



Secretary of State Records Management Newsletter

FEBRUARY 25, 2019

VOLUME 3, NUMBER 1



Congratulations fellow Nebraskans!! We made it through Winter storm Quiana!! Let's hope that we don't have to meet Zachary, Yvette, Xyler, Wesley, or Vaughn.

Document Scanning and Document Imaging

Document scanning and document imaging are similar in that they both describe procedures to convert paper documents to digital form. Typically, the staff at Records Management begins by collecting agency documents to be scanned. After removing staples and paper clips, staff scans every document, converting it to JPEG, PDF, TIFF, or whatever format is most convenient to the agency.

Records Management can also OCR (Optical Character Recognition) the documents, which translates hard-copy documents into editable formats. In addition to being able to digitally manipulate and store documents that were previously only available in physical form, OCR also allows digital documents to be searched by key terms.

Indexing, quality control, storage, and shredding are the last steps in the document scanning process.

What does this do for your agency?

1. With electronic backups of your most important files, it is easier to get back online following an emergency. This is an important aspect in your disaster recovery plans.
2. Going paperless is a cost savings to agencies as they reduce the amount of ink and paper required by agencies.
For example, consider your employee handbook. By simply having this available in digital format, updating and sending out to all employees in your agency becomes a much simpler and more cost effective manner to distribute this valuable document.
3. Having digital copies of documents saves staff time and effort in finding hard copy documents, scanning and sending out for requests.



Conversion Services

NEW: We now have the ability to digitize color slides! Please call us if you would like more information on this process.

Contact us at the Records Center to discuss options to digitize records from past, present or to discuss future plans to store items electronically.

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 and strict confidentiality by trained and professional staff. 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 \$1.50. We have a few used boxes that we can supply to agencies for free. Email the state Records Center at: sos.recordscenter@nebraska.gov for more information.

News Alert

We have a new link on our website under the records management tab. On this link, you will find our previous trainings, newsletters, and forms that are pertinent to records officers.

Included in this link is a Welcome to Records Management training that I would encourage all records officers to have agency staff complete.

New Faces

Drew Bruhl has been hired to join our warehouse team and will be coming around to meet everyone and learn our pickup and delivery services.

Please help us welcome Drew to Records Management and please be patient as we endeavor to give you our best customer service possible!



Secretary of State Records Management Newsletter

APRIL 2, 2019

VOLUME 3, NUMBER 2

In response to recent flooding events, here is a summary of published information to work with documents that may have been affected. We have received several calls by different agencies, so wanted to have a resource in one document that may help answer some questions.

Disaster Recovery:

Safety First – DO NOT REENTER THE BUILDING until declared safe by security or emergency management officials.

Stabilize the building and environment:

Reduce temperature and relative humidity at once to prevent mold outbreak. Ideal targets are less than 70 F/ 45% RH.

- a) If warm outside, use coldest air conditioning setting, if possible: cover broken windows with plastic.
- b) In cool, low humidity weather- open windows, use circulating fans.
- c) Do not turn on heat unless required for human comfort.
- d) Remove standing water and empty items containing water; remove wet carpets and furnishings.

Documentation:

- a) Once it is safe to enter the building, make a preliminary tour of all affected area. Wear protective clothing.
- b) Do not move objects or collections without documenting their condition.
- c) Photograph or videotape conditions of structure and contents. Make sure images clearly record damage.

Photographs

- a) Remove from plastic/paper enclosures or frames. Save all information about the photos.
- b) Carefully rinse with cool, clean water as necessary.
- c) Do not touch or blot surfaces.
- d) Air Dry: hang with clips on non-image surfaces or lay flat on absorbent paper. Keep photographs from contact with adjacent surfaces or each other.
- e) If there are too many for immediate attention, either:

- i. Keep photos (except Historic photos) in a container of clean water no more than 48 hours. Air dry.
 - ii. Freeze. If possible, interleave each photos with freezer or waxed paper. If historic photos cannot be air-dried immediately, interleave and freeze.
- f) Do not freeze glass plate negatives.

