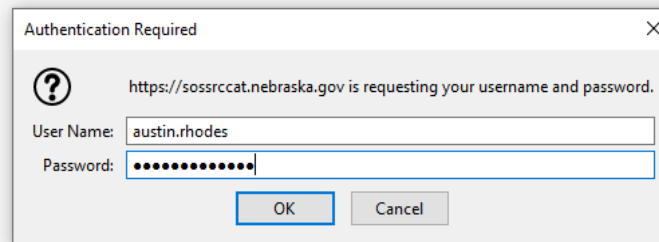
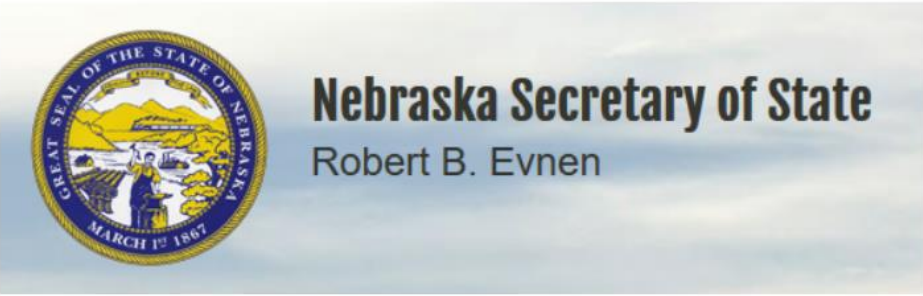
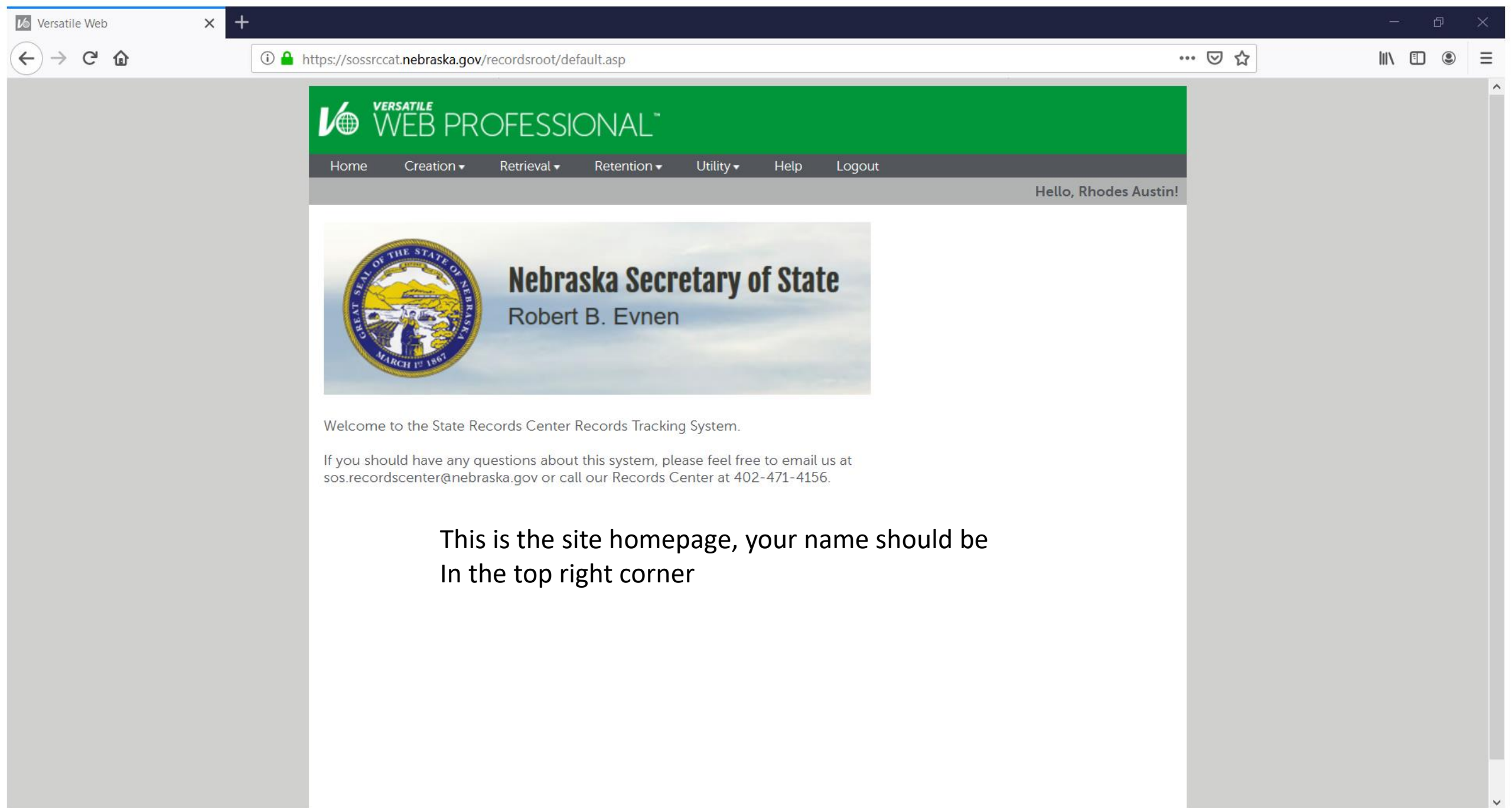


