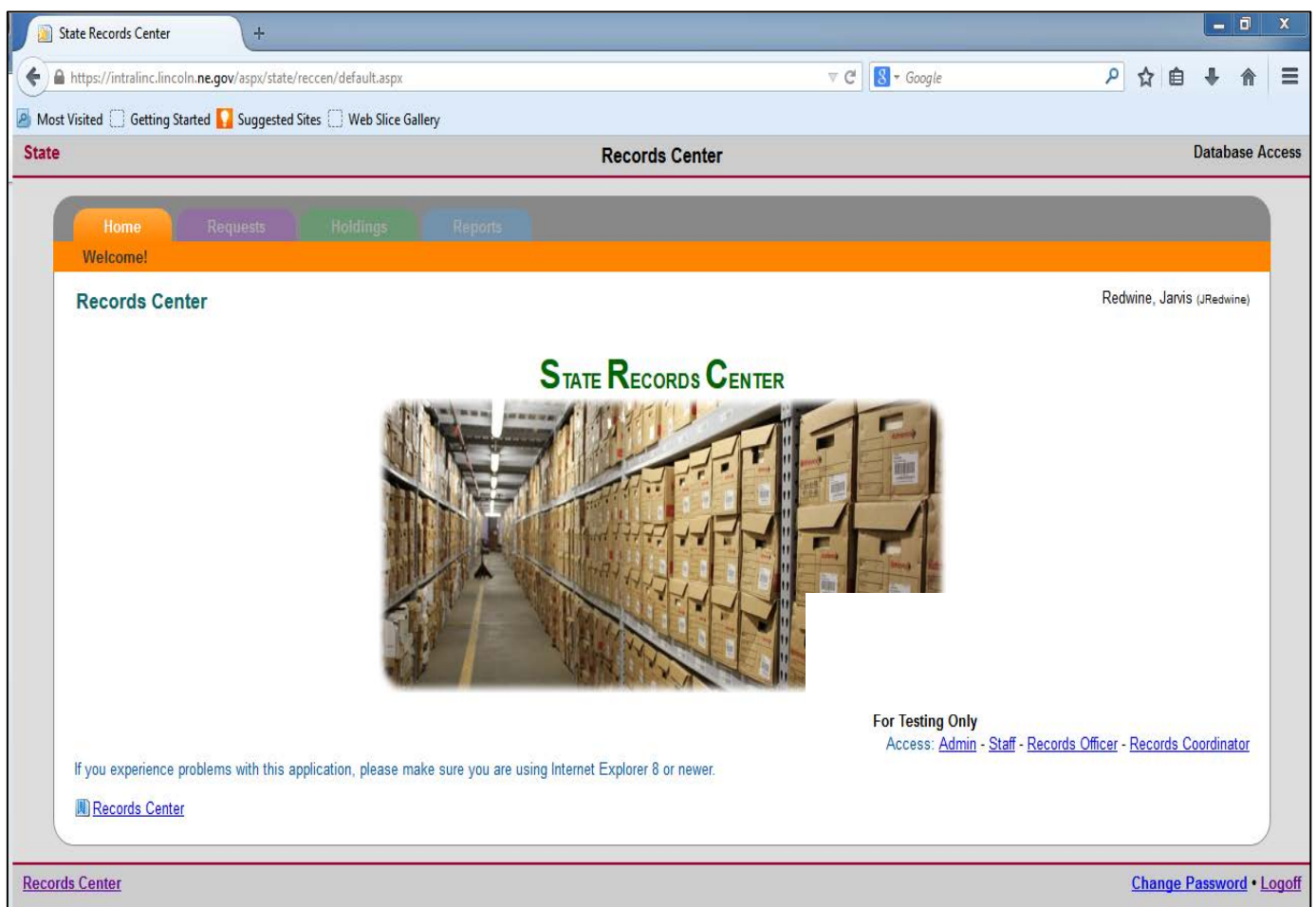


# State Records Center (SRC)

## Record Tracking System

### User Guide



# SRC System Logon

SRC Records System address location:

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

Home  
Welcome!

