



Secretary of State Records Management Newsletter

SEPTEMBER 26, 2017

VOLUME 1, NUMBER 7

Grow Nebraska

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



Nebraska was once called "The Great American Desert".

The state nickname used to be the "Tree Planter's State", but was changed in 1945 to the "Cornhusker State"

Nebraska has the largest aquifer in the U.S (underground lake/water supply), the Ogallala aquifer.

Nebraska was the first state to complete its segment of the nation's mainline interstate system, a 455 mile stretch of four lane highway.

Nebraska's Chimney rock was the most often mentioned landmark in journal entries by travelers on the Oregon Trail.

The cost of the Nebraska Capitol building was \$ 9,800,440.07 in 1932. The construction job came in under budget and the building was paid for by the time it was completed.



that the State Records Center can help you
with digitizing **Microfilm** and **Microfiche**?



Priorities:

*Efficiency &
Effectiveness*

Customer Service

Growth

Public Safety

*Reduced
Regulatory
Growth*

We Value:

The Taxpayer

Our Team

Simplicity

Transparency

Accountability

Integrity

Respect

Reasons to use our conversion services:

- Digital files are easier to store, retrieve or transport. One can email files, or load them up to an ftp site.
- Digital files can be duplicated without risk of damage.
- Once converted the risk of loss or damage to your documents drops significantly.
- Microfiche needs to be read with special equipment that takes up space and requires maintenance.
- Once stored in [digital format](#) the cost of document management drops dramatically.
- With our high speed conversion equipment, the cost of converting your microfiche is less than you think.
- Scanning and converting your microfiche is one of the best investments you can make to assure long term management and storage of your documentation.

All types of **microfiche** including jacketed and COM, can be converted into various digital image formats by our state-of-the-art digital conversion equipment. At our conversion center staffed by professional and detailed workers, The Records Management division of the Secretary of State has the capability to convert even the largest of scanning jobs. Whether your microfiche is 42X or 48X, 16mm or 35mm, your job will be done on time and within budget.

Please call for special pricing considerations.

Our indexing services include: manual data entry and coding, searchable optical character recognition (OCR), forms processing, document determination, Bates numbering and stamping, image processing and printing, plus bar coding.

Microfilm Scanning is done with industry leading, state-of –the-art SunRise® roll film scanners. With our experienced team, attention to detail and customer service focus, you'll get the highest quality image from all types of microfilm including 16mm and 35mm. Our microfilm to image digitizing services allows you to convert your film to a variety of image formats including [TIFF](#), [JPEG](#), [GIF](#), [JIF](#), Grey Scale and [searchable PDF](#).

Our production process is designed to provide the utmost safety with regards to handling your original film.

Scanned Microfilm added features

Indexing: Indexing is simply a method of creating unique IDs for each image or folder so they can be searched, retrieved or sorted based on key information. The scanned images cannot be digitally searched so having information mapped to filename allows easy retrieval. Student ID numbers, address info and claim numbers are just a few examples of identifiers that can be associated with each image. The client is supplied with a master file that contains the indexed information.

Searchable PDF OCR: A scanned microfilm image that is converted to a pdf is not digitally readable. A post processing step is needed to convert the pdf to a readable document that can be searched or indexed by a computer program. Optical character recognition technology is used for this conversion process. Once a pdf is in text readable format, its content can be searched, thereby allowing rapid retrieval.

Hidden Text: PDF can have Meta data that allows search engines or computers to read more information about the content of the PDF. This information is not eye readable but Meta data can help improve search engine ranking if the pdf is accessible online or help with retrieval based on key information.

Output is typically TIFF Group 4 or PDF or searchable formats, using OCR technology. The DISC Services division of Records Management offers a full line of services to make retrieval of your images faster. Feel free to call us to discuss your microfilm to digital conversion job or to learn more about our microfilm scanning process.



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 still 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 Roderick Vasek. Rod has been with our office for 13 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

I was hired here at Records Management in 2004 as a Records Technician. Mainly, I prep, scan and index documents, from many different projects over the years. I have trained on PaperFlow and OnBase, filmed documents onto microfilm, and assisted with digital scanning of microfiche. Currently, I am scanning and indexing a project for the Board of Engineers and Architects. The standard of quality at Records Management has been a challenge, and fits with my own standards of accuracy.

I have lived in Lincoln since 1986, and my first job here was cleaning the Capitol Building part-time at night; it really is a beautiful building! I received my masters in geology from UNL, but the volatile job market of mining convinced me to stay in Lincoln and work various jobs, including scanning and data entry at the now defunct Conservation Survey Division.

For the past decade, I have been on the staff of ConStellation, Lincoln's own science fiction convention. Being the Assistant Con Chair has become a second full-time (unpaid) job, but I enjoy meeting the various authors, artists and fans that have attended.

You can do your part for the State of Nebraska by COMPLYING with Records Management regulations. The word 'COMPLYING' is used in the Sudoku-type puzzle below. Following traditional Sudoku rules complete the puzzle below to be one step closer to being a Records Management Champion!

				Y		G		
	C	I					Y	
		Y	G	C		L	M	
	L					I		P
			M	I	P		L	
I	O					Y		
P				G	M	O		
	I		L				C	G
Y	G			N			P	