time I like to spend time with my three grandchildren. They are all growing up so fast. My main goal is to convince them, that grandpa is not an ATM!

Priorities:

*Efficiency &
Effectiveness*

Customer Service

Growth

Public Safety

*Reduced
Regulatory
Growth*

We Value:

The Taxpayer

Our Team

Simplicity

Transparency

Accountability

Integrity

Respect

- Information is power.



Secretary of State Records Management Newsletter

MAY 8, 2017

VOLUME 1, NUMBER 4

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Records Management- FAQ

What is records management? Records management is the systematic control of records throughout their life cycle—from the moment they are created to the moment they are destroyed or transferred to the Archives for permanent retention.

Why is records management important? Ultimately, records management ensures that state records of vital historical, fiscal, and legal value are identified and preserved, and that non-essential records are discarded in a timely manner according to established guidelines. Benefits of records management include more effective management of your current records (both paper and electronic); a reduced/eliminated level of record-keeping redundancies; reduced costs for records storage equipment and supplies; and increased usable office space through the elimination of unnecessary file storage. In addition, records management provides state accountability and timely access to information.

What is the difference between active and inactive records? Active records are your current working files that are regularly used to conduct business. Inactive records are no longer needed to conduct current business, but may be needed for infrequent consultation.

What do I do with records I no longer need in my office? All records should be appraised to determine the proper records retention using your agency retention schedule or the state general retention schedule (124). Agencies may use the SRC-RTS system to transfer records that are no longer needed in the agencies office for storage using the proper retention schedule. The SRC RTC system is available on the Secretary of State's website.

What is a records retention schedule? A records retention schedule is a set of instructions governing the retention and disposition of records. It is used to determine if a particular type of record is permanent or temporary, how long that record needs to be kept, and what should ultimately happen to the particular record.

- Information is power.

Is there a retention schedule for my records? All agencies have retention schedules on the Secretary of State's website. In addition there is Schedule 124 which is the general records retention for all state agencies.

http://www.sos.ne.gov/records-management/retention_schedules.html

What if I can't find my records in the retention schedule? Search in your individual agencies retention schedule and if the record is not found, then consult General Schedule 124. If the record is still not found, please contact our office for guidance. The agency Records Retention schedule may need to be updated to include the particular record that is needed.

How do I send records to the State Record Center? Follow the steps in on the Secretary of State's website http://www.sos.ne.gov/records-management/pdf/State-Records-Center-SRC-Record-Tracking-System_User-Instructions.pdf

To access the RTS system you can go to the Secretary of State's website and log in to the following link: <https://intra.linc.linc.ne.gov/asp/state/reccen/login.aspx>

You will need a login and password in order to access the system. Please contact your records officer for approval.

What if I need to access records that I have already transferred to the State Records Center? The State Records Center staff provides a daily run to all agencies based in Lincoln. The run typically occurs every morning but urgent requests can be processed and staff will respond for requests all day. An agency may request either a particular file within a box or an entire box. Staff will deliver the request directly to the requesting agency. Requests need to be inputted into the SRC RTS system. Information may also be responded to using the email link below for any additional needs.

sos.recordscenter@nebraska.gov

Records management is like an elevator. You do not notice it until it is not there.

SAVE THE DATE!



Next Training Course is Thursday June 15th at 1:00 in the NSOB Lower Level, Room A. We will be discussing email retention and updating current email guidelines!!

Priorities:

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Our Team

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Transparency

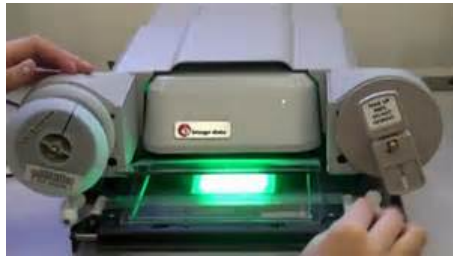
Accountability

Integrity

Respect

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BOOK NOW FOR NEXT FISCAL YEAR:



Tired of
doing this

←-----
When you
could be
doing this?
-----→



We can help by digitizing your microfilm and/or microfiche!!



Tired of your
work space
looking like this?

←-----

We can help by scanning and storing your information on a durable medium!!

