



Secretary of State Records Management Newsletter

OCTOBER 9, 2020

VOLUME 4, NUMBER 4

COVID-19 Records

COVID has changed the way many of our agencies have performed day to day tasks and this includes records management policies. Here are some questions to ask yourself to help decide how to handle these records:

- Has my agency created records that may involve testing records, temperature test data, workplace exposure, etc. and where are these records being stored?
- If you are creating these records, how are you classifying them?
- Depending on the classification of records, what series in your retention schedule are you using?
- Many COVID records, depending on how they are used could be classified as log records, medical records or employee history records.
- How is your agency treating them and do you have a plan in place to manage these records?
- Does your agency create records that may be of historical value to the State of Nebraska and may need to be designated to the Archives?
- Who oversees these records and who is in charge of deciding the value of the record?

Do you have questions that our Senior RIM specialist, Austin Rhodes could help you work through? If so, please email him at Austin.Rhodes@nebraska.gov or give him a call at 402-471-4184 and let him help you work through the correction assignment to your COVID records.

Conversion Services

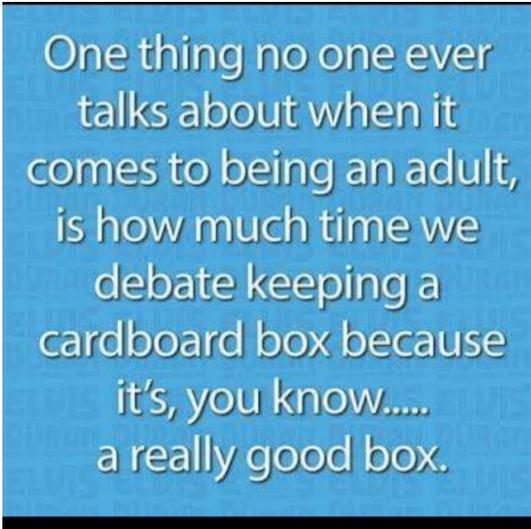
The Records Management division is able to convert paper to electronic images, microform (microfilm, microfiche) to electronic, paper to microfilm, electronic image to microfilm all at low costs to your agency. We have high-speed conversion capability and can export images/data across the network into 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 \$3.00. Email the state Records Center at: sos.recordscenter@nebraska.gov for more information.



One thing no one ever
talks about when it
comes to being an adult,
is how much time we
debate keeping a
cardboard box because
it's, you know.....
a really good box.

New Employee at Records Management

We have a new scanning supervisor at Records Management. Please help us welcome John Detlefsen to our Records Center. As he gets familiar with our processes, you may be hearing from him to check up on our current scanning projects that we are doing for your agency or to ask for some time to discuss any new projects that you may have in mind.

Records Management Software

Thank you to all you took our training on our new Records Management software and that have worked with us as we fine tune it and eliminate any bugs in the system. If you have any questions or need help in accessing the software, please contact Drew Bruhl (Drew.Bruhl@nebraska.gov) and he can assist you to getting familiar and proficient on the new system.