



Secretary of State Records Management Newsletter

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“What the New Year brings to you will depend a great deal on what you bring to the New Year.” — [Vern McLellan](#)

Why not make 2020 the year to gain control of your records management practices?

Many agencies do a great job of records management but if you feel that your agency has some opportunity to improve your practices, why not give us a call and let us help you make 2020 the decade to start practicing better records management practices?

How can our staff at Records Management help, you ask?

1. We have a RIM (Records Information Management Specialist) to assist your agency in reviewing retention schedules with appropriate staff to ensure that all records are being captured as well as all obsolete records are being addressed.
2. We will come out to your agency to do staff training on records management.
3. We have the ability to digitize records to an electronic format for greater accessibility. We can digitize paper as well as microform.
4. We can perform daily scanning tasks that would allow your agency to free up staff time to perform other tasks vital to your agencies mission.
5. We have a warehouse and staff to store records to allow you to utilize your office space in a more efficient way at a low cost that also includes pickups and delivery in the Lincoln area at no additional cost to your agency. Once records are in our warehouse, they are still your records but we will notify you when they have reached their retention period and aid you in the disposal of those records ensuring a timely destruction of records.

Disposal

Speaking of disposal, let's review why we dispose of records and the best practice in order to do so.

1. There are risks associated with keeping records too long. A few reasons are that they waste valuable office space, it is harder to find the records that you do need, and if records are retained they must be available for litigation and/or audit purposes.
2. There are also risks to destroying records too soon. Some of those risks are that it is a violation of law, it exposes agencies to liabilities in the event of litigation and/or audits.

The best practice is to avoid random purging by establishing a routine within the normal course of business for destroying records. All records stored at the State Records Center are routinely flagged for destruction on a quarterly basis when retention periods are up.

Records Officers are contacted by the State Records Center on a quarterly basis by email to review records that are up for disposal. The Records Officer will then go into the RTS system under reports and put in the date that is in the email. It will either be 3/31, 6/30, 9/30, or 12/31 of the current year.

Box #	Box Content	Disposition Date	Extended Review Date	Retention Schedule #	Disposition	Authorized Date	Authorized By
376378	LEGAL: 06-1083 THRU 08-207	1/22/2018		150-8-3	Destroy		
377580	CMS 2014	12/31/2019		150-3-2-2-6	Destroy	11/18/2019	

Records Officer can then either extend the review date, mark the box for destruction or ask that they review the box. Once they mark the authorized date, the Records Officer's name will show in the authorized by field.

The process is easy and pain free for the agency. The key is to ensure that as the Records Officer, you are completing this process each quarter and ensuring that your records are kept up to date. This saves storage costs to your agency.

Disposition Reports

Disposition Reports are available as an online report on the Secretary of State's website!

https://appengine.egov.com/apps/ne/sos_records_disposition_report

The form is self-explanatory as you fill it out and mirrors the old form. Attachments can be added as needed such as certificates of destructions, etc.

Nebraska revised statute §84-1212.02 requires agencies to report records dispositions on forms provided. Use this online form to meet that requirement.

Please take note when filling out Disposition Reports, we will **only** be accepting the electronic filing of this report. After filling out the report, a confirmation email will be received that should be saved electronically for the 10 years of retention. If you choose to print out the report and save in the paper form, it also has a 10 year retention period.

If you have any questions on the online disposition report please feel free to contact:

Jeanette Greer – Records Management Division Manager (402) 471-2747
Austin Rhodes – RIM Specialist/DISC Scanning Supervisor (402) 471-4184
Tracy Marshall – Administrative Assistant (402) 471-2550

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 by trained and professional staff. All staff at the Records Center and the Imaging Conversion Center have strict confidentiality standards. 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 \$2.00. Email the state Records Center at: sos.recordscenter@nebraska.gov for more information.