Login

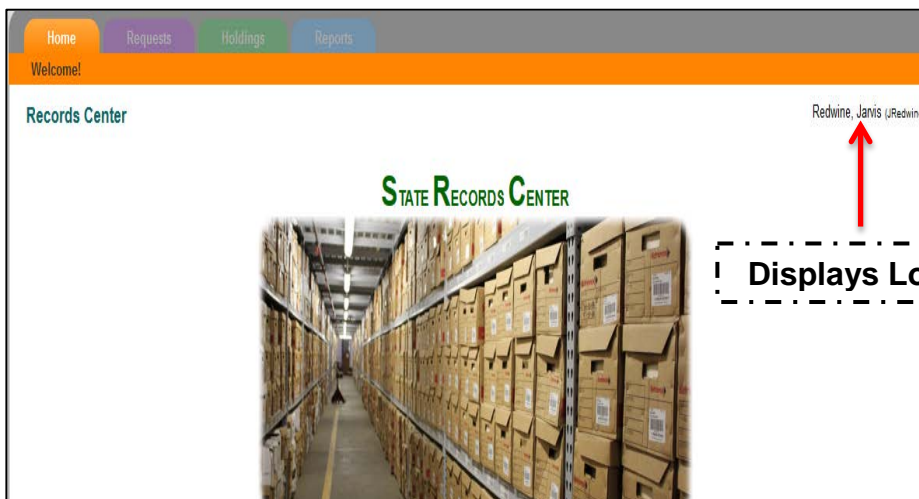
User ID: Jredwine  
Password: .....  
Login

Reset P

Enter User ID & Password

Enter User ID which is First initial & Last name

First time logins require a temporary password provided by system administrator. Upon Login; Follow the instructions to create your new password.



Upon Login; the "Home" tab is presented along with User Info at top right of screen.

# Box/File Requests

The screenshot shows the 'New Request' form. At the top, there are tabs for 'Home', 'Requests' (which is selected), 'Holdings', and 'Reports'. Below these are sub-tabs for 'New' and 'History'. The 'New Request' section has two tabs: 'by Box #' (selected) and 'by Date/Keyword'. Below these tabs is a search bar with the label 'Box #:' followed by an input field. A red arrow points to this input field. Below the input field is a dashed box containing the text 'Enter box number'. To the right of the input field are 'Search' and 'Reset' buttons.

Click Requests tab and click on New. Enter box number and click the search button. If you mistype box number, Click Reset.

The screenshot shows the 'New Request' form with the search results displayed. The 'Box #' input field now contains the value '190321'. Below the search bar is a table with the following data:

	Box #	Start Date	End Date	Description
<a href="#">Request</a>	190321	1/1/2010	12/31/2010	HOME HEALTH AGENCY CLIENT FILES: QUALIS BILLINGS & DENIALS

A red arrow points to the 'Request' link in the first row of the table. Below the table is a dashed box containing the text 'Click on Request'.

Box results will display. Click on the Request link. The Box detail will display allowing you to request an entire box or a single file from the box.

## Box/File Requests (Cont.)

The screenshot shows the 'New Request' form with the following fields and annotations:

- Item Agency:** DHHS - Medicaid
- Schedule:** 124-1 Accounts Payable
- Begin Date:** 1/1/2010
- End Date:** 12/31/2010
- Description:** HOME HEALTH AGENCY CLIENT FILES: QUALIS BILLINGS & DENIALS
- Request Date:** 7/22/2014
- Box #:** 190321
- Entire Box:** ☐ (Annotated: "Check for entire box. Uncheck for file only request.")
- File Description:** (Empty text area)
- Requestor:** Redwine, Jarvis
- Ship To:** Redwine, Jarvis (Annotated: "Send to a different recipient")
- Status:** Requesting
- Buttons:** "Send Request" (Annotated: "Click to send request to Records Management") and "Cancel" (Annotated: "Click to cancel request")

To request box Click on **"Entire Box"** or request a single file; leave **"Entire Box"** unchecked and Enter file info in the **"File Description"** area.

Make sure **"Requestor"** and **"Ship To"** is complete.

