

Schedule 124

STATE AGENCIES

GENERAL RECORDS

December 11, 2014

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

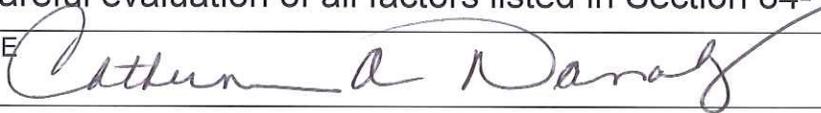
SCHEDULE	124
AGENCY, BOARD OR COMMISSION	STATE AGENCIES
DIVISION, BUREAU OR OTHER UNIT	GENERAL RECORDS
Supersedes Edition of November 30, 2012	

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I – AGENCY STATEMENT:

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



TITLE

Deputy Secretary of State for Records Management

DATE

December 4, 2014

PART II – APPROVAL OF STATE ARCHIVES:

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



DATE

12/4/2014

PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE



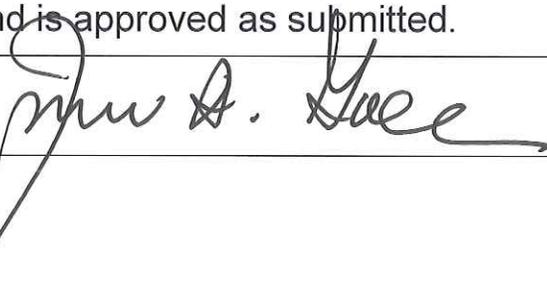
DATE

12/9/14

PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



DATE

12/11/14

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. The State Agencies General Records Schedule #124 contains those records common to most state government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying this schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the 2nd to the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

**SCHEDULE 124
STATE AGENCIES
GENERAL RECORDS
December 11, 2014**

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of November 30, 2012

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-1	ACCOUNTS PAYABLE	Any supporting record received or generated by the agency that provides support for payments made to vendors for goods and services, employee for reimbursement of expenses and any other situation where a warrant or electronic payment is issued. May include, but not limited to: invoices, reports, disbursement documents, purchase orders, packing slips, requisitions, and employee expense reimbursement forms.	5 years	
124-2	ACCOUNTS PAYABLE WARRANT CANCELLATION FORM	Form used to cancel a warrant.	5 years	
124-3	ACCOUNTS RECEIVABLE	Any supporting record received or generated by an agency for billing state or non-state agencies or institutions for supplies, services, or repairs provided by an agency. May include, but not limited to: invoices and reports.	5 years	
124-4	ADDRESS AND TELEPHONE FILES		After superseded	
124-5	ADVERTISEMENTS/NOTICES TO THE PUBLIC OR EMPLOYEES	Any announcement that communicates job openings or promotional opportunities.	4 years	
124-6	AFFIRMATIVE ACTION RECORDS	Copies of affirmative action plans and reports generated or updated as required for submission to DAS-State Personnel Division (State Affirmative Action Office). Also includes information and reports compiled by DAS-State Personnel and forwarded to agencies as a means of evaluating and monitoring their hiring practices. Records may contain information such as seniority, age, salary and grade, and minority classification.	RECORDS OF ADVERSE IMPACT: 2 years after adverse impact eliminated ALL OTHER RECORDS: 3 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-7	AGREEMENTS AND CONTRACTS	Contracts, leases and agreements that may include general obligation, land lease, utilities, consultants, services, software, IT systems and construction <i>except buildings</i> . May include, but are not limited to: specifications, request for proposals or information (RFP/ RFI), affidavits of publication of calls for bids, accepted and rejected bids, contracts, letters of agreements, purchase orders, inspection reports, performance bonds and correspondence.	ACCEPTED: 5 years after completion, fulfillment, or voiding of contract; subject to review by the State Archives for possible accession REJECTED: 5 years	<ul style="list-style-type: none"> •BUILDINGS: See BUILDING AND LAND IMPROVEMENT PROJECT PLANS AND SPECIFICATIONS, item 124-020 •NOTE: Agreement and contracts may have language/conditions included in award that allows for alternative disposition •Neb. Rev. Stat. §25-205 •Contact State Archives to negotiate transfer
124-8	AIR TRANSPORTATION ACKNOWLEDGEMENT	Acknowledgement sent to agencies by the Department of Aeronautics when they request a flight. May include, but not limited to: itinerary, additional passenger, and who is in charge of flight.	2 years	
124-9	ANNUAL COMMUTING CERTIFICATION FORM	Summary of all agency employees that utilize a state vehicle in a commuting capacity for a given year. May include, but not limited to: agency name, employee's names and social security numbers, and income inputted.	5 years	
124-10	ANNUAL SURVEY OF GOVERNMENT EMPLOYMENT	Voluntary survey form sent to government agencies by the Federal Census Bureau which is used to conduct a yearly census of governments. Form may contain information regarding employment and pay, labor-management relations, and costs for selected employee benefits.	1 year after form is submitted	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-11	APPLICATIONS AND OTHER SUPPLEMENTAL MATERIAL USED TO HIRE AND NOT HIRE PERSONS	May include internal job postings, application, resumes, structured interview questions, supplemental questionnaires, background checks, screening or scoring devices and any other material used in the hiring process or in the failure or refusal to hire any person. An Interstate Identification Index (III) name based background check may be done at a local law enforcement level and does not require the use of fingerprints.	HIRED: APPLICATION, RESUME, COVER AND LETTER: Transfer to EMPLOYMENT HISTORY FILE, item 124-051 SCREENING/SCORING RECORDS: 4 years after date of personnel action to which record relates NOT HIRED-ALL RECORDS: 4 years after date of personnel action to which record relates FBI FINGERPRINT CARDS/TRIPLE III BACKGROUND CHECKS: See FBI FINGERPRINT CARDS AND BACKGROUND CHECK FOR APPLICANTS REQUIRED BY STATE AGENCIES, item 124-134	<ul style="list-style-type: none"> • Complaints under ADEA (American Disability Employment Act) may be filed for a period up to 4 years after a personnel action is made •29 CFR 1602.14
124-52	AS LINK - PAYROLL AND FINANCIAL CENTER (FORMERLY ENTERPRISE DATA FOR GOVERNMENT EFFICIENCY (EDGE))			All records contained in the Payroll & Financial Center system will be maintained permanently until the Department of Administrative Services has an approved schedule for the disposition of these records. Individual agencies should consider their own business, financial and legal requirements when determining disposition of records generated from the Payroll & Financial Center system and schedule items in agency specific schedules to address the disposition if they do not appear in Schedule 124