The new site is <https://sossrc.nebraska.gov>



Use your stn credentials and password to log into the sytem



Welcome to the State Records Center Records Tracking System.

If you should have any questions about this system, please feel free to email us at sos.recordscenter@nebraska.gov or call our Records Center at 402-471-4156.

This is the site homepage, your name should be
In the top right corner

Search Records

View My Cart

View My Checkouts

Records Corporation Records and Information Management Website

The purpose of this website is to provide up-to-date information on the Records and Information Management program at the Records Corporation.

If you should have any questions on the Records and Information Management program, or any of the following webpages, please contact us.

To request a file or box mouse over the Retrieval tab and select Search Records

Versatile Search Make sure Search in: Boxes is checked

Search In: Boxes Files Results per page: 10 ▾

BASIC CRITERIA BOX / FILE CRITERIA ADVANCED CRITERIA USER DEFINED STATE BARCODE ONLY

Search Text:
[Help?](#)

There are several tabs for different types of searches, if you want a basic text search use this tab



Versatile Search

Search In: Boxes Files Results per page: 10

- BASIC CRITERIA
- BOX / FILE CRITERIA**
- ADVANCED CRITERIA
- USER DEFINED
- STATE
- BARCODE ONLY

User Box Number:
Box Number(s):
File Number(s):

When entering multiple box numbers or file numbers, please separate each number with a comma or a space. To list the inventory of a specific box, enter a box number and then select the checkbox to search in files.

If you know the box number you can use this tab

Versatile Web

https://sossrccat.nebraska.gov/recordsroot/versatile/search.asp

VERSATILE WEB PROFESSIONAL™

Home Creation Retrieval Retention Utility Help

Hello, Rhodes Austin!

Versatile Search

Search In: Boxes Files Results per page: 10

BASIC CRITERIA BOX / FILE CRITERIA **ADVANCED CRITERIA** USER DEFINED STATE BARCODE ONLY

Company: Secretary of State

Department: State Records Board
 Include Sub-Departments

Record Series: 124-101 - RECORDS TRANSFER FORM
 Include Sub-Record Series

Create Dates (MM/DD/YYYY): [31] to [31]

Submit Dates (MM/DD/YYYY): [31] to [31]

Event Dates (MM/DD/YYYY): [31] to [31]

Content Dates (MM/DD/YYYY): [31] to [31]

Submitted By: Rhodes Austin

Storage Room: None

Type of Box: None

Media Type: None

To list the inventory of a particular company, department or record series, check the box next to the appropriate item(s) and select a criteria. By choosing only a record series and selecting the checkbox to search in boxes, the results will list all the boxes in the specified record series.