Click the **"Send Request"** button and submit to Records Management.

Click to send request to Records Management

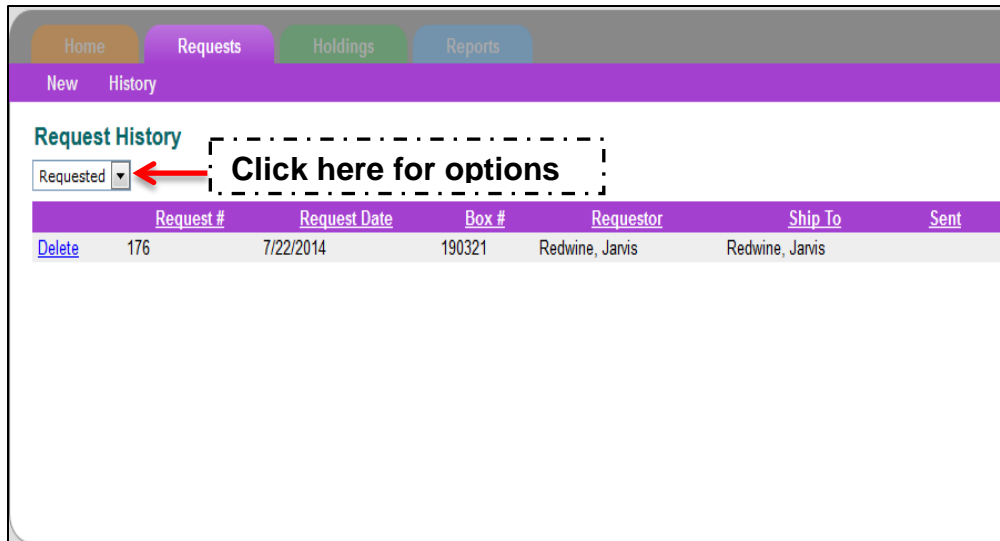
**\*PLEASE NOTE: Each FILE needs separate request.\***

The screenshot shows the 'New Request' form with the following sections and annotations:

- Search Section:** Includes tabs for "by Box #" and "by Date/Keyword". Below is a "Box #:" input field, "Search" and "Reset" buttons.
- Confirmation Message:** A red message at the bottom states: "Your request has been sent to Records Management." (Annotated with a red arrow from the text on the right).

A message appears letting you know the request has been sent to Records Management.

## **Box/File Requests (Cont.)**



Click on "History" and the drop down arrow as shown.

### **FOLLOWING OPTIONS APPLY:**

- Requested – Boxes/files user has requested.
- Sent – Boxes/files sent to agency. This also shows return date.
- Not Sent – Boxes/files not sent to agency.
- In Process - Request not filled at this time by Records Management.
- Returned - These are boxes or files returned to the SRC.

# Add New Boxes

**New Box**

Box #:

Agency: Secretary of State - Records Management ▼

Schedule:

Start Date:

End Date:

Disposition Date:

Disposal Method: -Select ▼

Description:

[Add Box](#) [Clear](#)

Click on the “Holdings” tab and select “New.” Complete fields similar to Records Transfer Form.

**Complete ALL Fields shown:**

- \* Box Number
- \* Agency
- \* Schedule
- \* Dates
- \* Disposition Date
- \* Disposal Method

\*NOTE: Box Description has 4,000 char max.

**Search for Schedule**

Schedule #:  Title:  Submit

Select	Schedule	Title
Select	34-1-1	Agricultural Land Trust
Select	34-1-2	Bonds/oaths - Appointments
Select	34-1-3	Bonds/oaths - Database, Appointment & Oath
Select	34-1-9	Communications And International Relations - Youth Services Programs
Select	34-1-10	Communications And International Relations - Guidelines, Templates, Tests A
Select	34-1-11	Communications And International Relations - International Visitors And Dig
Select	34-1-12	Legislative - Bills And Laws
Select	34-1-13	Legislative - Distribution Lists Of Session Laws And Journals
Select	34-1-14	Legislative - Resolutions For Consideration
Select	34-1-15	Legislative - Special Session Files
Select	34-1-16	Miscellaneous Filings - Census File
Select	34-1-17	Miscellaneous Filings - Certify And Petition Records From Agencies
Select	34-1-18	Miscellaneous Filings - City Seals
Select	34-1-19	Miscellaneous Filings - Classes Of Cities Proclamation
Select	34-1-20	Miscellaneous Filings - Compacts

1 2 3 4 5 6 7 8 9 10 ...