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-12	AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING		<p>Unless specifically prohibited under a separate record item listing, records may be destroyed immediately after microfilming, provided that the following provisions are met before disposal of such records:</p> <ol style="list-style-type: none"> 1. The micrographics project shall be registered with the State Records Administrator. 2. All micrographics recording shall be done in accordance with State Records Administrator's Rule 430 NAC 7, Micrographics Standards. 3. A sample of the micrographics system shall have been inspected and approved by the State Records Administrator before such document disposal. 	<ul style="list-style-type: none"> •430 NAC Ch. 7, § 001.04 •No RECORDS DISPOSITION REPORT (RMA 03006B) is required
124-13	AUTHORITY FOR DISPOSAL OF RECORDS FOLLOWING A DURABLE MEDIUM PROCESS CONVERSION		<p>Unless specifically prohibited under a separate record series listing OR state and federal laws and regulations, records converted to an alternative medium may be destroyed immediately after conversion, provided the agency has determined the alternative process and chosen medium complies with the Durable Medium Definition, and as long as the converted records continue to follow the stated retention periods.</p>	<ul style="list-style-type: none"> •430 NAC Ch. 1, §001.18 •No RECORDS DISPOSITION REPORT (RMA 03006B) is required
124-14	BANK RECORDS	Document created or received related to the Agency's checking accounts. Records may include, but are not limited to bank statements, deposit slips, cancelled checks, returned checks and check registers.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-15	BILLING RECORDS, MATERIEL DIVISION	Monthly computer reports used to bill agencies for services provided. Billing reports include: Printing Billing, Copy Services Billing, Postage Billing Distribution, Office Supply Bureau Billing, Contractual Advertising and Subscriptions, etc.	5 years	
124-16	BILLING RECORDS, OFFICE OF THE CIO	Monthly computer reports that provide agency billing information for IT, telecommunication and network charges. Reports may include work orders, billing codes, descriptions, current month and period to date totals for other details for agencies. IT reports may include alternative formats prepared at the request of an agency.	ORIGINAL RECORD: 5 years OTHER COPIES/ALTERNATIVE FORMATS: When no longer of reference value	
124-17	BONDS (FOR AGENCY OFFICIALS)		10 years after release, replacement or expiration of bond	
124-18	BUDGET FILES (FOR PLANNED PROJECTS)		5 years after discontinuation or completion, subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer
124-19	BUDGET REQUEST DOCUMENTS	Form and all back-up material which shows the real and projected agency budget for a six-year period and is a complete listing of the operating and construction fund requests of a department or agency.	AGENCY COPY: 5 years after date submitted BACK-UP MATERIAL: Concurrently with agency copy FISCAL ANALYST COPY: When no longer of reference value; subject to review by the State Archives for possible accession	<ul style="list-style-type: none"> •Budget Division keeps requests permanently •Contact State Archives to negotiate transfer
124-133	BUILDING AND LAND ACQUISITION/ DISPOSAL FILES	May include, but not limited to: buy and sell agreement, appraisal, survey, closing documents, recorded deed of transfer, Environmental Baseline Survey (EBS), hazmat remediation documentation, photographs, email and other forms of correspondence.	ACCEPTED: BUILDING/IMPROVEMENT RECORD: 5 years after building/improvement demolition OR sale date (whichever is sooner), subject to review by the State Archives for possible accession LAND RECORD: 5 years after sale date, subject to review by the State Archives for possible accession REJECTED: 5 years	<ul style="list-style-type: none"> •Neb. Rev. Stat. §72-808 •Neb. Rev. Stat. §72-810 (<i>Historic structure notification and alterations</i>) •Neb. Rev. Stat. §72-814 & §72-815 •Contact the State Archives to negotiate transfer •State Capitol - See Schedule 180, Office of the Capitol Commission