We are currently seeking projects for next fiscal year!! Call us today to discuss how we meet your needs in a fast, efficient and cost effective manner!!
Call Austin Rhodes at 402-471-9778 for a price quote.

Information is the oxygen of the modern age. It seeps through the walls topped by barbed wire, it wafts across the electrified borders. (Ronald Reagan)

Meet Our Staff



I would like to highlight a member of our trained professional staff in each newsletter. This month I would like to introduce you to Austin Rhodes. Austin has been with our office for 3 years and is the RIM Specialist/DISC Supervisor. I am so proud to be a part of this Records Management team and want to introduce agencies to the staff that works on projects sent to us.

Jeanette Greer

I have worked in state, local, and private records management for a total of 7 years. I started working with Nebraska Records Management in 2014. I graduated from Wichita State University with a Master's Degree in Public History. I am responsible for helping State and local agencies keep their retention schedules up to date, answer question regarding retention as well as supervise day to day activities in the records management scan room. In addition to my duties as the RIM specialist I also sit on the State Historical Records Advisory Board. In my spare time I like to compete in the Scottish Highland Games. The most well know event from the Scottish Highland games is the caber toss where a long log is flipped end over end.

- Information is power.

- Information is power.



Secretary of State Records Management Newsletter

JULY 20, 2017

VOLUME 1, NUMBER 5

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It is essential that state agencies manage their electronic mail (e-mail) appropriately. Like all other state records, e-mail is subject to Public Records requests and litigation. Agencies can be held liable if they keep their e-mail messages too long, if their e-mail messages are not properly destroyed, or if they are destroyed too soon. Under all of these circumstances, an agency can be seriously compromised by its failure to follow legally prescribed retention requirements. In addition, an agency can lose significant dollars attempting to protect itself, to produce the required records, to identify the relevant records, or to recover lost records.

“ Records management is knowing what you have, where you have it and how long you have to keep it. ”

- Records management means never having to say you are sorry.

Email Management

Priorities:

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Public Safety

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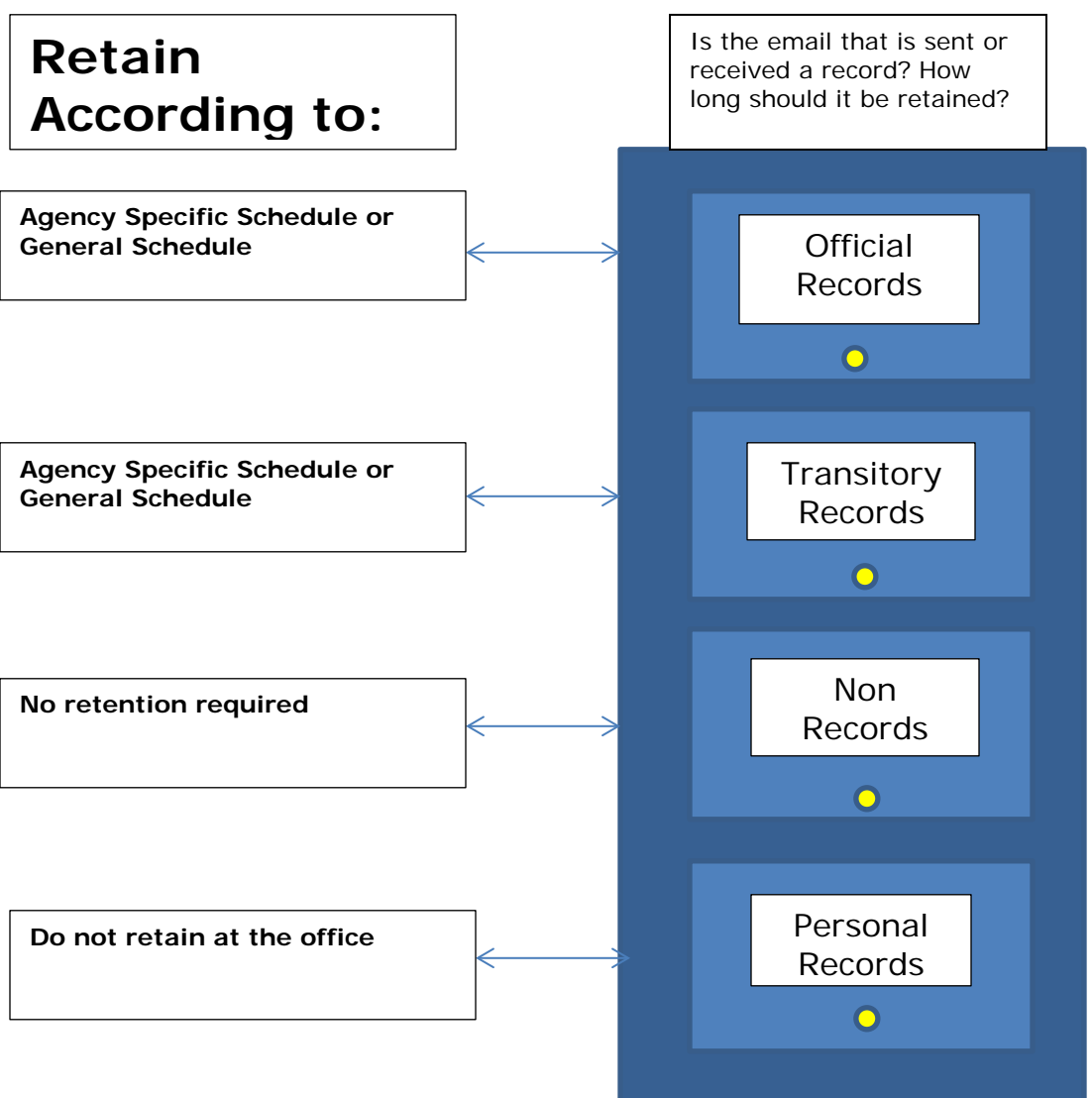
Transparency

