

EST. 2008



Overview

The Sarpy County Records Management department was established in 2008 to provide the services and assistance necessary to achieve the goals of Sarpy County's Records Management Policy.

There are currently over 6,500 boxes of records and 1,000 books managed in the records vault, over 500,000 electronic documents managed in the Records Management System & over 10 million images scanned to this day.

The Records Management department has more than tripled in size throughout the years. Originally, there were eight departments using the services provided by the records center, which has now grown to 28. The Records Management department is in the beginning stages of offering services to agencies outside of the courthouse within Sarpy County.



Records Management

"Providing direction in a sea of information"



Internal Services

To achieve the Sarpy County Records Management goals the following services are offered to all departments:

- Document Scanning
- Data Entry
- Secure Storage
- Records Management Process Consulting
- Electronic Document Management
- HPRM Training
- Internal Record Requests
- Public Record Requests
- On-site Shredding
- Retention Management
- Migration
- Redaction



External Services

Records are one of the most valuable assets within an organization & should be managed efficiently. The Sarpy County Records Management department is committed to assisting agencies, throughout the County, to help meet their document management needs by providing the following services:

- Records Management consultation
- Record Conversion
- Temporary Storage
- Data Transfer
- Secure on-site shredding

The Records Management team will conduct a thorough consultation to determine the best solution for each agency. During the conversion process, we are committed to protecting records by providing a secure storage location, proper security on electronic images & ensuring confidentiality. We are also committed to creating images of high quality with accurate indexing. Secure shred services are offered after project completion.

Software & Hardware



HPRM

The electronic document and records management system (EDRMS) that is used by Records Management department as well as several others within the County. This system is designed to capture, manage, and secure information in order to meet governance and regulatory compliance obligations.

Laserfiche[®]

Laserfiche

The records management department uses the quick fields add on to capture documents, extract information, index, report and manage scanned documents temporarily.

upland **FileBound**

Filebound

The Records Management department uses filebound to help improve efficiency by implementing workflow automation and electronic forms.

BarTender

BarTender

The Records Management department uses BarTender to create barcodes & labels for projects to help increase automation.



Scanners

There are 4 high speed scanners in the Records Management department & a large scanner used to capture images from books & maps.



Scanning

We offer scanning to all departments and currently scanning on a weekly/daily basis for multiple departments.

We use the scanning software program Quickfields and store the scanned documents in the program Laserfiche.

Daily Scanning:

We receive items from departments on a daily basis. We scan them immediately and upload them to the requested destination

Emergency Scans:

Any department can request an item to be scanned at any time and we will scan their document, title it with the given name, and send it to them electronically or upload the document to Intra.

Scanning Steps:

- Prep each box
- Scan documents
- Check images quality
- Index each document
- Export to final destination



Storage

As items are brought down for storage/scanning in the records center we enter the information from the content sheets into our Records Management System. All boxes coming into the records center fall under one of three categories:

- Retain Permanently
- Retain until Retention is Satisfied
- Need to Scan

Each Electronic box has 9 fields that need to be filled out:

- Title
- Classification
- Retention Schedule
- Destruction year
- Owner
- RM Notes
- Assignee

After each box is electronically entered into our system we print barcodes off that our system generates. Each barcode is used as a unique identifier for each box.

All boxes are stored until they have met their assigned retention schedule or signed off by their owner.



Shredding

Each year the Sarpy County Records Management Departments completes a "records purge".

- The shred is completed on-site as to guarantee confidentiality to all departments.
- The accuracy of these lists are based off of the understanding of the information that is provided and entered into our Document Management System
- Once each list is finalized they are sent out to each department approximately one month before destruction.
- Once the forms are turned in and signed we do a physical check and place destruction stickers on each box.
- The boxes are removed from the records center the day of shredding.
- After the shred has been completed a final inventory is conducted to ensure the shred is completed.



File Requests

We take great pride in our ability to retrieve files that are requested by departments throughout the county in an accurate & timely manner.

- File requests are sent via email to a group email that goes to every staff member in the Records Management Department.
 - RecordsRequest@sarpy.com
- All file requests should be completed within 15 minutes, although most are completed in under 5 minutes.
- Our Records Management System allows us to check files in and out. This helps us track all files by letting us know who requested the file, the date it was checked out, and the date it was returned.



Q & A

What is Records Management?

The administrative and managerial activities related to managing records throughout their life cycle from creation to their final disposition in which they are destroyed or retained permanently.

What is a Record?

Any book, document, paper, photograph, microfilm, sound recording, magnetic storage medium, optical storage medium, or other material regardless of physical form or characteristics created or received pursuant to law, charter, or ordinance or in connection with any other activity relating to or having an effect upon the transaction of public business.

What is Durable Medium?

The Secretary of State as State Records Administrator, through Rule and Regulation adoption authority, defines Durable medium as follows: Durable medium shall be any information storage medium that is created by a durable process. A process shall be the combination of hardware, software, storage media, techniques, and procedures, used to manage, create, store, retrieve, and delete information belonging to the custodian agency.

What is a Retention Schedule?

A retention schedule is a listing of approved record retention periods governing the disposition of records.

What is a Public Record?

Neb. Rev. Stat. § 84-712.01 defines public records for purposes of the Public Records Statutes. Under that section, except where other statutes expressly provide that a record shall not be made public, public records are all records and documents, regardless of physical form, of or belonging to the state and its various political subdivisions, departments, boards, and commissions. Under this definition, public records are broadly defined, and the scope of the bodies covered is also wide. Data which is a public record in its original form remains so when maintained in a computer.



Requests & Inquiries

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offices/records-management](https://www.sarpy.com/offices/records-management)

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