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-20	BUILDING AND LAND IMPROVEMENT PROJECT PLANS AND SPECIFICATIONS (FORMERLY BUILDING CONSTRUCTION AND CONTRACTS AND RECORDS)	Includes project plans and specifications of building and land operated and maintained by the state. Records may include, but are not limited to: plans, specifications, blueprints, drawings & renderings, <i>major</i> remodeling and upgrades to buildings, construction contracts and records, photographs (including digital photos), slides, filmstrips, email and other forms of correspondence.	ACCEPTED: MICROFILMED: Dispose of after microfilming NOT MICROFILMED: 5 years after building/improvement demolition OR sale date (whichever is sooner), subject to review by the State Archives for possible accession SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: 5 years after building/improvement demolition OR sale date (whichever is sooner) REJECTED: 5 years	<ul style="list-style-type: none"> •Neb. Rev. Stat. §72-808 •Neb. Rev. Stat. §72-810 (<i>Historic structure notification and alterations</i>) •Neb. Rev. Stat. §72-814 & §72-815 •Contact the State Archives to negotiate transfer •State Capitol - See Schedule 180, Office of the Capitol Commission
124-21	BUILDING GROUNDS MAINTENANCE	All grounds keeping activities, including but not limited to assignments, work responsibilities, checklists, inspections, reports and other related documents.	5 years	State Capitol - See Schedule 180, Office of the Capitol Commission
124-22	BUILDING MAINTENANCE, ROUTINE REMODELING AND REPAIR RECORDS	All records documenting the condition, upkeep, and routine maintenance to buildings owned or leased by the state government entity. Used to verify repairs and maintenance were done. May include, but not limited to: location, work completed, materials used, personnel completing work, authorization, dates and related information.	NON-HISTORIC: 5 years HISTORIC (AS DESIGNATED BY NSHS): 5 years; subject to review by State Archives for possible accession	<ul style="list-style-type: none"> •Neb. Rev. Stat. §72-810 (<i>Historic structure notification and alterations</i>) •Contact State Archives to negotiate transfer •State Capitol - See Schedule 180, Office of the Capitol Commission
124-24	BUILDING SPACE REQUESTS	Requests for office and storage space, copies of blueprints, and related correspondence.	1 year after occupation of space or request denied	
124-25	CALENDARS	Desk and pocket calendars, appointment books, and planners, both paper and electronic, including Lotus, Exchange, PDAs and similar devices.	2 years	
124-26	CASH REGISTER RECORDS	Documents received and created related to an Agency's cash register. Records may include, but are not limited to coupons, cash register tape, charge slips, void slips and credit card receipts.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-27	CERTIFICATE OF DESTRUCTION OF SURPLUS PROPERTY	Certificate issued to an agency when property is destroyed.	5 years	
124-28	CITIZENSHIP ATTESTATION FORM	Attestation form completed by applicant/recipients of public benefits, public contractors and public employees for verification of lawful presence and eligibility status of U.S. citizens or qualified aliens.	Retain and dispose of with appropriate record series	<ul style="list-style-type: none"> •EMPLOYMENT: See INS FORM I-9 and EMPLOYMENT ELIGIBILITY VERIFICATION FORM, item 124-65 •CONTRACTS: See AGREEMENTS AND CONTRACTS, item 124-7 •Neb. Rev. Stat. §4-111 (R.S.Supp 2009)
124-29	COMMUNICATIONS - PUBLIC RECORD REQUESTS	Requests received by agencies for access to or copies of records maintained by them under the public records statutes. May include, but not limited to: responses and/or correspondence and related documentation, copy of information released and billing documentation.	COMPLETED: 2 years after request is completed OR when no longer of administrative value (whichever is later) DENIALS: 10 years	Neb. Rev. Stat. §84-712 through §84-712.09
124-129	COMMUNICATIONS - PUBLIC RECORD REQUESTS-ROUTINE	Routine requests for information which require no administrative action, policy decision, or special compilation or research.	6 months after request is completed	NOTE: Excludes formal requests filed under the NE Public Records Statutes.
124-30	COMMUNICATIONS, EVENT-DRIVEN	Communications with open ended, event-driven retention periods which occur at some future date.	AGENCY HEAD/CEO/ ELECTED OFFICIAL/ COMMISSION CHAIR: 5 years after end of event, subject to review by the State Archives for possible accession ADMINISTRATOR, DEPUTY ADMINISTRATOR: 5 years after end of event, subject to review by the State Archives for possible accession ALL OTHER STATE EMPLOYEES: 5 years after end of event	Contact State Archives to negotiate transfer
124-31	COMMUNICATIONS, FISCAL	Communications created or received documenting purchases, financial obligations, fiscal revenues, etc. which are not included in your agency specific schedules.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-32	COMMUNICATIONS, LONG-TERM	Communications containing information related to the mission of the agency, i.e., documents major transactions, establishes or implements policy, establishes legal rights or responsibilities, or has other long-term ramifications to the operation of the agency.	AGENCY HEAD/CEO/ ELECTED OFFICIAL/ COMMISSION CHAIR: Transfer to State Archives after 8 years ADMINISTRATOR, DEPUTY ADMINISTRATOR: 8 years, subject to review by State Archives for possible accession ALL OTHER STATE EMPLOYEES: 8 years	Contact State Archives to negotiate transfer
124-33	COMMUNICATIONS, MID-TERM	Communications related to agency operations and administration of agency programs, which are not included in another agency specific schedule. Does not have long-term significance, establish legal rights, or contain policy implications. May include, but not limited to: routine public communication, interoffice or interdepartmental communications related to work activities, request for replies to information and communication related to reports and research.	AGENCY HEAD/CEO/ ELECTED OFFICIAL/ COMMISSION CHAIR: 2 years, subject to review by State Archives for possible accession ALL OTHER STATE EMPLOYEES: 2 years	
124-34	COMMUNICATIONS, NONRECORD	Communications not related to state government transactions or activities and are not included in another agency specific schedule.	No retention required	Also see NONRECORD MATERIAL, item 124-82
124-35	COMMUNICATIONS, SHORT-TERM	Communications related to work/agency but has no documentary or evidentiary value. May include but not limited to: generic request for replies to information, notices including memoranda and other records that do not serve as the basis of official actions or professional interest materials retained for short-term reference.	6 months	
124-37	COMPUTER CHANGE FORM	Agency designed change form sent to the Office of the Chief Information Officer to make changes or deletions on computer reports.	Changes or deletions are verified	
124-38	COMPUTER ERROR LISTING		Immediately after error correction	
124-39	CREDIT CARD RECORDS		Superseded or use is terminated	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-40	DEPOSIT RECORDS	Records received and/or created by Agencies when depositing funds with the State Treasurer.	5 years	
124-46	EMPLOYEE DIRECT DEPOSIT AGREEMENT	Form signed by an employee to authorize or cancel direct deposit of the employee's net pay into his/her checking or savings account.	After superseded or 4 years after termination of employment (whichever is sooner)	
124-47	EMPLOYEE INSURANCE FILE		10 years	Keep separate from EMPLOYMENT HISTORY FILE, item 124-051
124-48	EMPLOYEE PAYROLL DEDUCTION INFORMATION	Records may include, but are not limited to, deduction forms, vendor reports of employees' contributions to charity campaigns and benefit plans.	DEFERRED COMPENSATION: Transfer form to 124-051 EMPLOYMENT HISTORY FILE upon separation/termination of employment ALL OTHERS: 5 years after superseded or obsolete	
124-45	EMPLOYEE PAYROLL INFORMATION FILE	May include name, social security number, address (including zip code), date of birth (if younger than 19), occupation, rate of pay, daily and weekly compensation, hours worked daily and weekly, basis of wages paid, regular hourly pay rate.	3 years after date of last entry or completion of contract	
124-49	EMPLOYEE POPULATION REPORT	Count of persons employed within an agency, board, commission, or institution.	3 years after date of report	
124-50	EMPLOYEE RECOGNITION RECORDS	Award committee reports, selection criteria, nominations, and similar administrative records of employee awards or incentive programs.	4 years after date of personnel action	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-51	EMPLOYMENT HISTORY FILE	May include: the employee's applications for employment, individual vacation and sick leave records, copies of employee's performance reports, copies of all personnel transaction forms pertaining to the employee, copies of documents initiated by the employee that affect pay (deferred compensations), Employee's Retirement Membership Form, Notification of Retirement, and other records not specifically listed here dealing with reasonable requests for accommodation, promotion, demotion, transfer, layoff, recall, termination, or selection for training.	NO COMPLAINT OR CHARGE FILED: 10 years after termination COMPLAINT OR CHARGE FILED: 10 years after all actions and appeals are complete and final EMPLOYEES IN A DEFINED BENEFIT PLAN: 50 years after termination	<ul style="list-style-type: none"> •File of any employee transferring from one state agency to another without a break in service will be transferred to the new state agency •Includes all employees in the NPERS system
124-36	EMPLOYMENT INVESTIGATION RECORD (FORMERLY COMPLAINT FILE)	Complaints filed by employees or by persons concerning the decisions or actions of a specific state agency regarding employment. Examples include unfair or discriminatory employment practices lawsuits.	DISCIPLINARY RECORDS RELATED TO WORKPLACE HARASSMENT: 4 years according to current labor contracts COMPLAINTS (NO ACTION): 3 years COMPLAINTS (RESULTING IN ACTION): 3 years after action and appeals are complete and final	29 CFR 1602.14
124-53	EQUIPMENT SERVICE AGREEMENT	Agreements or contracts between the agency and equipment vendor to provide maintenance service of equipment.	5 years after contract has expired	
124-54	EQUIPMENT WARRANTY		5 years after surplused, destroyed or warranty expired (whichever is sooner)	
124-55	EVACUATION PLANS		Superseded	
124-56	EXECUTIVE ORDERS	Agency copy of Governor's Executive Orders.		See NONRECORD MATERIAL, item 124-082
124-57	FAX (FACSIMILE) TRANSMISSIONS	Facsimile transmissions, sent or received.	Retain and dispose of with appropriate record series to which they pertain	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-134	FBI FINGERPRINT AND BACKGROUND CHECK FOR APPLICANTS REQUIRED BY STATE AGENCIES	Fingerprint cards used by agencies to request Criminal History Reports and Information through the Nebraska State Patrol (NSP) in the National Automated Fingerprint Identification System (AFIS). The reports are disseminated by the NSP to the requesting agency.	FBI FINGERPRINT CARD: PRIOR TO 9/1/2013: Cards returned to agencies; shredded by agencies when application process completed AFTER 9/1/2013: Transfer to Nebraska State Patrol; destroyed by NSP when final dissemination report issued to agency (See CRIMINAL IDENTIFICATION-FINGERPRINT BACKGROUND CHECK FILE FOR APPLICANTS REQUIRED BY OTHER AGENCIES, Item 6-12-7 CRIMINAL HISTORY REPORT: Dispose of after all appeals and there is no unfinished matter pending; shred record	<ul style="list-style-type: none"> •Note: No third party, company or contractor should ever receive the dissemination reports •FBI (Federal Bureau of Investigation) CHRI (Criminal History Report & Information) Manual
124-58	FIRE ORDERS	Agency copy of "ORDERS" issued by the Fire Marshal for correcting deficiencies in the fire code.	10 years	
124-59	FIRST REPORTS OF ALLEGED ACCIDENT OR OCCUPATIONAL DISEASE OR FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS	Records used in the reporting process of an alleged occupational injury or illness to the Nebraska Workers' Compensation Court.	MEDICAL EXAMINATIONS AND REPORTS OF EMPLOYEE EXPOSURES TO TOXIC SUBSTANCES OR BLOOD BORNE PATHOGENS: 30 years after separation/termination OCCUPATIONAL AND ILLNESS RECORDS: 5 years after case is closed COMPLAINT OR CHARGE FILED AFTER RECORDS RETENTION PERIOD: 5 years after all actions are complete	Keep separate from the EMPLOYMENT HISTORY FILE, item 124-051

