



Secretary of State Records Management Newsletter

OCTOBER 28, 2019

VOLUME 3, NUMBER 4



Disposition Reports

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

<http://www.sos.ne.gov/dyindex.html>

This link will take you to the Secretary of State's website. The report is under the purple Records Management tab and listed at the top of the choices in purple as Disposition Report.

The form is self-explanatory as you fill it out and mirrors the current 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 that after June 30th 2019, 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

NEBRASKA SECRETARY OF STATE
ROBERT B. EVNEN
Capitol Light Fixture

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Uniform Commercial Code
UCC & EFS Fees
Request EFS Unique Identifier Number (UIN)
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Electronic Notary
Forms
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Nebraska State Records Board
Address Confidentiality
Corporate Reporting
Index of Rules and Regulations and Guidance Documents

RECORDS MANAGEMENT

DISPOSITION REPORT

- RECORDS RETENTION SCHEDULES
- EMAIL MANAGEMENT TRAINING
- ELECTRONIC IMAGING GUIDELINES
- RECORDS MANAGEMENT TUTORIAL
- ELECTRONIC RECORDS GUIDELINES
- RECORDS MANAGEMENT ACT
- EMAIL GUIDELINES
- PHOTOGRAPHIC COPIES ACT
- WEB SITE GUIDELINES
- DURABLE MEDIUM
- STANDARDS INFORMATION
- NEBRASKA STATE RECORDS BOARD
- STATE RECORDS CENTER
- RECORD OFFICER RESOURCES

About Records Management

The secretary of state serves as the state records administrator. The Records Management Division assists state and local government agencies in managing the creation, use, storage and disposal of records in an efficient and economical manner. The division provides services and does consulting for government agencies. Services include the storage of state records and the conversion of records into different formats for storage. The division facilitates and publishes the creation and update of records retention and disposition schedules for all Nebraska government entities.

Phone: (402) 471-2559 | Fax: (402) 471-2406
Mailing Address: 440 S. Eighth St., Suite 210, Lincoln, NE 68508-2294
Location: 440 S. Eighth St., Suite 210, Lincoln, NE 68508

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.



Records Center Storage



Top 10 Reasons to Use a Centralized Storage Facility

1. Protects your Agency
Prepares for an emergency and guards against prying eyes and disgruntled employees
2. Protects your Employees
Safeguards HR information and guards against misuse of sensitive information
3. Protects your Clients, Patients, and Customers
Demonstrates a high level of professional care by protecting their vital information
4. Saves you Time
Makes your files accessible by requesting files stored in an organized manner by either courier or scanning and sending electronically

5. Saves you Money
Can be up to 80% less costly than renting more office space
6. Safeguards your Information Assets
Maintains your agencies duty to ensure that information is retrievable, authentic and accurate.
7. Aligns you with Best Practices
Enables your agency to create systems, policies, and procedures that have been vetted by records management professionals
8. Helps you comply with laws and regulations
Off-site records storage is often part of compliance with current laws including Privacy Act of 1974, eDiscovery, and more
9. Helps you Manage Risk
Assists you in managing your Records Storage needs through the demands of regulations and the threat of litigation and eDiscovery.
10. Preserves your Organizational Identity and History
Helps identify vital records and establish guidelines to maintain documentation of the agencies strategic decisions, research and development, and legal compliance

Top Ten Reasons to use a Records Center|Choi Chow|Dec.01, 2014|Records Storage
<https://corodata.com/top-10-reasons-to-use-a-records-center>

And the very best reasons to use our state run Records Center:

1. We are economical
2. We track, transport, store and retrieve records for you
3. We securely destroy records with your approval according to approved retention schedules
4. **We are fast, friendly and a lot of fun to be around on a daily basis!!**