Accountability

Integrity

Respect

- * Retention IS based on the content of the message.
- * Is NOT saving all email forever.
- * Is NOT setting arbitrary time limits for all messages.
- * Is NOT managing based on mailbox size.
- * Is NOT declaring "email" a records series.
- * Is NOT a "do-nothing" strategy.



- Records management means never having to say you are sorry.

Frequently Asked Questions About E-mail Management

Q: Is e-mail a public record?

A: E-mail messages are public records if they are created or received as part of performing a public employee's official duties.

Q: Does my e-mail belong to me?

A: All e-mail messages that are created, received or stored by a state agency are public property. They are not the property of employees, vendors or customers. Employees should have no expectation of privacy when using state computer resources.

Q: What are my responsibilities as a state employee who uses e-mail?

A: Employee responsibilities for managing e-mail messages are the same as those for other records.

- Employees are responsible for organizing their e-mail messages so they can be located and used.
- Employees are responsible for using an approved Retention Schedule to identify how long e-mail messages must be kept.
- Employees are responsible for keeping e-mail messages for their entire retention period, and for deleting e-mail messages in accordance with an approved Retention Schedule.

Q: I sometimes use my home computer and personal e - mail account to conduct state business. Am I creating public records?

A: Yes. Records created in the performance of an official function must be managed the same way as those created and received using state computer resources.

Q: Does all e-mail have the same retention period?

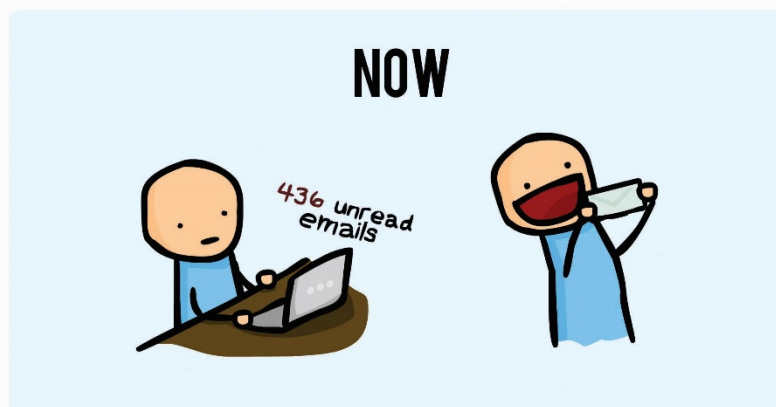
A: No. Just like paper records, e-mail records are used to support a variety of business processes. E-mail messages must be evaluated for their content and purpose to determine the length of time the message must be retained in accordance with the appropriate Retention Schedule.