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-60	FMLA LEAVE FORMS	Records showing designated dates of Family Medical Leave Act (FMLA) leave taken.	3 years	Records and documents relating to medical certifications, re-certifications, or medical histories of employees or employees' families, created for purposes of FMLA, are maintained as confidential information and kept separate from EMPLOYMENT HISTORY FILE, item 124-051
124-61	FUND APPLICATION (DAS)	Copy of form used to add, change or terminate a fund within the state accounting system.	5 years	
124-62	GARNISHMENTS	Court orders calling for the employer to testify on the salary of employees for the purpose of withholding a percentage of their salaries for the payment of personal debts.	2 years after settlement of debts or termination of employment (whichever is sooner)	
124-63	GRANTS	Records that document the application, evaluation, award, administration, monitoring and status of grants which may come from federal or state governments or foundations and other private funding sources. May include but not limited to: applications, proposals, activities, budgets, award notification, grant evaluations, reports, project plans, expenditure reports, related correspondence and documentation.	AWARDED: 5 years after final expenditure report date of submission or as required by grant or program (whichever is later) SUPERFUNDED: 10 years after final expenditure report date of submission or as required by grant or program (whichever is later) NON-AWARDED: When no longer of reference value	<ul style="list-style-type: none"> •24 CRF §84.85(c) (2) •40 CFR §30.53(b) •40 CFR §31.42 •40 CFR §35.6705
124-64	GRIEVANCE RECORDS		3 years after all actions and appeals are complete or when no longer of reference value (whichever is later)	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-65	INS FORM I-9 AND EMPLOYMENT ELIGIBILITY VERIFICATION FORM (E-VERIFY)	Original form (<i>not a copy</i>) signed by employees and employers attesting to employment eligibility and verification.	After employee termination, dispose of 3 years after date of hire OR 1 year after date employment ended (whichever is later)	<ul style="list-style-type: none"> •Immigration Reform & Control Act 8 U.S.C. §1101 •Original I-9's must be kept on file for all employees hired after November 6, 1986 •Forms should be kept separate from Employment History File
124-66	INTRASTATE BILLING TRANSACTIONS (IBT) INVOICE	Form records the revenues and expenditures associated with goods and/or services provided by one state agency to another state agency or department. May include supporting documentation.	5 years	
124-67	INVENTORY, ANNUAL	May include, but not limited to: spreadsheets, reports, lists and other records created/used in the inventory process.	5 years	
124-68	INVENTORY, NOTICE OF EQUIPMENT REMOVED FROM	Records used in the state surplus property process. May include, but not limited to: Certificate of Destruction (COD) form and SPN (Surplus Property Number) report.	5 years	
124-69	INVESTMENT AUTHORIZATION	Form used to provide data for distributing interest earnings.	1 year after termination of the fund or after superseded (whichever is sooner)	
124-70	ITINERARY INFORMATION	Any records which document proposed itineraries.	1 year	
124-44	JOB BIDDING RECORDS (FORMERLY ELIGIBILITY LIST)	Agency list of persons to be considered for position openings.	4 years	Age Discrimination in Employment Act (ADEA)
124-71	JOB REQUISITION	Copy of form completed by agencies and sent to DAS - State Personnel Division outlining a position vacancy and job requirements for hiring a qualified applicant.	4 years	Age Discrimination in Employment Act (ADEA)