BOOKS AND PAPER

Books:

- a) If rinsing is necessary, hold book closed.
- b) Partially wet or damp: stand on top or bottom edge with covers opened to 90-degree angle; air dry.
- c) Very wet: lay flat on clean surface; interleave less than 20% of book with absorbent materials; replace interleaving when damp.
- d) If too many books to air dry in 48 hours:
 - i. Wrap in freezer or waxed paper.
 - ii. Pack spine down in sturdy containers.
 - iii. Freeze.

Paper:

- a) Air dry flat as individual sheet or small piles up to 1/4". Interleave; replace interleaving when damp.
- b) Do not unfold or separate individual, wet sheets.
- c) If too many items for air drying:
 - i) Interleave (by groups or individually) with freezer or waxed paper.
 - ii) Pack papers or files standing up and supported in sturdy containers; pack containers only 90 % full.
 - iii) Freeze.

Additional Resources if needed:

Freezer/Cold Storage Services:

Universal Cold Storage	402-474-9500
1601 Pioneer Blvd	Direct 402-419-2161
Lincoln NE 68502	Cell 402-304-0076

Recovery Services

NCRI- National Catastrophe Restoration	316-636-5700
8447 E 35 th St N	800-598-6274
Wichita KS 67226	

Document Preservation Consulting

Ford Conservation Center	402-595-1180
1326 S 332 nd St	
Omaha NE 68105	

Professional Consultants

NARA – National Archives at Kansas City	816-268-8000
400 West Pershing Rd	
Kansas City MO 64108	

Records Management Division – Secretary of State of Nebraska

General Phone – 402-471-2550

Jeanette Greer – Records Management Division Manager – 402-471-2747

Austin Rhodes – RIM Specialist/DISC Supervisor – 402-471-4184

While some records will disappear because of flooding, others can be saved. The Secretary of State Records Management has knowledgeable staff to help people identify what can be saved.

However, resources may be lost if assessment and restorative action are not taken immediately. These situations may seem discouraging at first, but with careful planning and attention, records management can be achieved.

The following link will take you to the referenced conservation help from NARA which will lead to the Minnesota National Historical society with helpful tips on preservation of documents.

<http://www.mnhs.org/preserve/conservation/emergency.php>

Please also feel free to discuss with us the possibility of digitizing some documents that may have survived the flooding or that may become recoverable using freeze drying. If records are unrecoverable and lost due to flooding, please ensure that a disposition report is filled out and submitted to the Secretary of State's office. Forms are available on the Secretary of State's website:

<http://www.sos.ne.gov/records-management/pdf/records-disposition-report.pdf>

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Micrographic Equipment

As a reminder to all state agencies, under Statute 84-1222:

Purchase of microfilm system or equipment; approval; property of administrator.

No state agency shall purchase any microfilm system or equipment prior to the approval of the administrator. The administrator shall not approve internal microfilm activities of any state agency unless such activities may not be feasibly provided by the central microfilming agency and are necessary to a particular operation within the state agency. Any equipment purchased under this section shall become the property of the administrator.

Please Contact Jeanette Greer at Jeanette.greer@nebraska.gov or call 402-471-2747 if micrographic equipment needs to be purchased. This also includes any trade in of equipment as this becomes a fixed asset of the Secretary of State's office.



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

Custom Search

Quick Links
NEReg2Vote - Online Voter Registration
Corporate & Business
Corporate & Business Forms/Fees
Corporate & Business Search
Certificate of Good Standing/Copies of Documents
- Order Certificate/Documents
- Validate Online Certificate
Document eDelivery
Uniform Commercial Code
UCC & EFS Fees
Request EFS Unique Identifier Number (UIN)
Notary Public
Electronic Notary
Forms
Nebraska State Symbols
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

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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!!**

