



# Secretary of State Records Management Newsletter

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## Grow Nebraska

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

## What is a Record?

- Definition of “record” 84-1202(4): Record means any book, document, paper, photograph, microfilm, sound recording, magnetic storage medium, optical storage medium, or other material **regardless of physical form** or characteristics created or received pursuant to law, charter, or ordinance or **in connection with any other activity relating to or having an effect upon the transaction of public business**

## What is Records Management?

- Records Management is the systematic control of records through creation, receipt, maintenance, use and disposition.
- Referred to as Records and Information Management (RIM), Information Management, Information Governance



## Poor Records Management

- Decreases our ability to serve the public and fulfill the missions of our organizations
- Decreases our ability to effectively produce records in response to public records requests and litigation
- Erodes public trust and confidence (appear to lack transparency and accountability)

*"Without access to information there is no transparency; without transparency there is no accountability; and without transparency and accountability there is no democracy." (Dr. Harrison Mwakyembe, Senior Lecturer in Law from the University of Dar es Salaam)*

## Services Available

The Records Management division is able to convert paper to electronic images, microform 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, 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.

### Priorities:

- *Efficiency & Effectiveness*
- *Customer Service*
- *Growth*
- *Public Safety*
- *Reduced Regulatory Growth*

## Training Opportunity Reminder

Training Opportunity:

All Records Officers

March 8<sup>th</sup>, 2017 at 1:00 p.m. -  
3:30 p.m. at the Nebraska State  
Office Building in Lower Level  
Conference Room A.



## 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 Brad Jisa. Brad has been with our office for 20 years and is our senior member of 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.

Jeanette Greer

I started my journey with Records Management in 1997 running our Lab. My main duties included developing, duplicating and editing 16, 35, and 105mm film. To this day I am proud of the fact that Kodak considered us as one of the top labs in the US. During my time running the Lab I was able to continually produce a finished product that Kodak said could not be achievable. As micro film started to phase out I cross trained in Micrographic imaging, Digital imaging, and helping out our record center. Currently I am working on conversion of microfilm to digital images.

My professional experiences outside of Records Management include: Seven years in the Nebraska National Guards, 24th Air Ambulance Co. as a Nuclear, Biological and Chemical Specialist. Attended UNL and Doane College studying Corporate Communication. While attending College I worked both part and full time for the State of Nebraska Grounds Department at the Capital.

I am a lifelong resident of Lincoln, graduated from Lincoln Southeast High School in 1988. My wife Cindie and I have a son Austin that attends Lincoln Southeast High School. On our off time we enjoy following our son to his sporting events, I volunteer teaching Hunters Safety for Nebraska, and enjoy cooking on my Smoker.