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-72	LABOR CONTRACTS	Copies of agreements on wages, hours and other terms and conditions of employment between the State and certified bargaining units and their agents. Records include minutes of meetings and other substantiating material used during negotiations.	5 years after approval of contract	
124-73	LEGAL OPINIONS AND ADVICE	Includes opinions from the Attorney General and/or agency legal counsel concerning state and/or federal regulations or statutes.	5 years or when no longer pertinent to the operation of the agency (whichever is later); subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer
124-74	LIST OF EMPLOYEES COMMUTING WITH STATE OWNED VEHICLES	List of drivers given permission by agency head and having Governor's prior written permission (EO 99-01) to retain possession of State owned vehicles during non-working hours and weekends.	5 years	
124-75	LOGBOOKS AND OTHER LOGS	Logbooks are maintained in a variety of formats and can also be used to document registration of visitors, non-agency personnel, etc. Information may include but is not limited to sender/name, subject matter/reason, date(s), time(s), etc.	SECURITY AND LAW ENFORCEMENT: 5 years MOTOR VEHICLE: See MOTOR VEHICLES TRAVEL LOG, item 124-81 ALL OTHERS: 2 years	
124-76	MAILING BOOK	Log used for accepting insured, COD, and certified mail. Information may include name and address of sender and addressee, number of articles, postage fee, and amount due sender.	5 years	
124-77	MASTER MAILING FILE	Any report which is issued as needed and serves as an agency mailing list.	Superseded or obsolete	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-78	MEETING MINUTES AND MATERIALS	The official minutes and agenda that document the proceedings of the meeting. <i>Other information and handouts</i> are records which may include, but are not limited to: Board meeting packets/attachments, presentations, exhibits, resolutions and other supplemental meeting materials.	OPEN MEETING ACT DEFINED GROUPS: NOT MICROFILMED: Retain permanently; subject to review by the State Archives for possible accession MICROFILMED PRIOR TO 1995: Retain permanently; subject to review by the State Archives for possible accession MICROFILMED AFTER 1995: Destroy after verification of security film accession by the State Archives ALL OTHER COPIES: When no longer of reference value SECURITY MICROFILM: Transfer to the State Archives MICROFILM WORK COPY: Permanent DIGITAL/VIDEO/AUDIO RECORDINGS: 1 year after minutes approved OTHER INFORMATION AND HANDOUTS: When no longer of reference value, subject to review by the State Archives for possible accession ALL OTHER MINUTES: When no longer of reference value, subject to review by the State Archives for possible accession	<ul style="list-style-type: none"> •Neb. Rev. Stat. §84-1409 •Neb. Rev. Stat. §84-1413 •Microfilm for security annually •Contact State Archives to negotiate transfer
124-79	MICROFILM PROJECT REGISTRATION (FORM RMA 03004A)	Form used to register microfilm projects with Records Management.	Superseded OR 1 year after project discontinued (whichever is sooner)	
124-80	MICROGRAPHICS AND SCANNING PROJECT SPECIFICATIONS	Agreement between agency and Records Management. Documents the responsibilities and procedures for any micrographic and scanning projects done by Records Management for the agency.	Superseded OR 1 year after project is discontinued (whichever is sooner)	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-81	MOTOR VEHICLES TRAVEL LOG	Form used to document use of TSB (Transportation Services Bureau) leased and rented vehicles. Information for each use may include: date of use, start and finish odometer readings, start and finish times, number of miles traveled, destination, purpose of trip, driver's signature.	5 years	
124-82	NONRECORD MATERIAL	The following materials are declared to be nonrecord material, regardless of media on which they reside: a. Books, periodicals, newspapers, and catalogues acquired and saved as a general reference resource; b. Extra copies of documents saved only for convenience or reference for which no action is recorded or taken (i.e. reading files); c. Identical or convenience copies of reports, memoranda, etc., for which your office was not the originator or the office of record, and which have not been annotated by your office; d. Stocks of publications, reproduced documents, or other printed materials preserved for supply purposes; e. Blank forms; f. Junk mail, spam, tickler files "to-do" and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected; g. Materials received documenting employee fringe activities (carpool locators, employee recreation and welfare activities, blood donors, charitable funds, community notices, holiday and social meetings, etc.).	NONRECORD MATERIAL may be destroyed at any time by the agency	<ul style="list-style-type: none"> •Neb. Rev. Stat. §84-1215 •No RECORDS DISPOSITION REPORT (RMA 03006D) is required