Q: Who is responsible for retaining e-mail messages, the sender or the recipient?

A: Just as in the case of paper records, e-mail messages may be evidence of decisions and activities. Both senders and recipients of e-mail messages must determine if a particular message should be retained to document their role in agency activities.

Q: My e-mail messages are automatically purged after a specified period of time. Am I still responsible for their retention?

A: Yes. Some e-mail mailboxes are programmed to automatically purge e-mail messages after a specified amount of time, such as 90 days. However, these purge routines are technology-driven and are not based upon Retention Schedules. Many e-mail messages need to be retained longer than these periods of time. Employees are responsible for ensuring that e-mail messages with longer retention periods remain accessible until the appropriate Retention Schedule authorizes their destruction.



poofyto.tumblr.com

- Records management means never having to say you are sorry.



Secretary of State Records Management Newsletter

AUGUST 24, 2017

VOLUME 1, NUMBER 6

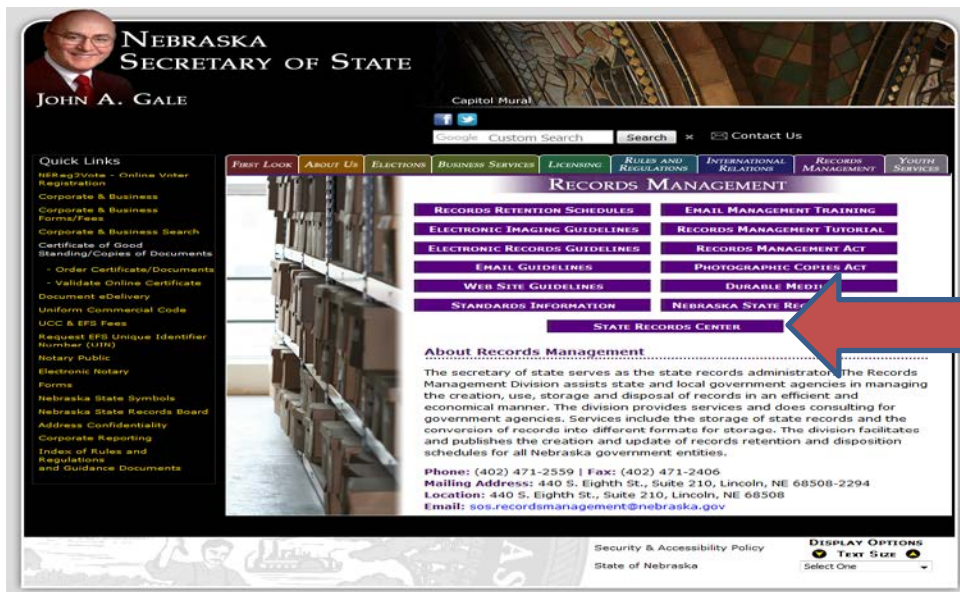
How do I utilize the State Records Center Storage?



1. Go to the Secretary of State's website:

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CLICK HERE!!

Click on the State Records Center button. This will take you to the next web page.

2.



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The red arrow shows the location of the SRC User Guide that can be downloaded or use the link below to access the instructions.

http://www.sos.ne.gov/records-management/pdf/State-Records-Center-SRC-Record-Tracking-System_User-Instructions.pdf

The blue arrow shows the location of the SRC-RTS login page.

3. First time logins require a temporary password provided by the system administrator. To gain access to the RTS have your agency's records officer contact Records Management with your name, division, and email address. Upon Login: Follow the instructions to create your new password.

4. To request labels contact sos.recordscenter@nebraska.gov and Ernie or Dave will ensure that labels are provided to you.

5. If you have any questions about records storage or wish to have personalized training, please contact Austin at 402-471-9778 or Jeanette at 402-471-2747 and we will be happy to work with you.



