



# Secretary of State Records Management Newsletter

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**Congratulations fellow Nebraskans!! We made it through Winter storm Quiana!! Let's hope that we don't have to meet Zachary, Yvette, Xyler, Wesley, or Vaughn.**

## **Document Scanning and Document Imaging**

Document scanning and document imaging are similar in that they both describe procedures to convert paper documents to digital form. Typically, the staff at Records Management begins by collecting agency documents to be scanned. After removing staples and paper clips, staff scans every document, converting it to JPEG, PDF, TIFF, or whatever format is most convenient to the agency.

Records Management can also OCR (Optical Character Recognition) the documents, which translates hard-copy documents into editable formats. In addition to being able to digitally manipulate and store documents that were previously only available in physical form, OCR also allows digital documents to be searched by key terms.

Indexing, quality control, storage, and shredding are the last steps in the document scanning process.

What does this do for your agency?

1. With electronic backups of your most important files, it is easier to get back online following an emergency. This is an important aspect in your disaster recovery plans.
2. Going paperless is a cost savings to agencies as they reduce the amount of ink and paper required by agencies.  
For example, consider your employee handbook. By simply having this available in digital format, updating and sending out to all employees in your agency becomes a much simpler and more cost effective manner to distribute this valuable document.
3. Having digital copies of documents saves staff time and effort in finding hard copy documents, scanning and sending out for requests.



## **Conversion Services**

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

**Contact us at the Records Center to discuss options to digitize records from past, present or to discuss future plans to store items electronically.**

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.

## **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.

## **New Faces**

Drew Bruhl has been hired to join our warehouse team and will be coming around to meet everyone and learn our pickup and delivery services.

Please help us welcome Drew to Records Management and please be patient as we endeavor to give you our best customer service possible!