



# Secretary of State Records Management Newsletter

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## Grow Nebraska

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



## News Alert

We have a new link on our website under the records management tab. On this link, you will find our previous trainings, newsletters, and forms that are pertinent to records officers.

Included in this link is a Welcome to Records Management training that I would encourage all records officers to have agency staff complete.

## Records Inventory

Now may be the time for agencies to conduct a records inventory. A records inventory is a comprehensive list of all documents, files, and records created or received and maintained by an agency. It describes the title, function, purpose, content, date, format, etc., and helps in development of a records retention schedule.

Retention schedules serve as your guideline for storing and disposing of records, regardless of the media on which they reside. Consult your agency specific schedule first, then consult the general records schedule (124).

Keep records as long as they have:

- Operational/Administrative Value
- Fiscal Value
- Legal Value
- Historical/Archival Value

## Conversion Services

**NEW: We now have the ability to digitize color slides! Please call us if you would like more information on this process.**

**Start your New Year fresh and contact us at the Records Center to discuss options to digitize records from past, present or to discuss future plans to store items electronically.**

### **Priorities:**

*Efficiency &  
Effectiveness*

*Customer Service*

*Growth*

*Public Safety*

*Reduced  
Regulatory  
Growth*

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.

## Boxes

The State Records Center has limited supply of the sturdy brown boxes for storage. New brown boxes that are double sided on the long side and triple thick on the short side are available for \$1.50. We have a few used boxes that we can supply to agencies for free. Email the state Records Center at: [sos.recordscenter@nebraska.gov](mailto:sos.recordscenter@nebraska.gov) for more information.

### **We Value:**

*The Taxpayer*

*Our Team*

*Simplicity*

*Transparency*

*Accountability*

*Integrity*

*Respect*

## Retirement

Ernie Butler who has been our Records Center Storage technician will be retiring at the end of the year. Please wish Ernie well as he reaches this achievement. We wish him a happy retirement filled with fun and happiness. Best wishes on the new chapter in his life.

We will be continuing our services as usual and will be filling that position in the new year.