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-41	OCIO DISASTER RECOVERY BACK-UPS FOR THE ENTERPRISE Z/OS MAINFRAME SYSTEM	<p>Data (records) from the Enterprise z/OS system are copied to back-up tapes by the Office of the Chief Information Officer ("OCIO") for the purpose of disaster recovery preparation. The data is to be used for system restoration in the event of a disaster or system failure. Disaster recovery back-ups are never to be used or considered for records access or management purposes. "Enterprise z/OS system" means the system maintained by the OCIO utilizing the IBM z/OS operating system and related products.</p>	<p>Weekly DASD backups: The backups start late Sunday & finish early Monday. High capacity cartridges (encrypted) are sent to a secure offsite location for safekeeping. The backup cartridges from the previous week are stored in a Capitol vault for safekeeping and are returned to scratch status each time a new weekly set is created.</p> <p>Hierarchical Storage Manager Migration Level 2 backups: HSM ML2 datasets are DASD datasets that haven't been referenced recently and as a result are offloaded to a ML2 tape cartridge. These ML2 cartridges are duplexed (and encrypted) and the copies are sent to a secure offsite location for safekeeping. These cartridges accompany the Weekly DASD backups. The copies from the previous week are stored in a Capitol vault for safekeeping and are returned to scratch status each time a new weekly set is created.</p> <p>Virtual Data Recovery backups: Each morning, all tape datasets created in the previous 24 hours are stacked on a high capacity cartridge (encrypted) and sent to a secure offsite location for safekeeping. A copy of every tape dataset is retained offsite as long as the original tape dataset is valid. Cartridges are returned to scratch status when the data they contain is no longer valid or exists on another tape cartridge.</p> <p>Disposition: Each month, any scratch cartridge that has remained in scratch status for more than six months is erased.</p>	<p>NOTE: Scratch cartridges are written over when they are selected by the system for reuse. Cartridge reuse is controlled by hardware microcode, over which we have no manual or programmatic influence.</p>

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-42	OCIO DISASTER RECOVERY BACK-UPS FOR THE OCIO OPEN SYSTEMS	Back-ups will be performed by the Office of the Chief Information Officer ("OCIO") for the purpose of disaster recovery. These back-ups are to be maintained for system restoration in the event of a disaster or system failure. They are never to be used or considered for records access or management purposes. "Open Systems" are the systems maintained by the OCIO utilizing the Windows and Linux operating systems and related products, including both OCIO and agency owned servers.	<p>Daily back-ups: Back-ups occur every day. Back-up media will be reused, recycled or deleted after one week.</p> <p>Weekly Back-ups: Back-ups occur weekly on various days. Back-up media will be reused, recycled or deleted after four weeks.</p> <p>Monthly Back-ups: Back-ups occur early in every month. Back-up media will be reused, recycled or deleted after six months.</p> <p>Off-Site Back-ups: Off-Site system is a mirror of the production system. All Back-ups are replicated off-site daily. Backup media will be reused, recycled or deleted based off daily, weekly and monthly retention schedules.</p>	This schedule does not apply to agency owned servers, maintained by the OCIO, that have a separate designated retention period as determined by the agency.
124-43	OCIO DISASTER RECOVERY DATA FOR THE ENTERPRISE EMAIL SYSTEM	Data (records) from the enterprise email system is copied to tapes or other storage media by the Office of the Chief Information Officer ("OCIO") for the purpose of disaster recovery preparation. The data is to be used for system restoration in the event of a disaster or system failure. Disaster recovery data is never to be used or considered for records access or management purposes. "Enterprise Email System" means the email system maintained by the OCIO utilizing Microsoft Exchange and related products.	<p>END-OF-WEEK DISASTER RECOVERY DATA: Erase on the first business day after a 14 day retention period</p> <p>INCREMENTAL DAILY DISASTER RECOVERY DATA: Erase contemporaneously with the related End-Of-Week Disaster Recovery Data</p> <p>OFF-SITE END-OF-WEEK DISASTER RECOVERY DATA: Erase on the first business day after a 14 day retention period</p>	
124-131	OCIO ENTERPRISE CONTENT MANAGEMENT BACKUPS FOR DATABASE INFORMATION	Backups will be performed by the Office of the Chief Information Officer ("OCIO") Open Systems for the purpose of recovery/restoration in situations where information is lost or corrupted. The loss or corruption of information could be caused by a disaster, accidental deletion or solution error.	Database information is backed up for the longest period referenced in OCIO ENTERPRISE CONTENT MANAGEMENT BACKUPS FOR NON DATABASE INFORMATION, item 124-128	Records may include Keywords, e-forms, etc.

