



Welcome Local Official

As a local government official, you are responsible for maintaining the records that protect the rights and entitlements of both the government and the citizen. In addition, many of the records in your care have historical value extending beyond their administrative or legal importance. The importance, or even the existence of these historically valuable records, is sometimes overlooked as the daily demands of our jobs occupy our time. At other times, it may be difficult to know how best to care for these records. This orientation packet is designed to provide you with basic information that will help you manage the important records in your office. The concise format should make it easy to locate the information you need.

This orientation packet includes copies of the state statutes in effect as of 1998 that regulate the disposition of and access to public records. These include the Records Management Act, the statutes granting authority for the Nebraska State Historical Society to acquire records, and the statutes that empower the public to request access to any public record held in any government office. The Records Management Act is of particular importance because it prohibits the destruction of any record without proper review.

There are several fact sheets included in this packet that discuss topics important to records custodians. These topics are: Records Management Overview, Microfilm, Electronic Records, Records Preservation, and Disaster Planning. There is also an organizational chart that should help you understand how the Records Management Division and the State Archives are organized, as well as a list of contact persons in each agency. The fact sheets are not intended to answer every question. At the bottom of each sheet is the address of the agency that can provide more information.

We hope that you find this packet interesting and informative. If you have any questions or comments about the contents, please feel free to contact us.

Cordially yours,

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