HVAC WORK IN THE CAPITOL BUILDING

As a side note to agencies that are using the vaults in the State Capitol to store records, the large HVAC revocation project is underway and workers are performing construction activities that may affect records that are stored in the vaults. The basement vaults will be deemed a construction zone and access to those vault area will be limited as construction continues because of liability issues. Please consider contacting the State Records Center to transfer those records to the State Records facility or let us work with you on a plan to ensure the first 5 feet in each vault is accessible to construction crews.

Meet Our Staff



I would like to highlight a member of our trained professional staff in each newsletter. This month I would like to introduce you to Danny Neugebauer. Danny has been with our office for 19 years and is a Records Technician. I am so proud to be a part of this Records Management team and want to introduce agencies to the staff that works on projects sent to us.
Jeanette Greer

Before I began working for Records Management division in 1998, I came from a background in the banking industry working for a data processing company providing state-of-the-art technology solutions for financial institutions throughout the United States. Over my years in the Records Management division I have worked in several of the departments within the division, including the micro processing film lab, microfilming, pic-up and delivery of documents to agencies. However my primary duties have been in the digital imaging services area. Some of my duties include preparing of materials for scanning, scanning documents on high speed scanners, data entry of indexing values and quality control. Currently I am involved in scanning Licensee files for the Real Estate Commission. It has been a great experience to work on such a wide variety of projects for many agencies of Nebraska State Government. I am especially proud of the high level of quality and customer service that we provide.

In between working on small home projects, I enjoy a good balance of movies, music and reading. In addition I enjoy biking, one of my most recent adventures include searching for and riding to all 83 sites of the Nebraska by Heart public art projects. This fall my plans include biking along the Cowboy Trail from Norfolk to Valentine and back.



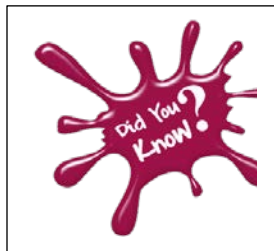
Secretary of State Records Management Newsletter

SEPTEMBER 26, 2017

VOLUME 1, NUMBER 7

Grow Nebraska

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Nebraska was once called "The Great American Desert".

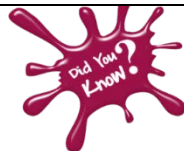
The state nickname used to be the "Tree Planter's State", but was changed in 1945 to the "Cornhusker State"

Nebraska has the largest aquifer in the U.S (underground lake/water supply), the Ogallala aquifer.

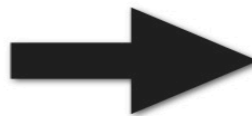
Nebraska was the first state to complete its segment of the nation's mainline interstate system, a 455 mile stretch of four lane highway.

Nebraska's Chimney rock was the most often mentioned landmark in journal entries by travelers on the Oregon Trail.

The cost of the Nebraska Capitol building was \$ 9,800,440.07 in 1932. The construction job came in under budget and the building was paid for by the time it was completed.



that the State Records Center can help you
with digitizing **Microfilm** and **Microfiche**?



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Reasons to use our conversion services:

- Digital files are easier to store, retrieve or transport. One can email files, or load them up to an ftp site.
- Digital files can be duplicated without risk of damage.
- Once converted the risk of loss or damage to your documents drops significantly.
- Microfiche needs to be read with special equipment that takes up space and requires maintenance.
- Once stored in [digital format](#) the cost of document management drops dramatically.
- With our high speed conversion equipment, the cost of converting your microfiche is less than you think.
- Scanning and converting your microfiche is one of the best investments you can make to assure long term management and storage of your documentation.

All types of **microfiche** including jacketed and COM, can be converted into various digital image formats by our state-of-the-art digital conversion equipment. At our conversion center staffed by professional and detailed workers, The Records Management division of the Secretary of State has the capability to convert even the largest of scanning jobs. Whether your microfiche is 42X or 48X, 16mm or 35mm, your job will be done on time and within budget.

Please call for special pricing considerations.

Our indexing services include: manual data entry and coding, searchable optical character recognition (OCR), forms processing, document determination, Bates numbering and stamping, image processing and printing, plus bar coding.