Search **Clear**

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Advanced Criteria gives you the most control over your search, by checking or unchecking fields you can limit your search by records series, department, date ranges or even type of box

Search Results Configure

Search Results for:
Searching in boxes where company is 'Secretary of State' and department is 'Records Management' and box state is 'inactive'

51 Physical Record Entries Found Print/Email Results (Prints all 51 items)

Results Pages: 1 2 3 4 5 6 [<] [>]
Items displayed: 1 to 10 (10 items per page)
There are currently 0 item(s) in your cart.

	Description	Barcode	Create Date	Department
	ADMINISTRATIVE CORRESPONDENCE	%00021291	09/02/2014	Records Management
	ADMINISTRATIVE CORRESPONDENCE	%00031641	09/02/2014	Records Management
	ADMINISTRATIVE CORRESPONDENCE	%00031915	09/02/2014	Records Management
	ADMINISTRATIVE CORRESPONDENCE	%00306018	09/02/2014	Records Management
	ADMINISTRATIVE CORRESPONDENCE	%00309379	09/02/2014	Records Management
	ADMINISTRATIVE CORRESPONDENCE	%00309380	09/02/2014	Records Management
	ADMINISTRATIVE CORRESPONDENCE	%00317124	09/02/2014	Records Management
	ADMINISTRATIVE CORRESPONDENCE	%00317125	09/02/2014	Records Management
	ADMINISTRATIVE CORRESPONDENCE	%00319242	09/02/2014	Records Management
	All Agencies Records Disposition Reports FY 15 & FY 16 and IBT's various years	%00199546	06/10/2016	Records Management

Select All Clear All | Sort By: Refresh

Add to cart (click to add) | In cart (click to remove)

New Search

Your search results will come up as a list, click the green plus next to the box you would like to request

VERSATILE WEB PROFESSIONAL™

Home Creation Retrieval Retention Utility Help

Hello, Rhodes Austin!

Search Results

Configure

Search Results for:
Searching in boxes where company is 'Secretary of State' and department is 'Records Management' and box state is 'inactive'

51 Physical Record Entries Found

Print/Email Results
(Prints all 51 items)

Results Pages: 1 2 3 4 5 6 [>] [>>]

Items displayed: 1 to 10 (10 items per page)

There are currently 2 item(s) in your cart.

View Empty

	Description	Barcode	Create Date	Department
+	ADMINISTRATIVE CORRESPONDENCE	%00021291	09/02/2014	Records Management
+	ADMINISTRATIVE CORRESPONDENCE	%00031641	09/02/2014	Records Management
+	ADMINISTRATIVE CORRESPONDENCE	%00031915	09/02/2014	Records Management
+	ADMINISTRATIVE CORRESPONDENCE	%00306018	09/02/2014	Records Management
+	ADMINISTRATIVE CORRESPONDENCE	%00309379	09/02/2014	Records Management
-	ADMINISTRATIVE CORRESPONDENCE	%00309380	09/02/2014	Records Management
+	ADMINISTRATIVE CORRESPONDENCE	%00317124	09/02/2014	Records Management
+	ADMINISTRATIVE CORRESPONDENCE	%00317125	09/02/2014	Records Management
+	ADMINISTRATIVE CORRESPONDENCE	%00319242	09/02/2014	Records Management
-	All Agencies Records Disposition Reports FY 15 & FY 16 and IBT's various years	%00199546	06/10/2016	Records Management

Select All Clear All

Sort By: Description Refresh

+ Add to cart (click to add) - In cart (click to remove)

New Search

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Once selected the green plus will change to red to show it is already in your cart, to remove it from your cart just click on the red dash. When you've selected all the boxes you need click View to view your cart.



Item Selection Cart

There are currently 2 item(s) in your cart.

[Print Labels](#) [Request](#)

[Back](#) [Empty](#)

	Barcode	Description
	%00199546	All Agencies Records Disposition Reports FY 15 & FY 16 and IBT's various years
	%00309380	ADMINISTRATIVE CORRESPONDENCE

In cart (click to remove)



Click request to send the requests.

