



Secretary of State Records Management Newsletter

MARCH 20, 2018

VOLUME 2, NUMBER 3

Grow Nebraska

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

Training Opportunity

April is Records Management Month and the Record Management Division is offering three exciting opportunities for training across the great State of Nebraska.

State and Local agencies will have the opportunity to attend one of three training sessions in Kearney, North Platte, or Scottsbluff.

Sessions are as follows:

April 16th, 2018 – 2:30 pm – 3:30 pm (CT) at the Central Community College at 1215 30th Ave, Lecture Hall 131, Kearney NE. We have space available for 50 attendees.

April 17th, 2018 – 9:30 am – 10:30 am (CT) at the Mid Plains Community College, North Campus, 1101 Halligan Dr., Room 209 in the WW Wood building, North Platte, NE. We have space available for 40 attendees.

April 18th, 2018 – 9:00 am – 10:00 am (MT) at the University of Nebraska Complex, 4502 Avenue I, Blue Stem Room, Scottsbluff NE. We have space available for 40 attendees.

Future training opportunities in Lincoln and Omaha are also being planned.

Please email me (Jeanette.greer@nebraska.gov) with your RSVP including your name and the location that you would like to attend. Please RSVP early as space is limited in each venue. Presentation will include Basic Records Management Training and we will have time for questions after each presentation.

Changes to the RTS Tracking system:

We have upgraded the RTS tracking system to include another permissions level. We have created a Records Coordinator – Request only permission level. This position will have the following capabilities:

- Allows users to request files/boxes and view request history
- Review current holdings and disposed holdings reports
- This permission level CAN NOT add boxes, edit boxes or update the disposal status of boxes

Priorities:

*Efficiency &
Effectiveness*

Customer Service

Growth

Public Safety

*Reduced
Regulatory
Growth*

We Value:

The Taxpayer

Our Team

Simplicity

Transparency

Accountability

Integrity

Respect

Another added feature for Records Officers and Coordinators is the contents box for editing is now much larger and will track the character total to prevent extra characters from being typed into that box.



Gayla Koertig, curator of government records for the Nebraska State Historical Society will have an open house to show off their new facilities on April 24th, at 3:00 PM. Please RSVP if you are able to attend as space is limited to the first 30 respondents.

Gayla will conduct an informal tour of the new facility at 5050 N 32nd Street and describe the collections arrangement and the compact shelving for Government Records. She will also be available to answer questions.



Still Looking for Partners for Information

Governance: The Records Management Division is looking for state or local agencies to team up with to open a discussion on how to move to an information governance model to protect records created as assets.

If you are interested in joining a discussion roundtable, please contact Jeanette Greer at the Records Management Division (Jeanette.greer@nebraska.gov)

Looking to Update Your Records Retention Schedule?

Austin Rhodes is our RIM (Records and Information Management) Specialist and in the month of April is looking to update Retention Schedules for Records Management Month. He will be contacting agencies to work on Retention Schedules but feel free to contact him also to start the process of updating your schedule.

- Retention schedules should be reviewed at least biannually and updated as needed, considering the following requirements:
 - Fiscal
 - Administrative
 - Historical
 - Legal

Information becomes far more a commercial commodity, ephemeral, instant, disposable, yet powerful, indispensable, and sought after. It'll be an interesting ride, but can we cope?