



Secretary of State Records Management Newsletter

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Grow Nebraska

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

Records Management Division

The Record Management Division is offering three exciting opportunities for training in the eastern portion of Nebraska. This class will be a basic records management class so would be a good resource for new records officers.

State and Local agencies have the opportunity to attend training sessions in either Norfolk, Omaha, or Lincoln. Sessions are as follows:

- June 25th, 2018 – 1:00 pm – 2:00 pm (CT) at the Norfolk Public Library at 309 N. 5th Street, Norfolk NE. We have space available for 50 attendees.
- June 26th, 2018 – 10:30 am – 11:30 am (CT) at the Omaha Public Library, 215 S. 15th Street, Omaha NE. Meeting Rooms 2 & 3. We have space for 50 people.
- June 26th, 2018 – 2:30 pm – 3:30 pm (CT) at Jack J. Huck Continuing Education Center, 301 S. 68th Street Place, Auditorium, Lincoln NE We have space available for 75 attendees.

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.

Boxes

The State Records Center has limited supply of the sturdy brown boxes for storage. We have new ones and old ones that are available. Please call or talk to Ernie for pricing. (402-471-2640)

Retention Schedules

Austin has been working diligently on updating retention schedules. Since the push in April for Records Management month, he has worked with 12 agencies and they have completed and updated 19 retention schedules. He is still working with approximately 10 agencies and they are in the process of updating another 25 schedules. If your agency would like to start the task of updating your schedule, please call Austin at 402-471-4184

Conversion Services

The Records Management division is able to convert paper to electronic images, microform (microfilm, microfiche) 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, or 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.

Priorities:

*Efficiency &
Effectiveness*

Customer Service

Growth

Public Safety

*Reduced
Regulatory
Growth*

We Value:

The Taxpayer

Our Team

Simplicity

Transparency

Accountability

Integrity

Respect