Get Schedule

**Search by Schedule Number** **Search by Schedule Title**

Click Submit to select your option

To select the proper Schedule click the eyeglass; a window appears allowing a search by Number or Title. Once correct schedule is located; Click “Submit.”

# Add New Boxes (Cont.)

Home Requests **Holdings** Reports

New History

**New Box**

Box #: 12345

Agency: Secretary of State - Records Management

Retention Schedule: 34-1-1 - Agricultural Land Trust

Start Date: 1/1/1900

End Date: 12/31/2014

Disposition Date: 12/31/2020 [Permanent Retention](#)

Disposal Method: Destroy

Box Content:

[Add Box](#) [Clear](#)

Click "Clear" to reset and start over

Click Add Box

Upon completion Click "Add Box" and submit to Records Management or "Clear" to start over.

Home Requests **Holdings** Reports

New History

**New Box**

Use Previous Data: ☒

Box #:

Agency: Secretary of State - Records Management

Retention Schedule: 34-1-1 - Agricultural Land Trust

Start Date: 1/1/1900

End Date: 12/31/2014

Disposition Date: 12/31/2020 [Permanent Retention](#)

Disposal Method: Destroy

Box Content:

[Add Box](#) [Clear](#) [E-mail SRM](#) when done entering boxes.

Click to pre-populate previous

Click Clear to reset and start over

Click Add Box

Click Email SRC to notify Records Management boxes ready for pickup.

For more than one box with similar data, Click on "Use Previous Data"; this will pre-populate the fields based on the previous box. You can simply modify content and add a new box number.

Click on the "Add Box" to submit to Records Management.

Upon completion; Click on the "E-mail SRC link to notify Records Management.

# Agency Holdings History

Box History

Disposition: Pickup Agency: Secretary of State - Records Management Search

Box #	Schedule	Start Date	End Date	Description
189232	34-12-19 Rrp - Analysis Database	12/1/2001	7/1/2014	

Select option Select Agency/Division

Click "Holdings" tab and choose "History"

Click on the "Disposition" arrow to select option. Click the "Agency" arrow to access the proper Division.

## FOLLOWING OPTIONS APPLY:

- Pickup – Boxes in process currently not scanned to a shelf.
- In Storage - Boxes assigned a shelf at the SRC.
- Archives - Boxes with Archives disposition.
- Destroy - Boxes with Destroy disposition.
- Permanent Return- Boxes with a Permanent Return disposition.

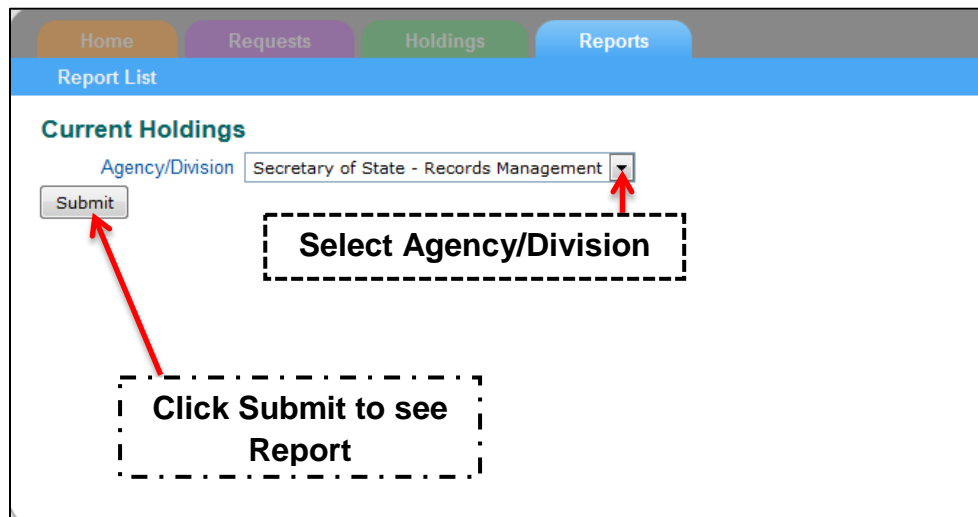


# Agency Holdings Report



Click “Reports” tab; choose “Holdings Report – Current.”