Request Page

Barcode	Description
%00199546	All Agencies Records Disposition Reports FY 15 & FY 16 and IBT's various years
%00309380	ADMINISTRATIVE CORRESPONDENCE

Request Notes:

Request

You can add request notes here. Please note there is one request notes fields per batch, if you are requesting files out of multiple batch make sure to include which box each file is in, or submit one batch per file. Once your notes are complete click request

Request Results Page [Print Details](#)

Your request was sent successfully.

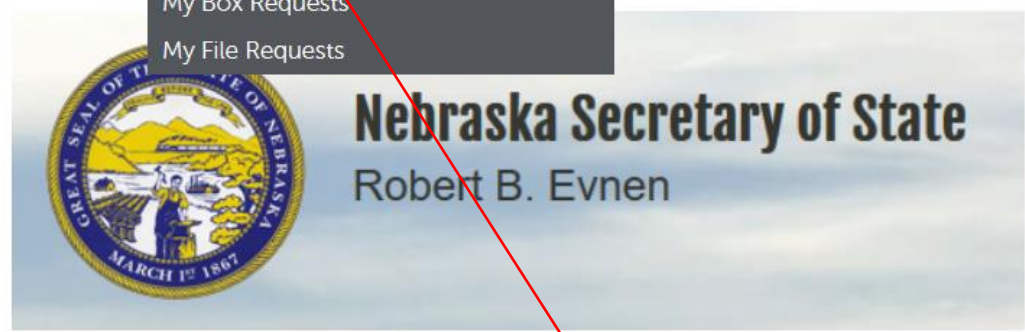
Service Request Number: 1
Request Notes:

	Barcode	Description
1	%00199546	All Agencies Records Disposition Reports FY 15 & FY 16 and IBT's various years
2	%00309380	ADMINISTRATIVE CORRESPONDENCE

[New Search](#)

Your request has been submitted if you want to search for more records click new search

- Box Creation Request
- My Box Requests
- My File Requests



Welcome to the State Records Center Records Tracking System.

If you should have any questions about this system, please feel free to email us at sos.recordscenter@nebraska.gov or call our Records Center at 402-471-4156.

Use the Creation tab to add a new box to the system. Click Box Creation Request

Fill in all applicable fields

For Division and Records series you can either search or browse by click the magnifying glass or the table button

From date is the earliest record, To date is the newest

Box Creation Page

[View Saved Drafts](#)

Agency: * Administrative Services

Division: *

Record Series: *

From Date (MM/DD/YYYY): * 07/21/2020

To Date (MM/DD/YYYY): * 07/21/2020

Event Date (MM/DD/YYYY):

Title: *

Description: *

Some Retention is calculated from an event date such as the close of a contract you would fill in that date here

Title is a brief description of the records

Description can be a more in depth listing of box content

Review Required:

[Help?](#)

* Required field

File Action	From Date	To Date	Description
0 file(s) in box			

Files can be added to boxes and tracked in the system to add a file to this box click Add Files

File Creation Page

Files In Box: 0

From Date (MM/DD/YYYY): *

 31

To Date (MM/DD/YYYY): *

 31

Event Date (MM/DD/YYYY):

 31

Title: *

Description: *

Add This File **Done With Files**

[Help?](#)

* Required field

Modify the properties of each new file and click Add File until you have the desired number of files in the new box. When you are finished, click the "Done with Files" button to return to the box creation screen.

Fill in all of your file information and click Add this File

VERSATILE WEB PROFESSIONAL™

Home Creation Retrieval Retention Utility Help Logout

Hello, Rhodes Austin!

File Creation Page

Files In Box: 1
User Box Number:

From Date (MM/DD/YYYY): * 31
To Date (MM/DD/YYYY): * 31

Title: *
Description: *

[Add This File](#) [Done With Files](#) [Help?](#)

* Required field

Modify the properties of each new file and click Add File until you have the desired number of files in the new box. When you are finished, click the "Done with Files" button to return to the box creation screen.

