



Secretary of State Records Management Newsletter

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Grow Nebraska

*Create opportunity
through more
effective, more
efficient, and
customer focused
state government.*

STATE RECORDS CENTER

The State Records Center provides low cost secure storage services for all state agencies to store inactive and semi-active files to reduce clutter and overcrowding in state offices. All records sent to the Records Center remain in the legal custody of the originating agency. The staff at the State Records Center provides free transportation from all Lincoln State offices and makes a daily run every morning. The Secretary of State's website provides training to access the State Records Center tracking system to manage the transfer of records to the Center. It also provides information for the agency to use to request records that may need to go back to the agency. Agencies can request items either by the box or by the file within the box so transportation of the entire box may not be needed. The training link for the RTS system is below:

http://www.sos.ne.gov/records-management/pdf/State-Records-Center-SRC-Record-Tracking-System_User-Instructions.pdf

The State Records Center will also work with agencies on a quarterly basis to dispose of records that have reached their retention period. Records may either be signed off of or they may be taken back to the agency for review before being disposed of. The burden of disposal and the frequency is taken care of by the trained professional staff at the Records Center.

The State Records Center is a secure locked facility that provides protection of state agencies vital and essential records. The Records Center provides confidential storage of all records and all staff are compliant with the FBI Criminal Justice Information Services (CJIS) requirement for Security and Awareness training.

*Information which is not communicated is valueless
Information which cannot be found is worthless
The value of Information is directly related to its accessibility. (Katie Geuin)*

- Information is power.

EMERGENCY ACCESS

If an emergency request should arise after the State Record Center is closed, please enter the request(s) into the RTS (Record Tracking System):

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

Please also have the box number available to communicate to the responding Records Center staff member upon arrival. A state government ID card will be required to receive the information requested. Please call the employees in numerical order on the following list until you speak with someone about your request:

Jeanette Greer	402-440-2077
Ernie Butler	402-525-2822
Austin Rhodes	402-730-6198

Please note that only authorized requestors can access the after-hours service as boxes must be entered into the RTS system.

HVAC WORK IN THE CAPITOL BUILDING

As a side note to agencies that are using the vaults in the State Capitol to store records, the large HVAC revocation project is underway and workers are performing construction activities that may affect records that are stored in the vaults. This may be a potentially hazardous practice that could result in damaged records as accidents may happen and the potential for flood damage may be increased due to bursting pipes. Please consider contacting the State Records Center to transfer those records to the State Records facility.

Records are food for thought, not for mice.



Meet Our Staff



I would like to highlight a member of our trained professional staff in each newsletter. This month I would like to introduce you to Ernie Butler. Ernie has been with our office for 19 years and is our records center staff. I am so proud to be a part of this Records Management team and want to introduce agencies to the staff that works on projects sent to us.

I have been with Records Management since 1999. My duties include pulling requests; picking up and delivering boxes to agencies; pulling boxes for the quarterly disposal and for the Archivist to review; and providing great customer service to all of you! During my tenure with Records Management, major milestones included obtaining a scanning gun; changing the run schedule from the afternoon to the morning and last, but not least, creation of the RTS System. We have come a long way over the years. The RTS system has improved the efficiency and quality of the services provided to you, the customer, and internally to Records Management.

In my spare time I like to spend time with my three grandchildren. They are all growing up so fast. My main goal is to convince them, that grandpa is not an ATM!

Priorities:

Efficiency &
Effectiveness

Customer Service

Growth

Public Safety

Reduced
Regulatory
Growth

We Value:

The Taxpayer

Our Team

Simplicity

Transparency

Accountability

Integrity

Respect

- Information is power.