This is a current list of active boxes for your Agency.



Select the correct Agency/Division and Click the “Submit” button.

# Agency Holdings Report (Cont.)

Current Holdings Report				090186	7/23/2014		
State Records Center -- 440 S 8th Street Suite 210 -- Lincoln, Nebraska 68508-2294 402-471-4156				Secretary of State Records Management			
Schedule Number	Box Number	HoldDesc	From Date	To Date	Scheduled Disposal	Disposition	Disposal Date
34-12-4	159393	RECORDS DISPOSITION REPORTS	1/1/2007	6/30/2010	7/20/2015	Destroy	
34-12-4	176136	LOCAL/STATE DISPOSITION/MONTHLY STATS	7/1/2012	6/30/2013	7/1/2018	Destroy	
34-12-10	160664	MICROFILM OPERATOR LOG	7/1/2012	6/30/2013	7/1/2015	Destroy	
34-12-10	160665	MICROFILM OPERATOR LOG	7/1/2012	6/30/2013	7/1/2015	Destroy	
34-12-10	160666	MICROFILM OPERATOR LOG	7/1/2012	6/30/2013	7/1/2015	Destroy	
34-12-10	160667	MICROFILM OPERATOR LOG	7/1/2012	6/30/2013	7/1/2015	Destroy	
34-12-19	189232	Test	12/1/2001	7/1/2014	7/31/2018	Review	
124-1	159394	ACCOUNTS PAYABLE; SERVICE REQUISITIONS	7/7/2006	6/30/2010	6/30/2015	Review	
124-1	170189	ACCOUNTS PAYABLE; RECORDS DISPOSITION REPORTS (COMPLETED)	7/1/2011	6/30/2012	6/30/2017	Destroy	
124-3	176132	IBT'S	7/1/2010	6/30/2011	6/15/2016	Destroy	
124-3	176133	ACCOUNTS RECEIVABLE	7/1/2011	6/30/2012	7/1/2017	Destroy	
124-3	176135	ACCOUNTS RECEIVABLE	7/1/2012	6/30/2013	7/1/2018	Destroy	
124-3	176137	ACCOUNTS RECEIVABLE	7/1/2013	6/30/2014	7/1/2019	Destroy	
124-24	137104	FLOOR PLANS FOR RECORDS MANAGEMENT	1/1/1994	12/31/2006	12/31/2106	Review	
124-32	134222	BILL PTACEK CORRESPONDENCE	1/1/2003	8/31/2008	8/31/2017	Archives	
124-66	159392	BILLING IBT'S	6/30/2009	7/30/2010	7/1/2015	Review	

Sample Holdings Report on the left.

Home

Requests

Holdings

Reports

Report List

Reports

- [Disposal Review](#)
- [Holdings Report - Current](#)
- [Holdings Report - Disposed](#)

Click on Holding Report – Disposed

Click "Reports" tab; choose "Holdings Report – Disposed."

This is a list of Disposed boxes for your Agency.

# Agency Holdings Report (Cont.)

The screenshot shows a web interface with a navigation bar (Home, Requests, Holdings, Reports) and a 'Report List' section. Under 'Disposed Holdings', there are input fields for 'Date:', 'End Date:', 'Disposal Method:', and 'Agency/Division'. A 'Submit' button is located below these fields. Annotations include:

- A dashed box around the date fields with the text: **\*Optional\* User can select Start & End dates for a range of**
- A dashed box around the 'Disposal Method' dropdown with the text: **Select Disposal Method**
- A dashed box around the 'Agency/Division' dropdown with the text: **Select Agency/Division**
- A dashed box around the 'Submit' button with the text: **Click Submit to see Report**

The Date Range is optional; If these are left blank the report will show all disposed boxes.

