



Secretary of State Records Management Newsletter

OCTOBER 2021

VOLUME 5, NUMBER 1



We are Moving!!

Our State Records Center has a new home this fall. We are moving to 3242 Salt Creek Circle in a new warehouse built specifically for our needs!! The State Records Center has been housed in the K Street Complex since 1996 but will have a new space in 2021! We are so excited for this move and hope to hold an open house for our Records Officers in spring 2022.

That being said, it is a large task as we will be moving approximately 75,000 boxes in a couple of months. We will begin moving our boxes over to the new location mid-November so just be aware that requests may take a little longer to process during this time. If the box is something that is needed urgently, please make sure to add a note to the request telling us that it is an urgent request and we will do our best to keep it within our 24 hour turn around time. As always, if you have any questions or concerns, you can call Jeanette Greer at 402-471-2747 or Austin Rhodes at 402-471-4184 or talk to Drew as he will still be out on the run to handle any needs that may come up.

Disposal notices for December will be sent out in November, please make sure to review for destruction as these are boxes that may not need to be moved and can be disposed of at our old location.

Conversion Services

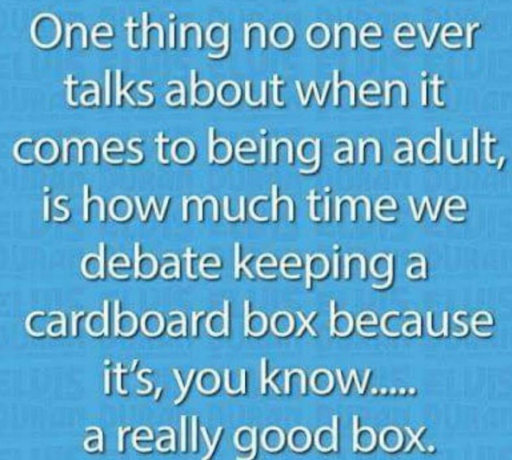
The Records Management division is able to convert paper to electronic images, microform (microfilm, microfiche) to electronic, paper to microfilm, electronic image to microfilm all at low costs to your agency. We have high-speed conversion capability and can export images/data across the network into 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.

If you have any questions on any projects for digitizing, please contact Derek Wells at 402-471-9778 to discuss how we can help.

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 \$3.00. Email the state Records Center at: sos.recordscenter@nebraska.gov for more information.



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.