



Secretary of State Records Management Newsletter

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Grow Nebraska

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

Tips for Getting Boxes Ready to Send over to the State Records Center: How to pack Containers for Records Center Storage:

- **Storage Container:** Pack the records in State Records Center Boxes. Boxes in larger amounts can be ordered by your agency's authorized office supplies purchaser or the Records Center has limited supply of the sturdy brown boxes for storage. We have new ones and old ones that are available. Please call or talk to Ernie for pricing. (402-471-2640)

Commodity Numbers and Box Dimensions:

- **Standard Boxes:** Used for legal and letter-sized files, binders, etc. (15.5" x 12.5" x 10.5")
- **Long Boxes:** Used for rolled items, such as plans. Note: do not use for regular files. (26" x 12" 9.75")
Staples Item #2429582

Order of Files in the Box: Pack boxes in an organized manner in the same order as they are filed in the office.

Letter Size Files: Face toward the front of the box, which is where the label is to be fixed.

Legal Size Files: Face toward the side of the box that is to the left of the label.

Space in Box: Leave one-inch clearance in the box to facilitate referencing.

Interfiles: If it is anticipated that records will need to be added in the future, leave adequate space in the box for interfiles.

Disposal Dates: Do not put records with different disposal dates in the same box.

Records Series: Do not put records from different records series in the same box.

Bar Coded Box Label: The label is affixed in the clearly designated space on the end of the container.

- LERMAN'S LAW OF TECHNOLOGY: Any technical problem can be overcome given enough time and money. LERMAN'S COROLLARY: You are never given enough time or money.



Priorities:

Efficiency & Effectiveness

Customer Service

Growth

Public Safety

Reduced Regulatory Growth

We Value:

The Taxpayer

Our Team

Simplicity

Transparency

Accountability

Integrity

Respect

We are working with Gayla Koertig, curator of government records for the Nebraska State Historical Society to have an open house to show off their new facilities in April which is also National Records Management Month. Please stay tuned for details and save the date of Tuesday, April 24th.

Looking for Partners for Information Governance: The Records Management Division is looking for state or local agencies to team up with to open a discussion on how to move to an information governance model to protect records created as assets.

If you are interested in joining a discussion roundtable, please contact Jeanette Greer at the Records Management Division (Jeanette.greer@nebraska.gov)

Information Governance vs. Records Management:

Information governance balances the use and security of information. Information governance helps with legal compliance, operational transparency, and reducing expenditures associated with legal discovery. An organization can establish a consistent and logical framework for employees to handle data through their information governance policies and procedures. These policies guide proper behavior regarding how organizations and their employees handle electronically stored information.

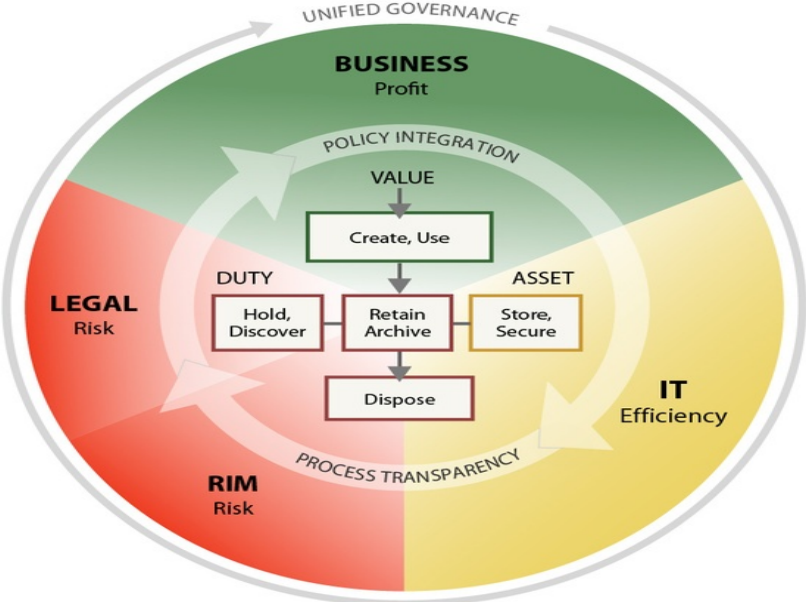
Information governance encompasses more than traditional Records Management. It incorporates information security and protection, compliance, data governance, electronic discovery, risk management, privacy, data storage and archiving, knowledge management, business operations and management, audit, analytics, IT management, master data management, enterprise architecture, business intelligence, big data, data science, and finance.

- From Wikipedia, the free encyclopedia

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Information Governance Reference Model (IGRM)

Linking duty + value to information asset = efficient, effective management



Duty: Legal obligation for specific information

Value: Utility or business purpose of specific information

Asset: Specific container of information

Information Governance Reference Model / © 2011 / v2.1 / edrm.net



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