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Once you've added all the files you want to for this box click done with Files

Box Creation Page

[View Saved Drafts](#)

Agency: *

Division: *

Record Series: *

From Date (MM/DD/YYYY): *

To Date (MM/DD/YYYY): *

Event Date (MM/DD/YYYY):

Title: *

Description: *

Review Required:

[Add Files](#) [Submit Box](#) [Save As Draft](#) [Clear File List](#) [Clear](#) [Help?](#)

* Required field

File Action	From Date	To Date	Description
Edit	07/14/2020	07/14/2020	Example file 1
Edit	07/14/2020	07/14/2020	Example file 2

2 file(s) in box

You can see the files added to the box at the bottom of the screen



When the box is ready click submit Box





Box/File Creation Result Page

[Print Details](#)

Box creation request with 2 file(s) sent successfully

Request Number: 4

[Create New Box](#)

[Print label\(s\)](#)

Your box has been submitted, click create new Box to add another

You can print box details if you want a paper copy

- Box Creation Request
- My Box Requests**
- My File Requests



Nebraska Secretary of State

Robert B. Evnen

Welcome to the State Records Center Records Tracking System.

If you should have any questions about this system, please feel free to email us at sos.recordscenter@nebraska.gov or call our Records Center at 402-471-4156.

To view pending boxes got to My Box Requests

My Box Requests

Requested Date: to Status:
Label Printed?

Request Number	Box Number	User Box Number	Label Printed?	Request Date	Department	Actions
+ 1 Training Box	999130	N	N	07/15/2020	Licensing	⋮
+ 3 Training Box 3	999131	N	N	07/15/2020	Licensing	⋮

Label Format:
Starting Position:







+ Click to select item for label printing

- Click to cancel label printing selection

Set Status to Pending

My Box Requests

Requested Date: to Status: Refresh

Request Number	Box Number	User Box Number	Label Printed?	Requested Date	Department	Actions
2 Training Box 2	Pending		N	07/15/2020	Licensing	  
4 Test Box	Pending		N	07/17/2020		  



Any Notes from Records Management will show as an orange text bubble

Records Management will use notes to let you know if there are any issues with submitted boxes

The screenshot shows the 'Versatile Web Professional' interface. At the top, there is a green header with the logo and a navigation menu with items: Home, Creation, Retrieval, Retention, Utility, Help, and Logout. Below the header, a grey bar displays 'Hello, Rhodes Austin!'. The main content area is titled 'My Box Requests' and includes a search filter for 'Requested Date' (07/10/2020 to 07/18/2020) and 'Status' (Pending). A 'Refresh' button is located to the right of the filter. Below the filter is a table with the following data:

Request Number	Box Number	User Box Number	Label Printed?	Requested Date	Department	Actions
2 Training Box 2	Pending		N	07/15/2020	Licensing	[More] [Edit] [Delete]
4 Test Box	Pending		N	07/17/2020		[More] [Edit] [Delete]

A modal window titled 'Comments for Request 2' is open in the foreground. It contains a list of comments:

- Rhodes Austin - 07/15/2020 11:8:32
Pick a new series please.
- Rhodes Austin - 07/15/2020 11:9:3
OK

Below the comments is a text input field labeled 'New comment:' and two buttons: 'Add' and 'Cancel'.

VERSATILE WEB PROFESSIONAL™

Home Creation Retrieval Retention Utility Help Logout

Hello, Rhodes Austin!

My Box Requests

Requested Date: 07/10/2020 to 07/18/2020 Status: Complete Refresh

Label Printed? All

Request Number	Box Number	User Box Number	Label Printed?	Requested Date	Department	Actions
1 Training Box	999130		N	07/15/2020	Licensing	...
2 Training Box 2	999132		N	07/15/2020	Licensing	...
3 Training Box 3	999131		N	07/15/2020	Licensing	...

Select All Clear All

Print and Preview Labels

Label Format: None Starting Position: 1

+ Click to select item for label printing - Click to cancel label printing selection

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Once a box is complete it will be assigned a box number

Once Records Management approves the box it will get the status of complete

Write the box number on the front of the box Records Management will apply a matching barcode label