



Secretary of State Records Management Newsletter

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Grow Nebraska

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

DISASTER RECOVERY -A **disaster recovery plan** is a documented process or set of procedures to recover and protect a business infrastructure in the event of a disaster. Such a plan, ordinarily documented in written form, specifies procedures an organization is to follow in the event of a disaster. It is "a comprehensive statement of consistent actions to be taken before, during and after a disaster". The disaster could be natural, environmental or man-made. Man-made disasters could be intentional (for example, an act of a terrorist) or unintentional (that is, accidental, such as the breakage of a man-made dam).

Given organizations' increasing dependency on technology to run their operations, a disaster recovery plan is increasingly associated with the recovery of information technology data, assets, and facilities.

DO YOU HAVE A PLAN?

BENEFITS -Like every insurance plan, there are benefits that can be obtained from the drafting of a disaster recovery plan. Some of these benefits are:

- Providing a sense of security
- Minimizing risk of delays
- Guaranteeing the reliability of standby systems
- Providing a standard for testing the plan
- Minimizing decision-making during a disaster
- Reducing potential legal liabilities
- Lowering unnecessarily stressful work environment

TYPES OF PLANS -There is no one right type of disaster recovery plan, nor is there a one-size-fits-all disaster recovery plan. However, there are three basic strategies that feature in all disaster recovery plans: (1) preventive measures, (2) detective measures, and (3) corrective measures.

Preventive measures will try to prevent a disaster from occurring. These measures seek to identify and reduce risks. They are designed to mitigate or prevent an event from happening. These measures may include keeping data backed up and off site, using surge protectors, installing generators and conducting routine inspections.

- Incurable diseases are only those the doctors do not know how to cure. (Charles Kettering)

Detective measures are taken to discover the presence of any unwanted events within the infrastructure. Their aim is to uncover new potential threats. They may detect or uncover unwanted events. These measures include installing fire alarms, using up-to-date antivirus software, holding employee training sessions, and installing server and network monitoring software.

Corrective measures are aimed to restore a system after a disaster or otherwise unwanted event takes place. These measures focus on fixing or restoring the systems after a disaster. Corrective measures may include keeping critical documents in the Disaster Recovery Plan or securing proper insurance policies, after a "lessons learned" brainstorming session.

A disaster recovery plan must answer at least three basic questions: (1) what is its objective and purpose, (2) who will be the people or teams who will be responsible in case any disruptions happen, and (3) what will these people do (the procedures to be followed) when the disaster strikes.

Priorities:

Efficiency & Effectiveness

Customer Service

Growth

Public Safety

Reduced Regulatory Growth

We Value:

The Taxpayer

Our Team

Simplicity

Transparency

Accountability

Integrity

Respect



Next Training Course is Wednesday January 10th at 1:00 in the NSOB Lower Level, Room A.

We will be discussing our strategy on disaster recovery and welcome any feedback or questions and concerns with all agencies disaster recovery plans.

Please email me (Jeanette.greer@nebraska.gov) if you have any topics or thoughts for future trainings and newsletters that you would like to see addressed.



WORK CONTINUES 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 still underway and workers are performing construction activities that may affect records that are stored in the vaults. The basement vaults will be deemed a construction zone and access to those vault area will be limited as construction continues because of liability issues. Please consider contacting the State Records Center to transfer those records to the State Records facility or let us work with you on a plan to ensure vaults are accessible to construction crews.

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Meet the 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 Tracy Marshall. Tracy has been with our office for 10 years and is the Administrative Assistant. 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 began working with the Secretary of State – Records Management in 2007 as a temporary employee. Two weeks after starting I was diagnosed with breast cancer. Not to slow me down, I continued working and am proud to say I never missed a day of work as I was going through this battle. By the end of 2007 I was asked to join the team as a full time State employee, and I am still here!

I basically know a little bit about all of it. I have helped with the process of Retention Schedules and make sure they are updated on the website. I can also be seen scanning when they need assistance. I also have knowledge of our RTS system and can assist you with password updates and finding a box, or navigating through the disposal process. I am also the recording clerk for the Nebraska State Records Board, and assisting the Executive Director with scheduling rooms and making sure Public Meeting Notices are done, along with keeping track of the signed contracts.

I was raised in Furnas County and love to go back to the farm and help my 87 year old father with building fence or driving the truck for harvest. I enjoy taking sunrise and sunset pictures and hanging out with my three grandkids.



Jeanette Greer, Tracy Marshall (10 year service award) and Secretary John Gale.



Jeanette Greer, Austin Rhodes, Brad Jisa (20 year service award) and Secretary John Gale.

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