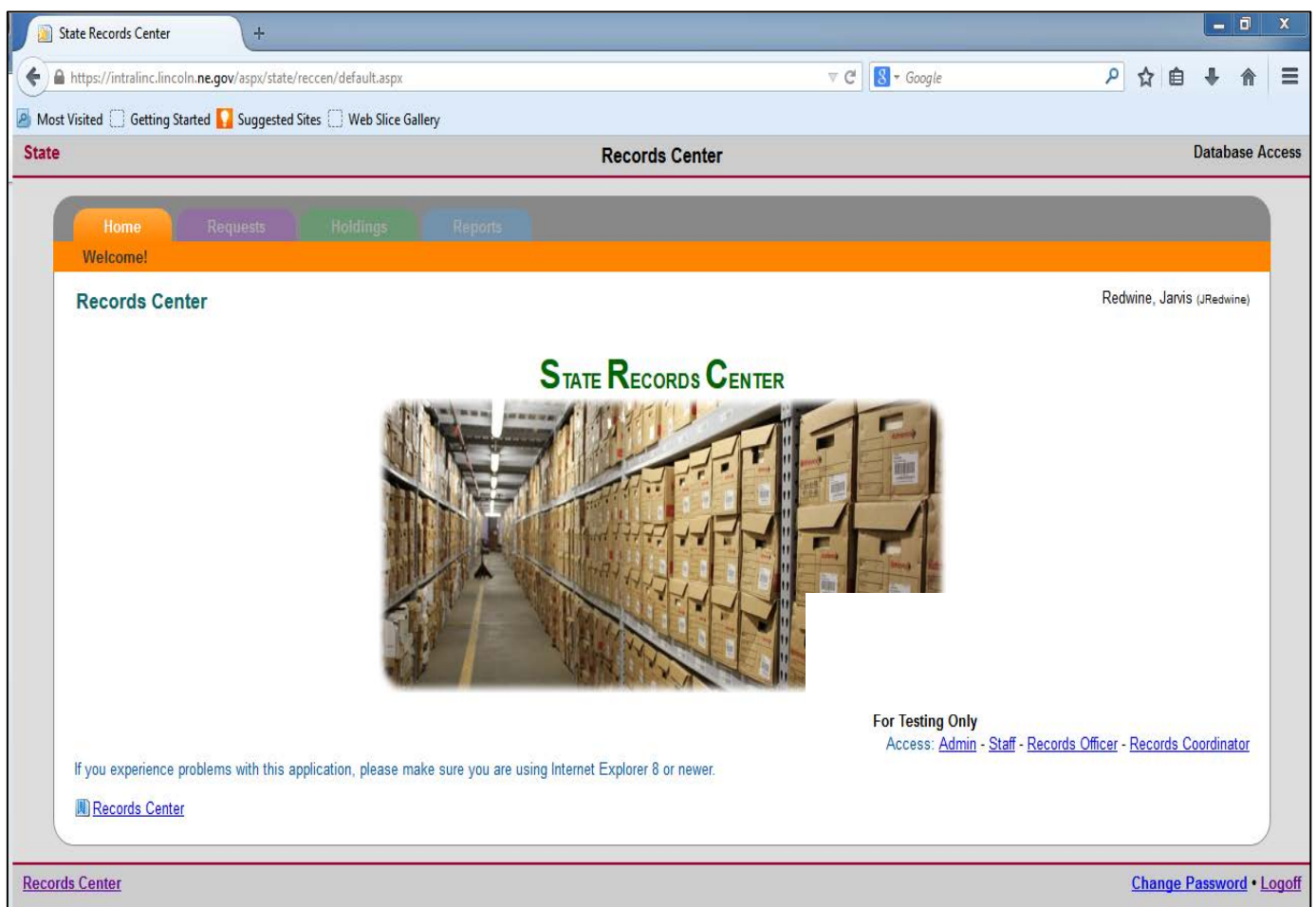# State Records Center (SRC)

Record Tracking System

User Guide

SRC System Logon

SRC Records System address location:
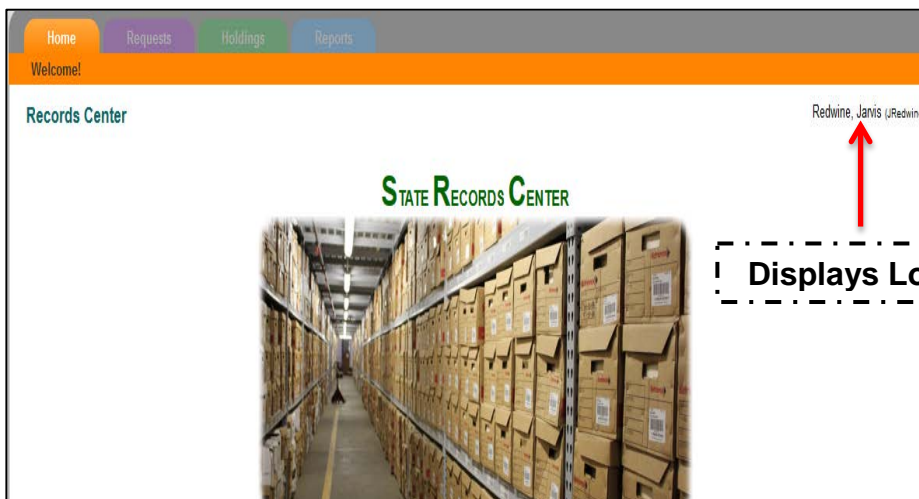**https://intralinc.lincoln.ne.gov/aspx/state/reccen/login.aspx**

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.

Displays Login

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

Box/File Requests

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

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.)

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.

