



Secretary of State Records Management Newsletter

JUNE 23, 2020

VOLUME 4, NUMBER 3



We have exciting news to share!! We are changing our Record Tracking Software. Our projected go live date is 8/3/2020.

The new system is very similar to our current system but will have some upgrades available and we are pumped to be able to share them with you. As we get farther into the stages of how this system works, we will be working on putting together a training manual to send out before the virtual training sessions.

Stay tuned to this exciting development!



We are currently planning on having virtual training on the new system on July 22nd and July 28th at 2:00 pm. Please plan on attending one of these virtual training dates. More information will follow with specifics and an Outlook invitation with sign in directions.

Conversion Services

Do you have some funds available at the end of the fiscal year and have projects that you have been wanting to convert?

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.

Disposal

As a friendly reminder to our records officers, please have your 2nd quarter disposal signed off on by June 25th.

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.