



Secretary of State Records Management Newsletter

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Grow Nebraska

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

WHO?

Who is the Records Officer in your Agency and what are the duties of the Records Officer?

STATE AGENCY RECORDS OFFICER DUTIES

The state agency Records Officer is responsible for the overall coordination of Records Management activities in the agency and is the agency liaison to the Secretary of State, Records Management Division for all services which include:

- Coordination of the development and all updates of the agency Records Retention and Disposition Schedule.
- Coordination of State Records Center activities including agency records transfer activities, agency holdings reports and final approval of all dispositions.
- Coordination of agency scanning and microfilm conversion projects outsourced to the Records Management Division.

In addition, the Records Officer assists the agency Director in fulfilling their duties as required by state law 84-1207 (see below).

- LERMAN'S LAW OF TECHNOLOGY: Any technical problem can be overcome given enough time and money. LERMAN'S COROLLARY: You are never given enough time or money.

84-1207.

State or local agency head; duties.

In accordance with general law and with the rules and regulations adopted and promulgated by the administrator and the board as provided in section [84-1216](#), the head of any state or local agency shall:

(1) Establish and maintain an active, continuing program for the efficient, cost-effective, modern, and economical management of the record-keeping activities of the agency;

(2) Make and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency, designed to furnish information to protect the legal and financial rights of the state, and of persons directly affected by the agency's activities;

(3) Make and submit to the administrator schedules proposing the length of time each record series warrants retention for administrative, legal, historical, or fiscal purposes, after it has been made in or received by the agency, and lists of records in the custody or under the control of the agency which are not needed in the transaction of current business and do not possess sufficient administrative, legal, historical, or fiscal value to warrant their further retention;

(4) Inventory the records in the custody or under the control of the agency and submit to the administrator a report thereon, containing such data as the administrator shall prescribe, including his or her recommendations as to which of such records, if any, should be determined to be essential records. He or she shall review the inventory and report periodically and, as necessary, shall revise the report so that it is current, accurate, and complete;

(5) Comply with the rules, regulations, standards, and procedures issued and set up by the administrator and the board and cooperate in the conduct of surveys made by the administrator pursuant to the Records Management Act; and

(6) Strive to reduce the costs to manage record retention.



Please contact our office to update your Records Officer and we will send out a Records Officer Appointment Form to you.

It is crucial that our records be updated and your Agency adhere to state statute regarding the appointment of their agency records officer as pursuant to §84-1207.01, (R.R.S. 1999) “...**Each state agency head shall designate a records officer from the management or professional level who shall be responsible for the overall coordination of records management activities within the agency.**” This individual will be the only contact for any updates or changes to your agency's records retention schedules.

Priorities:

Efficiency &
Effectiveness

Customer Service

Growth

Public Safety

Reduced
Regulatory
Growth

We Value:

The Taxpayer

Our Team

Simplicity

Transparency

Accountability

Integrity

Respect

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TRAINING

January 10, 2018 – We had our records officer training at the Nebraska State Office Building. Thank you to all those that attended. Austin Rhodes shared a PowerPoint presentation with us. I emailed that presentation to all records officers. If you would like a copy of that presentation, please email Austin or myself and we would be happy to share that with you. In addition, as agencies are working on their Disaster Recovery Plans or COOP plans, please contact us if we could help with the Records Recovery portion of your plan. We do not want to have a plan like this:



Our next training session will be in the spring and details will be relayed to all Records Officers and Agency Heads.

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 that at least the first 5 feet in each vault is accessible to construction crews.

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