



Secretary of State Records Management Newsletter

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Grow Nebraska

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

Records Management- FAQ

What is records management? Records management is the systematic control of records throughout their life cycle—from the moment they are created to the moment they are destroyed or transferred to the Archives for permanent retention.

Why is records management important? Ultimately, records management ensures that state records of vital historical, fiscal, and legal value are identified and preserved, and that non-essential records are discarded in a timely manner according to established guidelines. Benefits of records management include more effective management of your current records (both paper and electronic); a reduced/eliminated level of record-keeping redundancies; reduced costs for records storage equipment and supplies; and increased usable office space through the elimination of unnecessary file storage. In addition, records management provides state accountability and timely access to information.

What is the difference between active and inactive records? Active records are your current working files that are regularly used to conduct business. Inactive records are no longer needed to conduct current business, but may be needed for infrequent consultation.

What do I do with records I no longer need in my office? All records should be appraised to determine the proper records retention using your agency retention schedule or the state general retention schedule (124). Agencies may use the SRC-RTS system to transfer records that are no longer needed in the agencies office for storage using the proper retention schedule. The SRC RTC system is available on the Secretary of State's website.

What is a records retention schedule? A records retention schedule is a set of instructions governing the retention and disposition of records. It is used to determine if a particular type of record is permanent or temporary, how long that record needs to be kept, and what should ultimately happen to the particular record.

- Information is power.

Is there a retention schedule for my records? All agencies have retention schedules on the Secretary of State's website. In addition there is Schedule 124 which is the general records retention for all state agencies.

http://www.sos.ne.gov/records-management/retention_schedules.html

What if I can't find my records in the retention schedule? Search in your individual agencies retention schedule and if the record is not found, then consult General Schedule 124. If the record is still not found, please contact our office for guidance. The agency Records Retention schedule may need to be updated to include the particular record that is needed.

How do I send records to the State Record Center? Follow the steps in on the Secretary of State's website http://www.sos.ne.gov/records-management/pdf/State-Records-Center-SRC-Record-Tracking-System_User-Instructions.pdf

To access the RTS system you can go to the Secretary of State's website and log in to the following link: <https://intra.linc.lincoln.ne.gov/asp/state/reccen/login.aspx>

You will need a login and password in order to access the system. Please contact your records officer for approval.

What if I need to access records that I have already transferred to the State Records Center? The State Records Center staff provides a daily run to all agencies based in Lincoln. The run typically occurs every morning but urgent requests can be processed and staff will respond for requests all day. An agency may request either a particular file within a box or an entire box. Staff will deliver the request directly to the requesting agency. Requests need to be inputted into the SRC RTS system. Information may also be responded to using the email link below for any additional needs.

sos.recordscenter@nebraska.gov

Records management is like an elevator. You do not notice it until it is not there.

SAVE THE DATE!



Next Training Course is Thursday June 15th at 1:00 in the NSOB Lower Level, Room A. We will be discussing email retention and updating current email guidelines!!

Priorities:

Efficiency &
Effectiveness

Customer Service

Growth

Public Safety

Reduced
Regulatory
Growth

We Value:

The Taxpayer

Our Team

Simplicity

Transparency

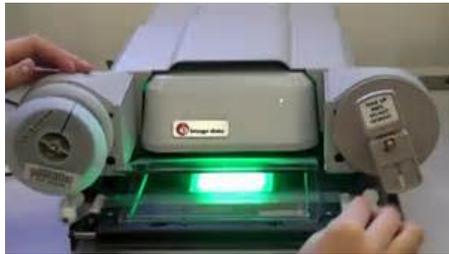
Accountability

Integrity

Respect

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Information is the oxygen of the modern age. It seeps through the walls topped by barbed wire, it wafts across the electrified borders. (Ronald Reagan)

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 Austin Rhodes. Austin has been with our office for 3 years and is the RIM Specialist/DISC Supervisor. 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 have worked in state, local, and private records management for a total of 7 years. I started working with Nebraska Records Management in 2014. I graduated from Wichita State University with a Master's Degree in Public History. I am responsible for helping State and local agencies keep their retention schedules up to date, answer question regarding retention as well as supervise day to day activities in the records management scan room. In addition to my duties as the RIM specialist I also sit on the State Historical Records Advisory Board. In my spare time I like to compete in the Scottish Highland Games. The most well know event from the Scottish Highland games is the caber toss where a long log is flipped end over end.

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