



Secretary of State Records Management Newsletter

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Pilot Program for Remote Access to files: Scan-On-Demand

What is Scan-On-Demand

Scan-On-Demand is a new service that allows state agencies to receive a scanned image of records they need to recall from the State Records Center, rather than the paper copy.

How the process works

1. When you request a record via the RTS, add a note in the description box that you want the record sent electronically and put the email address that it needs to go to in the ship to box.
2. Records Center staff pulls the file and determines if it can be scanned and sent electronically. If requested, Records staff can estimate the size of the file before scanning.
3. Scanned images are sent within 24 business hours using the state email system or a Secure File Transfer Protocol (FTP) server.
4. File request under 25 pages will be provided at no cost to the agency. File request over 25 pages will have a cost of .04 per image. All records officers will need to fill out the approval form sent in a separate email to give permission for requesters to request bigger files as needed and give permission to be charged for this service. A 100 page file would cost the agency only \$3.00.

Delivery method options include:

1. Email through the state email system (Outlook)
2. Secure File transfer (FTP)

Questions?

Contact the State Records Center at 402-471-4184 or SOS.RecordsManagement@nebraska.gov

Also as a reminder we have an emergency contact list for after hour use. If the office is closed as a result of the pandemic spread of COVID 19, and you are in emergency need of a box or file, please use the following emergency list as well.

State Records Center emergency access instructions & list.

If an emergency request should arise after the State Record Center is closed, please enter the request(s) into the RTS (Record Tracking System):

<https://intra.linc.ln.ne.gov/asp/state/reccen/login.aspx>

Please also have the box number available to communicate to the responding Records Center staff member upon arrival. A state government ID card will be required to receive the information requested. Records Officers and Agency Heads have after hour contact information.