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-128	OCIO ENTERPRISE CONTENT MANAGEMENT BACKUPS FOR NON DATABASE INFORMATION	Backups will be performed by the Office of the Chief Information Officer ("OCIO") Open Systems for the purpose of recovery/restoration in situations where information is lost or corrupted. The loss or corruption of information could be caused by a disaster, accidental deletion or solution error. Agency must provide the OCIO with their backup schedule as defined in the Retention section.	Option 1: Keep backup for 1 week Option 2: Keep backup for 1 month Option 3: Keep backup for 6 months Option 4: Keep backup for 13 months Back-ups occur daily and will be kept in accordance with the above schedule. Back-up media will be reused, recycled or deleted in accordance with the above schedule. Back-up media will be stored at a secure offsite location in accordance with the above schedule. If no backup option is selected, information will not be backed up.	<ul style="list-style-type: none"> Records may include ingested content such as images, word documents, e-mails, faxes, etc. A list of current agency selected retention periods for this item is located at http://nitc.nebraska.gov/documents/ecm/
124-83	ORGANIZATION CHARTS	Documents the organizational structure and serves as a representation of changes within an agency over time. May include, but not limited to: date, agency, divisions, branches, sections, names of unit heads and individuals responsible for activities.	Superseded, obsolete OR no longer of administrative value (whichever is later); subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer
124-84	OUTSTANDING WARRANTS PREVIOUS TO DATE	Quarterly report provided for agencies by DAS State Accounting which lists warrants still outstanding that were issued through the end of the second month of the prior quarter. The purpose of this report is to identify warrants which have been outstanding for a considerable length of time which require follow-up and, possibly, cancellation.	REPORT: Superseded FOLLOW-UP MATERIAL: Warrant is no longer listed on the report	
124-85	OVERTIME AUTHORIZATION	Pre-approval or requests for overtime.	5 years	
124-86	PAYROLL - AGENCY RECORDS	Any supporting records received or generated by an agency used to review, correct or adjust and certify agency payroll records. May include, but is not limited to, timesheets, reports, etc.	5 years	LEAVE REQUESTS: See TIME OFF AND/OR SICK LEAVE REQUESTS, item 124-117

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-87	PERSONNEL ACTION NOTIFICATIONS (ADMINISTRATIVE CORRECTIVE ACTIONS)	Corrective actions are those actions which do not affect pay, status or tenure and are imposed to correct or improve an employee's job performance.	3 years after all actions and appeals are complete or when no longer of reference value (whichever is later)	<ul style="list-style-type: none"> •NE State Personnel Rules and Regulations •Applicable Union Contracts
124-88	PERSONNEL ACTION NOTIFICATIONS (DISCIPLINARY ACTIONS)	Disciplinary actions are those actions which may affect pay, status, or tenure and are imposed to discipline an employee for actions which are harmful to the best interest of the state, the agency, or the employee work force, or for failure to improve performance or conduct following imposition of corrective action. May also include cause for demotion, suspension or dismissal, or of failure to give written notice of resignation. Forms may also be used to document employee evidence or self-improvement efforts as well as favorable and unfavorable communications.	DISCIPLINARY RECORDS RELATED TO WORKPLACE HARASSMENT: 4 years according to current labor contracts ALL OTHER RECORDS: 3 years after all actions and appeals are complete and final and when no longer of reference value (whichever is later)	<ul style="list-style-type: none"> •NE State Personnel Rules and Regulations •Applicable Union Contracts
124-89	PETTY CASH FUND APPLICATION	Form used to create a petty cash fund or make changes to an existing petty cash fund.	AGENCY COPY: 5 years DAS COPY: 5 years after termination	
124-90	PHYSICAL EXAMINATIONS	Results of any physical examination where results are considered in connection with any personnel actions.	4 years after date of personnel action to which record relates	
124-91	POLICY AND PROCEDURES - EXECUTIVE	Official executive statements of policy adopted by an agency, board or commission on strategic and management plans, mission and goal statements, agency-wide operations, critical agency functions or issues of public visibility or concern. May include, but not limited to: bulletins, directives, policy statements or orders, notices, records of briefings and presentations of policy.	OFFICIAL EXECUTIVE POLICY DIRECTIVES: Transfer to the State Archives originals that constitute legislative or statutory changes regarding agency strategic plans, goals or missions after superseded or when no longer applicable ALL OTHER MATERIALS: When no longer of reference value	Contact State Archives to negotiate transfer

