

SECRETARY OF STATE- RECORDS MANAGEMENT

Volume 6, Number 1



WE HAVE MOVED!

If you haven't heard the good news yet, we want to let you know that we have moved!!

After being housed for 25 years at the old power plant building in the Haymarket on 4 different floors, the State Records Center has a new home at 3242 Salt Creek Circle in a one-story warehouse!!

THANKS TO ALL WHO MADE IT HAPPEN

First and foremost, the Records Management staff would like to thank Secretary Evnen for making this move possible and for having the fortitude needed to make this move happen through all of the ups and downs of moving during COVID. We would also like to thank the support staff at the Secretary of State's office in helping with the move. In particular, Colleen, our Deputy Secretary of State, Chad and Minank in IT, and Joan in Finance.

We would also like to thank the Administrative Services Building Division in working with us through the RFP process and in selecting the site.

Cody and his team out at Surplus Property did an excellent job in helping us to sell our shelving and excess items. We got a small taste of what they deal with on a daily basis in dealing with the unique set of customers that purchase Surplus property.

The team at the OCIO that helped get everything up and running at the new location were very prompt and professional and we appreciate their help.

In addition, a special shoutout to Office Innovations for all of their hard work in assisting with our move.

There were many other people that helped with the move and I apologize if I haven't specifically mentioned them so I would like to send out a blanket thank you as well.

As far as the staff here at Records Management, I couldn't have asked for a better team to help with the move. Austin and Drew were instrumental in ensuring all boxes were moved in a somewhat orderly fashion and were able to adapt to having plans change. Tracy and Derek were willing to help with anything that was asked of them and many times worked for the good of the team. The scanning staff helped with additional projects and stayed on task with their scanning work throughout the move. We also had the help of a part time temporary warehouse staff; Eli and he was great in doing whatever was needed. For a small staff of 8 people, we moved mountains in getting the new State Records Center up and running.

"The world hates change, yet it is the only thing that has brought progress" Charles Kettering

WANT TO COME OUT FOR TOUR?

We are very excited to show off our new facility. Please sign up for a time to come out and we will show you around the warehouse and agencies can see for themselves the process that we have in place to store records in a safe and efficient manner. We will have fun facts to share with you as well as some treats to indulge in. Please sign in to this doodle and pick a time to come out and tour our facility March 8th through the 10th, 2022. We will have a limit of 10 people to tour at a time so if you would like to bring other staff with you, please add them to the list.

https://doodle.com/poll/ddbx695c6yyai98n?utm_source=poll&utm_medium=link

DIGITIZATION

Are you struggling in keeping up with your scanning needs? Do you have some funds available that you would like to use to digitize microfilm, microfiche, floppy disks, or slides? We can help with any projects that you have big or small, permanent or temporary. With a shortage in staff right now, jobs may be piling up and we can help in reducing that work load.

Our staff are veterans in scanning, the rookie on our scanning staff has been doing the job for 16 years. We have high speed conversion capabilities and can export images/data across the network into your current imaging system: OnBase, Papervision, PDF, or TIFF. All staff have strict confidentiality standards and are recertified on an annual basis. We have staff that will provide daily pick up and delivery on records and materials for scanning at no additional cost to your agency. If you have any question or would like to discuss any digitization needs, please contact Derek Wellls (Senior Records Technician) at 402-471-9778.

CONTACT

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Secretary of State Newsletter

DECEMBER 2022



State Records Center - 3242 Salt Creek Circle

Happy Holidays from Records Management!!

We wish everyone a very Happy Holiday season and a terrific 2023. We have been in our new location for one year now and are enjoying it very much. There is no more freezing while waiting for the water-cooled system to get hot water to heat the building!! We had the opportunity for some of the agencies to come out and take a tour this spring, but we are always available to show off our new digs. Just call Jeanette Greer at 402-471-2747 to set up a time and we can show you the State Records Center with our box storage. We always have room for more and with 19-foot-high shelving, it is very impressive, but you have to see it to believe it.

Special events – All Year Long

- If you would like to tour our Records Center – Call 402-471-2747 to set it up with Jeanette
- To have us come out and do personalized records management training for your agency – Call 402-471-2747 or 402-471-4184 and set it up with Jeanette or Austin
- To work on your agency Retention Schedule or if you have any retention questions – Call Austin at 402-471-4184
- To talk about any scanning or digitization needs - Call Derek at 402-471-9778
- To get training on the SRC system to add boxes to storage or any pickup needs – Call Drew at 402-471-4156



Santa's Lil Helpers - End of Fiscal year

Did you know that Records Management can convert microfilm, microfiche, slides, aperture cards and paper to digital images? If you have projects that you would like to complete by the end of the fiscal year, please reach out to our Scanning Supervisor – Derek Wells (402-471-9778) with any questions on digitizing before the end of the fiscal year or if you need some help in scanning into your Electronic Content Management system. We have trained staff – our rookie scanner has 15 years and our other scanners have over 20 years of experience -that are able to process those needs for you in a timely and efficient manner.

The secret of getting ahead is getting started. -Mark Twain



Add caption here

Struggling to stay afloat

If you are struggling with your Records Management program, why not give us a call and we can help you decide how to get on top of it. We are here to help agencies with their durable medium storage of electronic records, and storage of all other records. Austin Rhodes is our RIM Specialist (402-471-4184) and ready to help