



Secretary of State Records Management Newsletter

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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