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-132	POLICY AND PROCEDURES MANUAL - OTHER	Policy and procedures adopted by state agencies to govern the behavior of their employees and procedures related to job tasks or database systems. May include, but not limited to: internal personnel policies (dress codes, employee conduct) and department procedures on answering phones, reporting maintenance problems and employee absences.	6 years after superseded	
124-92	POSTAGE AUTHORIZATION FORM	Form filled out by the agency showing the quantity of material mailed and the cost.	1 year	
124-93	POSTAGE METER RECORDS		5 years	
124-94	PRESS RELEASES	Press releases issued by the agency.	1 year; subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer
124-95	PROPOSED LEGISLATION	Drafts of proposed legislative bills and related correspondence.	INTRODUCED LEGISLATION: Final disposition of legislation UN-INTRODUCED LEGISLATION: When no longer needed as a basis for future legislative work	
124-96	PUBLIC NOTICES	Records documenting compliance with laws requiring public notice of governmental activities. May include, but not limited to: public or legal notices, proof of publication, notice of meetings or bids, etc.	5 years	
124-97	PUBLICATIONS AND PUBLICATION FILES	Records for publication may include background material, copy (drafts), original art work, photo negatives, prints, flats, and final publications in any format including, but not limited to, video, audio, electronic, and Internet based publications. Copies of state publications in any format. State publications are maintained, indexed and made available for lending through the Publications Clearinghouse.	ORIGINAL ART WORK: When no longer of reference value; subject to review by the State Archives for possible accession FINAL PUBLICATIONS: Deposit 4 copies with the NE Publication Clearinghouse ELECTRONIC PUBLICATIONS: Notify State Documents Librarian before removal from agency internet sites ALL OTHER PUBLICATIONS AND FILES: When no longer of reference value	<ul style="list-style-type: none"> •EXTRA COPIES: See NONRECORD MATERIAL, item 124-082 •Neb. Rev. Stat. §51-411 to 51-418 •Contact State Archives to negotiate transfer
124-98	RECEIPTS		5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-99	RECEIPTS, REGISTERED MAIL	Receipts for both sending and receiving registered mail.	5 years	
124-100	RECORDS DISPOSITION REPORT	Agency copy of "Records Disposition Report" used for the disposition of records based upon an approved records retention schedule.	10 years	Neb. Rev. Stat. §84-1212.02
124-101	RECORDS TRANSFER FORM	Form indicates items transferred to the State Records Center.	Final disposition of all records listed on form	
124-102	REPORT-MONTHLY COMMUTING	Form submitted by employee to employer reporting any personal use of an employer provided vehicle.	5 years	
124-103	REPORTS AND STUDIES	Monthly, special and other STUDIES AND REPORTS not listed separately.	FINAL REPORT: When no longer of administrative value, subject to review by the State Archives for possible accession OTHER COPIES: When no longer of reference value	<ul style="list-style-type: none"> •RAW DATA: See item 124-127 WORKING PAPERS •Contact State Archives to negotiate transfer
124-104	REPORTS- ADMINISTRATIVE	Reports compiled by division heads on a regular basis for submission to department heads or their equivalent.		See COMMUNICATIONS, LONG-TERM, item 124-32
124-105	REPORTS-AGENCY ANNUAL AND BIENNIAL		ORIGINAL RECORD: Deposit 4 copies with the NE Publications Clearinghouse ALL OTHER COPIES: When no longer of reference value; subject to review by the State Archives for possible accession	<ul style="list-style-type: none"> •Neb. Rev. Stat. §51-411 to §51-418 •Contact State Archives to negotiate transfer
124-106	REPORTS-AUDIT	All Auditor of Public Accounts (APA) prepared state agency audit reports, and attestation reports are maintained on microfilm or original paper copy by the Auditor of Public Accounts Office. CAFR audit reports and single audit reports are maintained by both the DAS State Accounting Division and the Auditor of Public Accounts Office, both on-line and original paper copy.	3 years	Auditor of Public Accounts does not maintain audit reports received by state agencies from outside contractors
124-107	REPORTS- CONSULTANTS AND COMMITTEES	Studies, analyses and reports created by consultants or committees.	2 years, subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer
124-108	REPORTS-SALES TAX QUARTERLY		3 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-110	REQUEST FOR TUITION ASSISTANCE	Request includes personal employee information as well as background on the course and its approval by the agency.	5 years	
124-111	RULES AND REGULATIONS (AGENCY COPY)	Agency copy and records of their official rulemaking or regulation making which is adopted or proposed by publication of a notice. Record shall contain: copies of all publications and any portions of docket, all written petitions, requests, submissions and comments received by the agency and all other written materials prepared by or for the agency in connection with rule or regulation, any official transcripts of oral presentations made in proceedings, copy of rule or regulation and concise explanatory statement, all petitions for adoption of, exceptions to, amendments of, or repeal or suspension of the rule or regulation, copy of any comments filed by legislative committee, and description that includes estimated quantification of fiscal impact.	4 years after the effective date of the rule or regulation	Neb. Rev. Stat. §84-906.01
124-112	SOCIAL NETWORKING SITES			See WEB SITES, item 124-125
124-113	STATE ACCOUNTING WEBSITE MAIL-IN DATABASE LINK REQUESTS	Email requests sent to DAS Accounting via web links by State Agencies regarding various function requests.	Verification of request completed or when no longer of reference value	
124-114	SURPLUS PROPERTY NOTIFICATION (SP1)	Form is filled out when property is to be surplus.	5 years	
124-115	SURPLUS PROPERTY SALE REPORT	Form sent to the agency when surplus property is sold.	5 years	
124-130	SURVEYS	Method used for collection of information, data and/or opinions.	When no longer of reference value	
124-116	TELEPHONE CALL FORM	Form indicates to whom and when telephone calls are made.	5 years	
124-118	TRAINING MANUALS	Manuals developed by the agency designed for training of agency employees.	Superseded OR job position is terminated (whichever applies)	
124-135	TRAINING RECORDS - NOT REQUIRED FOR CERTIFICATION OR QUALIFICATION	Documents courses attended by employees, but does not include certification training required for licensing or certification.	4 years	NOTE: Check your agency unique schedule as they will take precedence over this schedule for differences in retention requirements

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-119	TRAVEL REQUEST FORM	May include "Trip Sheet" for travel expenses.		<ul style="list-style-type: none"> •See ACCOUNTS PAYABLE, item 124-1 •Attach to expense reimbursement form
124-120	TRUTH AND DECEPTION EXAMINATIONS	Records of all questions asked and all responses made.	3 years or when no longer of reference value (whichever is later)	Neb. Rev. Stat. §81-1932
124-117	VACATION, HOLIDAY, SICK, COMP OR BEREAVEMENT RECORDS (FORMERLY TIME OFF AND/OR SICK LEAVE)		5 years	
124-121	VEHICLE USAGE REPORT	Annual report goes to agencies having vehicles. Lists vehicle type, miles, operating costs, and cost per mile. Used by agencies to justify the usage and needs for vehicles.	Superseded	
124-122	VOYAGER SUMMARY DOCUMENT	Generated by Voyager System. Agencies will maintain this documentation.	5 years	
124-123	VOYAGER SYSTEM CHARGE SLIPS	Charge slips generated for the Voyager System at the point of purchase. State employees receive the receipt at the time of purchase and they are to be retained by the agency the employee works for.	5 years	
124-124	W-4 FORMS	Copy of W-4 forms retained by the agency.	4 years after superseded or termination of employment (whichever is sooner)	Also know as "Employees Withholding Exemption Certificate"
124-125	WEB SITES	Internet web sites established and maintained by state agencies including posts to social networking web sites such as blogs, wikis, Facebook, Twitter, etc.		Follow stated retention and disposition requirements already in place in Schedule 124 or agency specific schedules
124-126	WORK ORDERS, OFFICE OF THE CIO	Work order forms related to agency initiated work charged to the agency.	5 years	
124-127	WORKING PAPERS	Raw data, research materials and drafts used when creating reports, studies, etc.	COMPLETED: Completion of final report, study, etc. NOT COMPLETED: When no longer of reference value	

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter-size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal-size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb