



# Secretary of State Records Management Newsletter

JANUARY 6, 2020

VOLUME 4, NUMBER 1



“What the New Year brings to you will depend a great deal on what you bring to the New Year.” — [Vern McLellan](#)

Why not make 2020 the year to gain control of your records management practices?

Many agencies do a great job of records management but if you feel that your agency has some opportunity to improve your practices, why not give us a call and let us help you make 2020 the decade to start practicing better records management practices?

How can our staff at Records Management help, you ask?

1. We have a RIM (Records Information Management Specialist) to assist your agency in reviewing retention schedules with appropriate staff to ensure that all records are being captured as well as all obsolete records are being addressed.
2. We will come out to your agency to do staff training on records management.
3. We have the ability to digitize records to an electronic format for greater accessibility. We can digitize paper as well as microform.
4. We can perform daily scanning tasks that would allow your agency to free up staff time to perform other tasks vital to your agencies mission.
5. We have a warehouse and staff to store records to allow you to utilize your office space in a more efficient way at a low cost that also includes pickups and delivery in the Lincoln area at no additional cost to your agency. Once records are in our warehouse, they are still your records but we will notify you when they have reached their retention period and aid you in the disposal of those records ensuring a timely destruction of records.

# Disposal

Speaking of disposal, let's review why we dispose of records and the best practice in order to do so.

1. There are risks associated with keeping records too long. A few reasons are that they waste valuable office space, it is harder to find the records that you do need, and if records are retained they must be available for litigation and/or audit purposes.
2. There are also risks to destroying records too soon. Some of those risks are that it is a violation of law, it exposes agencies to liabilities in the event of litigation and/or audits.

The best practice is to avoid random purging by establishing a routine within the normal course of business for destroying records. All records stored at the State Records Center are routinely flagged for destruction on a quarterly basis when retention periods are up.

Records Officers are contacted by the State Records Center on a quarterly basis by email to review records that are up for disposal. The Records Officer will then go into the RTS system under reports and put in the date that is in the email. It will either be 3/31, 6/30, 9/30, or 12/31 of the current year.

| Box #  | Box Content                | Disposition Date | Extended Review Date | Retention Schedule # | Disposition | Authorized Date | Authorized By |
|--------|----------------------------|------------------|----------------------|----------------------|-------------|-----------------|---------------|
| 376378 | LEGAL: 06-1083 THRU 08-207 | 1/22/2018        |                      | 150-8-3              | Destroy     |                 |               |
| 377580 | CMS 2014                   | 12/31/2019       |                      | 150-3-2-2-6          | Destroy     | 11/18/2019      |               |

Records Officer can then either extend the review date, mark the box for destruction or ask that they review the box. Once they mark the authorized date, the Records Officer's name will show in the authorized by field.

The process is easy and pain free for the agency. The key is to ensure that as the Records Officer, you are completing this process each quarter and ensuring that your records are kept up to date. This saves storage costs to your agency.

## Disposition Reports

Disposition Reports are available as an online report on the Secretary of State's website!

[https://appengine.egov.com/apps/ne/sos\\_records\\_disposition\\_report](https://appengine.egov.com/apps/ne/sos_records_disposition_report)

The form is self-explanatory as you fill it out and mirrors the old form. Attachments can be added as needed such as certificates of destructions, etc.

Nebraska revised statute §84-1212.02 requires agencies to report records dispositions on forms provided. Use this online form to meet that requirement.

Please take note when filling out Disposition Reports, we will **only** be accepting the electronic filing of this report. After filling out the report, a confirmation email will be received that should be saved electronically for the 10 years of retention. If you choose to print out the report and save in the paper form, it also has a 10 year retention period.

If you have any questions on the online disposition report please feel free to contact:

Jeanette Greer – Records Management Division Manager (402) 471-2747  
Austin Rhodes – RIM Specialist/DISC Scanning Supervisor (402) 471-4184  
Tracy Marshall – Administrative Assistant (402) 471-2550

## Conversion Services

The Records Management division is able to convert paper to electronic images, microform (microfilm, microfiche) 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, or TIFF.

We also offer daily pickup of records to be converted from Lincoln area offices by trained and professional staff. All staff at the Records Center and the Imaging Conversion Center have strict confidentiality standards. Let our staff help you by providing fast, friendly, and free safe transport of local materials to the Records Center.

## Boxes

The State Records Center has limited supply of the sturdy brown boxes for storage. New brown boxes that are double sided on the long side and triple thick on the short side are available for \$2.00. Email the state Records Center at: [sos.recordscenter@nebraska.gov](mailto:sos.recordscenter@nebraska.gov) for more information.



# Secretary of State Records Management Newsletter

MARCH 13, 2020

VOLUME 4, NUMBER 2

## Pilot Program for Remote Access to files: Scan-On-Demand

### What is Scan-On-Demand

Scan-On-Demand is a new service that allows state agencies to receive a scanned image of records they need to recall from the State Records Center, rather than the paper copy.

### How the process works

1. When you request a record via the RTS, add a note in the description box that you want the record sent electronically and put the email address that it needs to go to in the ship to box.
2. Records Center staff pulls the file and determines if it can be scanned and sent electronically. If requested, Records staff can estimate the size of the file before scanning.
3. Scanned images are sent within 24 business hours using the state email system or a Secure File Transfer Protocol (FTP) server.
4. File request under 25 pages will be provided at no cost to the agency. File request over 25 pages will have a cost of .04 per image. All records officers will need to fill out the approval form sent in a separate email to give permission for requesters to request bigger files as needed and give permission to be charged for this service. A 100 page file would cost the agency only \$3.00.

## Delivery method options include:

1. Email through the state email system (Outlook)
2. Secure File transfer (FTP)

## Questions?

Contact the State Records Center at 402-471-4184 or [SOS.RecordsManagement@nebraska.gov](mailto:SOS.RecordsManagement@nebraska.gov)

**Also as a reminder we have an emergency contact list for after hour use. If the office is closed as a result of the pandemic spread of COVID 19, and you are in emergency need of a box or file, please use the following emergency list as well.**

## State Records Center emergency access instructions & list.

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.ln.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. Records Officers and Agency Heads have after hour contact information.





# Secretary of State Records Management Newsletter

JUNE 23, 2020

VOLUME 4, NUMBER 3



**We have exciting news to share!! We are changing our Record Tracking Software. Our projected go live date is 8/3/2020.**

**The new system is very similar to our current system but will have some upgrades available and we are pumped to be able to share them with you. As we get farther into the stages of how this system works, we will be working on putting together a training manual to send out before the virtual training sessions.**

**Stay tuned to this exciting development!**



**We are currently planning on having virtual training on the new system on July 22<sup>nd</sup> and July 28<sup>th</sup> at 2:00 pm. Please plan on attending one of these virtual training dates. More information will follow with specifics and an Outlook invitation with sign in directions.**

## **Conversion Services**

Do you have some funds available at the end of the fiscal year and have projects that you have been wanting to convert?

The Records Management division is able to convert paper to electronic images, microform (microfilm, microfiche) 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, or TIFF.

We also offer daily pickup of records to be converted from Lincoln area offices by trained and professional staff. All staff at the Records Center and the Imaging Conversion Center have strict confidentiality standards. Let our staff help you by providing fast, friendly, and free safe transport of local materials to the Records Center.

## **Disposal**

As a friendly reminder to our records officers, please have your 2<sup>nd</sup> quarter disposal signed off on by June 25<sup>th</sup>.

## **Boxes**

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# Secretary of State Records Management Newsletter

OCTOBER 9, 2020

VOLUME 4, NUMBER 4

## COVID-19 Records

COVID has changed the way many of our agencies have performed day to day tasks and this includes records management policies. Here are some questions to ask yourself to help decide how to handle these records:

- Has my agency created records that may involve testing records, temperature test data, workplace exposure, etc. and where are these records being stored?
- If you are creating these records, how are you classifying them?
- Depending on the classification of records, what series in your retention schedule are you using?
- Many COVID records, depending on how they are used could be classified as log records, medical records or employee history records.
- How is your agency treating them and do you have a plan in place to manage these records?
- Does your agency create records that may be of historical value to the State of Nebraska and may need to be designated to the Archives?
- Who oversees these records and who is in charge of deciding the value of the record?

Do you have questions that our Senior RIM specialist, Austin Rhodes could help you work through? If so, please email him at [Austin.Rhodes@nebraska.gov](mailto:Austin.Rhodes@nebraska.gov) or give him a call at 402-471-4184 and let him help you work through the correction assignment to your COVID records.

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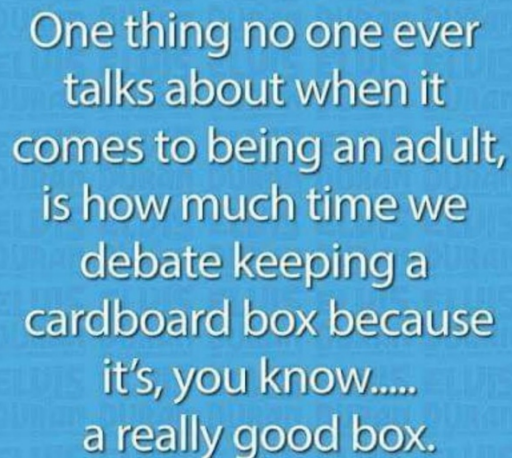


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One thing no one ever  
talks about when it  
comes to being an adult,  
is how much time we  
debate keeping a  
cardboard box because  
it's, you know.....  
a really good box.

### **New Employee at Records Management**

We have a new scanning supervisor at Records Management. Please help us welcome John Detlefsen to our Records Center. As he gets familiar with our processes, you may be hearing from him to check up on our current scanning projects that we are doing for your agency or to ask for some time to discuss any new projects that you may have in mind.

### **Records Management Software**

Thank you to all you took our training on our new Records Management software and that have worked with us as we fine tune it and eliminate any bugs in the system. If you have any questions or need help in accessing the software, please contact Drew Bruhl ([Drew.Bruhl@nebraska.gov](mailto:Drew.Bruhl@nebraska.gov)) and he can assist you to getting familiar and proficient on the new system.