Click "Submit" to generate the report.

**Disposed Holdings Report - 1/1/1900 to 12/31/2014**

State Records Center -- 440 S 8th Street Suite 210 -- Lincoln, Nebraska 68508-2294  
402-471-4156

090186  
Secretary of State  
Records Management

7/24/2014

Schedule Number	Box Number	HoldDesc	From Date	To Date	Scheduled Disposal	Disposition	Disposal Date
124-1	137109	ACCOUNTS PAYABLE - DISPOSITION - STATE & LOCAL	7/1/2008	6/30/2009	6/30/2014	Destroy	6/3/2014
124-3	137110	ACCOUNTS RECEIVABLE	7/1/2008	6/30/2009	6/30/2014	Destroy	6/3/2014

**\*NOTE: Disposal Date complete**

Sample Disposed Holdings Report on the left.


## Disposal Review

**Records Officers, Click  
“Reports Tab” and select  
the “Disposal Review” link.**

Home Requests Holdings Reports

Report List

**Disposal Review**

Date: 6/30/2028   [Print Disposal List](#)

**No matching records.**

**Click the Search button to view quarterly disposal information**

**To View & Print PDF; Click on Print Disposal List**

Input **Quarterly Disposal Date** and click the search button.

To view boxes up for disposal, input the proper **Disposal Date**; Click the **"Search"** button.

**\*Option\* to View & Print PDF; Click "Print Disposal List", put in the quarterly disposal date and click the "Search" button.**

# Disposal Review (Cont.)

Home Requests Holdings **Reports**

Report List

**Disposal Review**

Date: 6/30/2028  [Print Disposal List](#) 15 Boxes

**To View & Print PDF;  
Click on Print Disposal List  
Box Count based on search**

Box #	Description	Disposition Date	Extended Review Date	Schedule #	Disposition	Authorized Date	Authorized By
134222	BILL PTACEK CORRESPONDENCE	8/31/2017		124-32	Destroy		
159392	BILLING IBTS	7/1/2015		124-66	Review		
159393	RECORDS DISPOSITION REPORTS	7/20/2015		34-124	Review		
159394	ACCOUNTS PAYABLE; SERVICE REQUISITIONS	6/30/2015		124-1	Review		
160664	MICROFILM OPERATOR LOG	7/1/2015		34-12-10	Destroy		
160665	MICROFILM OPERATOR LOG	7/1/2015		34-12-10	Destroy		
160666	MICROFILM OPERATOR LOG	7/1/2015		34-12-10	Destroy		
160667	MICROFILM OPERATOR LOG	7/1/2015		34-12-10	Destroy		
170189	ACCOUNTS PAYABLE; RECORDS DISPOSITION REPORTS (COMPLETED)	6/30/2017		124-1	Destroy		
176132	IBTS	6/15/2016		124-3	Destroy		
176133	ACCOUNTS RECEIVABLE	7/1/2017		124-3	Destroy		
176135	ACCOUNTS RECEIVABLE	7/1/2018		124-3	Destroy		
176136	LOCAL/STATE DISPOSITION/MONTHLY STATS	7/1/2018		34-124	Destroy		
176137	ACCOUNTS RECEIVABLE	7/1/2019		124-3	Destroy		
189232		7/31/2018		34-12-19	Review		

**This screen allows updates:**

- Extended Review Date
- New Schedule Number
- Disposition
- Authorized Date – when approving disposal.

**\*NOTE: Records Officer MUST approve all updates.\***

**Click Save to finalize updates.**

Home Requests Holdings **Reports**

Report List

**Disposal Review**

Date: 6/30/2014  Agency: -All  [Print Disposal List](#)

**No matching records.**

**RECORDS OFFICERS MUST DEFINE  
& AUTHORIZE ACCESS FOR ALL  
THEIR AGENCY USERS.**

**Records Officers have similar rights to Coordinators with additional access to view all of their Agency Divisions/Departments.**