Check for entire box. Uncheck for file only request.

Send to a different recipient

Click to cancel request

Click to send request to Records Management

PLEASE NOTE: Each FILE needs separate request.

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

Box/File Requests (Cont.)
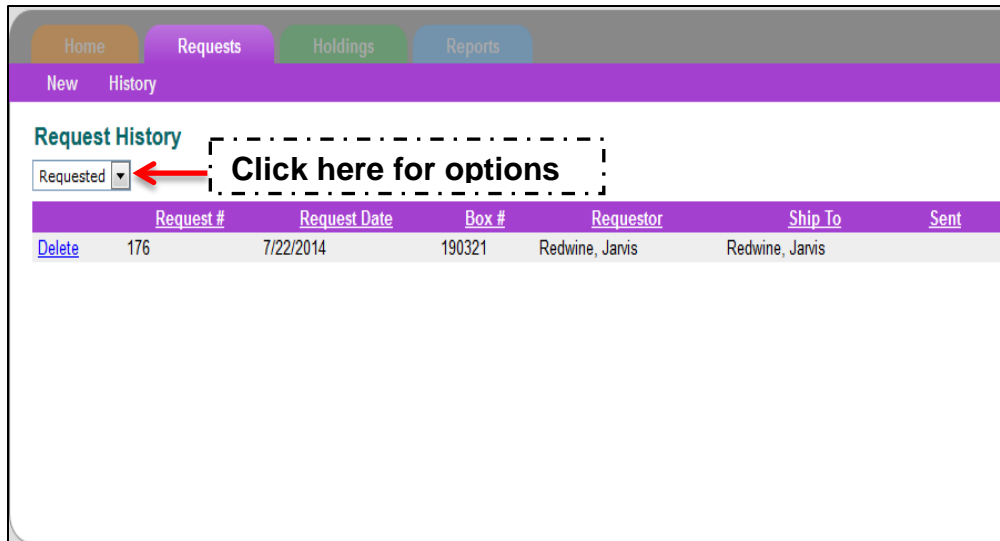
Click on "History" and the drop down arrow as shown.

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

Click on the "Holdings" tab and select "New." Complete fields similar to <u>Records Transfer Form</u>.

Complete ALL Fields shown:
* Box Number
* Agency
* Schedule
* Dates
* Disposition Date
* Disposal Method
*NOTE: Box Description has 4,000 char max.

To select the proper Schedule click the eyeglass; a window appears allowing a search by <u>Number</u> or <u>Title</u>. Once correct schedule is located; Click "Submit."

Add New Boxes (Cont.)

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

Click "Clear" to reset and start over

Click Add Box

Click to pre-populate previous

Click Clear to reset and start over

E-mail SRM when done entering boxes.

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

Click "Holdings" tab and choose "History"

Click on the "<u>Disposition</u>" arrow to select option. Click the "<u>Agency</u>" 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 <u>Archives</u> disposition.**

- **Destroy - Boxes with <u>Destroy</u> disposition.**

- **Permanent Return- Boxes with a <u>Permanent Return</u> disposition.**
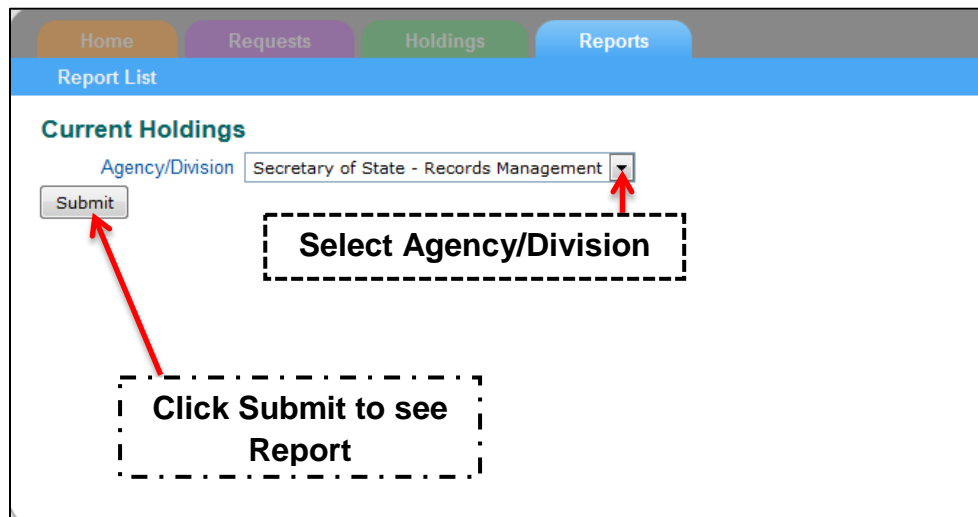
Agency Holdings Report

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

090186
Secretary of State
Records Management

7/23/2014

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	6/30/2016	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 <u>Holdings Report</u> 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 "<u>Holdings Report – Disposed</u>."

This is a list of Disposed boxes for your Agency.

Agency Holdings Report (Cont.)

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

Click "<u>Submit</u>" to generate the report.

Sample <u>Disposed Holdings Report</u> on the left.

Disposal Review

Reports

- Disposal Review ← **Click Disposal Review**
- Holdings Report - Current
- Holdings Report - Disposed

Records Officers, Click "Reports Tab" and select the "Disposal Review" link.

Disposal Review

Date: 6/30/2028   Search   Print Disposal List

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

No matching records.

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

Click the Search button to view quarterly disposal information

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.)

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 IBT'S	7/1/2015		124-66	Review		
159393	RECORDS DISPOSITION REPORTS	7/20/2015		34-12-4	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	IBT'S	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		34-12-4	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.

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

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