Microfilm Scanning is done with industry leading, state-of –the-art SunRise® roll film scanners. With our experienced team, attention to detail and customer service focus, you'll get the highest quality image from all types of microfilm including 16mm and 35mm. Our microfilm to image digitizing services allows you to convert your film to a variety of image formats including [TIFF](#), [JPEG](#), [GIF](#), [JIF](#), Grey Scale and [searchable PDF](#).

Our production process is designed to provide the utmost safety with regards to handling your original film.

Scanned Microfilm added features

Indexing: Indexing is simply a method of creating unique IDs for each image or folder so they can be searched, retrieved or sorted based on key information. The scanned images cannot be digitally searched so having information mapped to filename allows easy retrieval. Student ID numbers, address info and claim numbers are just a few examples of identifiers that can be associated with each image. The client is supplied with a master file that contains the indexed information.

Searchable PDF OCR: A scanned microfilm image that is converted to a pdf is not digitally readable. A post processing step is needed to convert the pdf to a readable document that can be searched or indexed by a computer program. Optical character recognition technology is used for this conversion process. Once a pdf is in text readable format, its content can be searched, thereby allowing rapid retrieval.

Hidden Text: PDF can have Meta data that allows search engines or computers to read more information about the content of the PDF. This information is not eye readable but Meta data can help improve search engine ranking if the pdf is accessible online or help with retrieval based on key information.

Output is typically TIFF Group 4 or PDF or searchable formats, using OCR technology. The DISC Services division of Records Management offers a full line of services to make retrieval of your images faster. Feel free to call us to discuss your microfilm to digital conversion job or to learn more about our microfilm scanning process.



WORK IN THE CAPITOL BUILDING

As a side note to agencies that are using the vaults in the State Capitol to store records, the large HVAC revocation project is still underway and workers are performing construction activities that may affect records that are stored in the vaults. The basement vaults will be deemed a construction zone and access to those vault area will be limited as construction continues because of liability issues. Please consider contacting the State Records Center to transfer those records to the State Records facility or let us work with you on a plan to ensure the first 5 feet in each vault is accessible to construction crews.

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Jeanette Greer

I was hired here at Records Management in 2004 as a Records Technician. Mainly, I prep, scan and index documents, from many different projects over the years. I have trained on PaperFlow and OnBase, filmed documents onto microfilm, and assisted with digital scanning of microfiche. Currently, I am scanning and indexing a project for the Board of Engineers and Architects. The standard of quality at Records Management has been a challenge, and fits with my own standards of accuracy.

I have lived in Lincoln since 1986, and my first job here was cleaning the Capitol Building part-time at night; it really is a beautiful building! I received my masters in geology from UNL, but the volatile job market of mining convinced me to stay in Lincoln and work various jobs, including scanning and data entry at the now defunct Conservation Survey Division.

For the past decade, I have been on the staff of ConStellation, Lincoln's own science fiction convention. Being the Assistant Con Chair has become a second full-time (unpaid) job, but I enjoy meeting the various authors, artists and fans that have attended.

You can do your part for the State of Nebraska by COMPLYING with Records Management regulations. The word 'COMPLYING' is used in the Sudoku-type puzzle below. Following traditional Sudoku rules complete the puzzle below to be one step closer to being a Records Management Champion!

				Y		G		
	C	I					Y	
		Y	G	C		L	M	
	L					I		P
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Secretary of State Records Management Newsletter

OCTOBER 30, 2017

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Grow Nebraska

*Create opportunity
through more
effective, more
efficient, and
customer focused
state government.*

DISASTER RECOVERY - A **disaster recovery plan** is a documented process or set of procedures to recover and protect a business infrastructure in the event of a disaster. Such a plan, ordinarily documented in written form, specifies procedures an organization is to follow in the event of a disaster. It is "a comprehensive statement of consistent actions to be taken before, during and after a disaster". The disaster could be natural, environmental or man-made. Man-made disasters could be intentional (for example, an act of a terrorist) or unintentional (that is, accidental, such as the breakage of a man-made dam).

Given organizations' increasing dependency on technology to run their operations, a disaster recovery plan is increasingly associated with the recovery of information technology data, assets, and facilities.

DO YOU HAVE A PLAN?

