



# 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:

*Grow Nebraska*

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

NEBRASKA SECRETARY OF STATE  
JOHN A. GALE  
Capitol Mural

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RECORDS MANAGEMENT

- RECORDS RETENTION SCHEDULES
- ELECTRONIC IMAGING GUIDELINES
- ELECTRONIC RECORDS GUIDELINES
- EMAIL GUIDELINES
- WEB SITE GUIDELINES
- STANDARDS INFORMATION
- EMAIL MANAGEMENT TRAINING
- RECORDS MANAGEMENT TUTORIAL
- RECORDS MANAGEMENT ACT
- PHOTOGRAPHIC COPIES ACT
- DURABLE MEDIA
- NEBRASKA STATE RECORDS CENTER

**About Records Management**

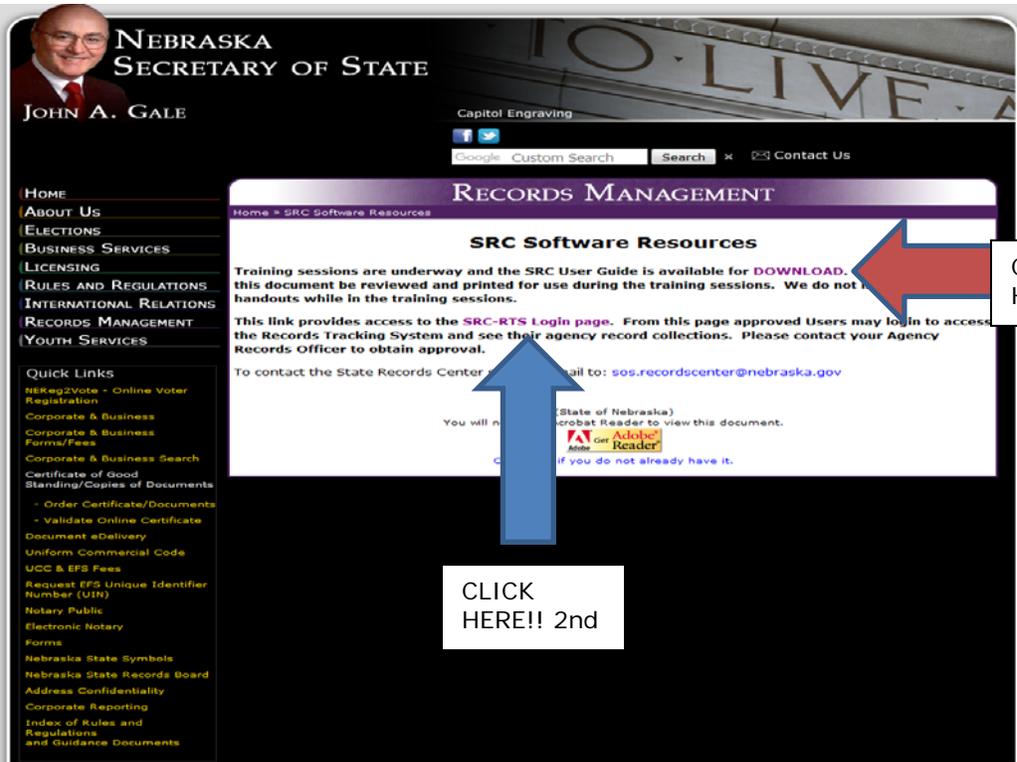
The secretary of state serves as the state records administrator. The Records Management Division assists state and local government agencies in managing the creation, use, storage and disposal of records in an efficient and economical manner. The division provides services and does consulting for government agencies. Services include the storage of state records and the conversion of records into different formats for storage. The division facilitates and publishes the creation and update of records retention and disposition schedules for all Nebraska government entities.

Phone: (402) 471-2559 | Fax: (402) 471-2406  
Mailing Address: 440 S. Eighth St., Suite 210, Lincoln, NE 68508-2294  
Location: 440 S. Eighth St., Suite 210, Lincoln, NE 68508  
Email: [sos.recordsmanagement@nebraska.gov](mailto:sos.recordsmanagement@nebraska.gov)

Security & Accessibility Policy State of Nebraska DISPLAY OPTIONS Text Size Select One

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

2.



**Priorities:**

*Efficiency & Effectiveness*

*Customer Service*

*Growth*

*Public Safety*

*Reduced Regulatory Growth*

**We Value:**

*The Taxpayer*

*Our Team*

*Simplicity*

*Transparency*

*Accountability*

*Integrity*

*Respect*

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](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](mailto: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.