BENEFITS - Like every insurance plan, there are benefits that can be obtained from the drafting of a disaster recovery plan. Some of these benefits are:

- Providing a sense of security
- Minimizing risk of delays
- Guaranteeing the reliability of standby systems
- Providing a standard for testing the plan
- Minimizing decision-making during a disaster
- Reducing potential legal liabilities
- Lowering unnecessarily stressful work environment

TYPES OF PLANS - There is no one right type of disaster recovery plan, nor is there a one-size-fits-all disaster recovery plan. However, there are three basic strategies that feature in all disaster recovery plans: (1) preventive measures, (2) detective measures, and (3) corrective measures.

Preventive measures will try to prevent a disaster from occurring. These measures seek to identify and reduce risks. They are designed to mitigate or prevent an event from happening. These measures may include keeping data backed up and off site, using surge protectors, installing generators and conducting routine inspections.

- Incurable diseases are only those the doctors do not know how to cure. (Charles Kettering)

Detective measures are taken to discover the presence of any unwanted events within the infrastructure. Their aim is to uncover new potential threats. They may detect or uncover unwanted events. These measures include installing fire alarms, using up-to-date antivirus software, holding employee training sessions, and installing server and network monitoring software.

Corrective measures are aimed to restore a system after a disaster or otherwise unwanted event takes place. These measures focus on fixing or restoring the systems after a disaster. Corrective measures may include keeping critical documents in the Disaster Recovery Plan or securing proper insurance policies, after a "lessons learned" brainstorming session.

A disaster recovery plan must answer at least three basic questions: (1) what is its objective and purpose, (2) who will be the people or teams who will be responsible in case any disruptions happen, and (3) what will these people do (the procedures to be followed) when the disaster strikes.

Priorities:

Efficiency & Effectiveness

Customer Service

Growth

Public Safety

Reduced Regulatory Growth

We Value:

The Taxpayer

Our Team

Simplicity

Transparency

Accountability

Integrity

Respect



Next Training Course is Wednesday January 10th at 1:00 in the NSOB Lower Level, Room A.

We will be discussing our strategy on disaster recovery and welcome any feedback or questions and concerns with all agencies disaster recovery plans.

Please email me (Jeanette.greer@nebraska.gov) if you have any topics or thoughts for future trainings and newsletters that you would like to see addressed.



WORK CONTINUES IN THE CAPITOL BUILDING

As a side note to agencies that are using the vaults in the State Capitol to store records, the large HVAC revocation project is still underway and workers are performing construction activities that may affect records that are stored in the vaults. The basement vaults will be deemed a construction zone and access to those vault area will be limited as construction continues because of liability issues. Please consider contacting the State Records Center to transfer those records to the State Records facility or let us work with you on a plan to ensure vaults are accessible to construction crews.

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Meet the Staff



I would like to highlight a member of our trained professional staff in each newsletter. This month I would like to introduce you to Tracy Marshall. Tracy has been with our office for 10 years and is the Administrative Assistant. I am so proud to be a part of this Records Management team and want to introduce agencies to the staff that works on projects sent to us.

Jeanette Greer



I began working with the Secretary of State – Records Management in 2007 as a temporary employee. Two weeks after starting I was diagnosed with breast cancer. Not to slow me down, I continued working and am proud to say I never missed a day of work as I was going through this battle. By the end of 2007 I was asked to join the team as a full time State employee, and I am still here!

I basically know a little bit about all of it. I have helped with the process of Retention Schedules and make sure they are updated on the website. I can also be seen scanning when they need assistance. I also have knowledge of our RTS system and can assist you with password updates and finding a box, or navigating through the disposal process. I am also the recording clerk for the Nebraska State Records Board, and assisting the Executive Director with scheduling rooms and making sure Public Meeting Notices are done, along with keeping track of the signed contracts.

I was raised in Furnas County and love to go back to the farm and help my 87 year old father with building fence or driving the truck for harvest. I enjoy taking sunrise and sunset pictures and hanging out with my three grandkids.



Jeanette Greer, Tracy Marshall (10 year service award) and Secretary John Gale.



Jeanette Greer, Austin Rhodes, Brad Jisa (20 year service award) and Secretary John Gale.

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