

Schedule 124

STATE AGENCIES GENERAL RECORDS

November 24, 2008

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 July 17, 2008 | |

**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

Ronald D. Moravec

TITLE

Chief Deputy Secretary of State

DATE

November 19, 2008

PART II - ARCHIVAL APPROVAL

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

Andrew I. Faling

STATE ARCHIVES

DATE

Nov. 21, 2008

PART III -- APPROVAL BY 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

Jim D. Gace

STATE RECORDS ADMINISTRATOR

DATE

11/24/2008

RMA 01005D

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. This schedule was written for those records common to most state government agencies. For those records not found in this schedule, check your specific agency schedule. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your 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 or transfer to the NE State Historical Society (State Archives), your agency is required to contact the State Archives and negotiate the transfer. Additionally, once the records are accessioned to their collection, they become the possession of the State Archives. 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 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 your Records Management Specialist in Records Management. We 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**

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SCHEDULE 124 – STATE AGENCIES GENERAL RECORDS

124-1 ADMINISTRATIVE RECORDS

124-1-1 ADMINISTRATIVE REPORTS

Reports compiled by division heads on a regular basis for submission to department heads or their equivalent.

See Item 124-1-9-4.

124-1-2 ADDRESS AND TELEPHONE FILES (Formerly ADDRESS, TELEPHONE, AND BOOK CARD FILE)

Dispose of after superseded.

124-1-3 AIR TRANSPORTATION ACKNOWLEDGEMENT

Form sent to agencies by the Department of Aeronautics when they request a flight. This is their acknowledgement of the flight. Lists an itinerary, additional passenger, who is in charge of flight, etc.

Dispose of after 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

124-1-4 ANNUAL AND BIENNIAL AGENCY REPORTS

The Nebraska State Historical Society and the Nebraska Library Commission maintain sets of state agency ANNUAL AND BIENNIAL REPORTS. In most cases a complete historical record is available.

Dispose of all copies after no longer of administrative value, subject to review by the State Archives for possible accession and the State Documents Librarian before disposal.

124-1-5 AUTHORIZED LONG DISTANCE TELEPHONE CALL LOG (FORM LD 2) (OBSOLETE 2007)

Monthly log records all authorized calls.

Dispose of after 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

124-1-6 BONDS (FOR AGENCY OFFICIALS)

Dispose of 10 years after release, replacement, or expiration of bond.

124-1-7 BUILDINGS

124-1-7-1 BUILDING CONSTRUCTION CONTRACTS AND RECORDS

Documents include specifications, affidavits of publication of calls for bids, accepted and rejected bids, contracts, purchase orders, inspection reports and correspondence relating to building construction projects. May include PERFORMANCE BONDS.

ACCEPTED: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

REJECTED: Dispose of after 2 years, provided audit has been completed.¹

124-1-7-2 BUILDING PLANS AND SPECIFICATIONS, STATE
Dispose of 2 years after sale or vacation of building, whichever is later, subject to review by the State Archives for possible accession.

124-1-7-3 BUILDING SPACE REQUESTS
Requests for office and storage space, copies of blueprints, and related correspondence.
Dispose of 1 year after occupation of space or denial of request.

124-1-8 CALENDARS
Desk and pocket calendars, appointment books, and planners, both paper and electronic, including Lotus, Exchange, PDAs and similar devices.
Dispose of calendar entries after 2 years.

124-1-9 COMMUNICATIONS/CORRESPONDENCE
All correspondence/communications regardless of physical form or characteristics, including written and electronic correspondence/communications, including voicemail and instant messaging.

124-1-9-1 COMMUNICATIONS, SHORT-TERM (EPHEMERAL)
Communication not related to state government transactions or activities. Also includes communications that may be of a professional interest, but not pertaining directly to the function of the agency, i.e. the equivalent of a casual phone call, including transitory messages. Transitory messages are defined as communications where copies are posted or cc'd to several persons or casual and routine communications.
Dispose of when no longer of administrative value.

124-1-9-2 COMMUNICATIONS, MEDIUM-TERM
Communications containing information related to the operations of the agency, but does not have long-term significance or policy implications.
Dispose of after 2 years.

124-1-9-3 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. Communications to be transferred to the State Archives must be on paper or microfilm.
Transfer to the State Archives after 8 years; retain permanently.

124-1-9-4 COMMUNICATIONS, PROJECT RELATED
Communications related to a specific agency project. A project is an activity that has an identifiable beginning and end. Communications to be transferred to the State Archives must be on paper or microfilm.
Dispose of 8 years after the end of the project, subject to review by the State Archives for possible accession.

124-1-9-5 COMMUNICATIONS, INFORMATION DENIAL

File maintained according to Section 84-712.04, R.R.S. 1943. Includes all communication and documentation relating to the denial of requests for records.
Dispose of after 10 years.

124-1-9-6 COMMUNICATIONS, LOGBOOKS

Logbooks are maintained in a variety of formats. Usually includes sender, subject matter, response date, etc.
Dispose of concurrently with communications indexed.

124-1-9-7 FAX (FACSIMILE) TRANSMISSIONS

Facsimile transmissions, sent or received by the agency, are a form of correspondence or communications, and as such should be treated in accordance with the preceding definitions.

Retain with and dispose of with appropriate record series to which they pertain.

**124-1-10 EDUCATION-CHANGE REGISTER (NEIDLYIG-NE1240)
(OBSOLETE 2007)**

Department of Education Form.
Immediately dispose of obsolete record.

**124-1-11 EDUCATION-SECURITY VIOLATIONS (NDEIDLY1G 0 NE1240)
(OBSOLETE 2007)**

Department of Education Form.
Immediately dispose of obsolete record.

**124-1-12 EDUCATION-TRANSACTION CODING (DAILIES & EOM
REPORTS/NASDLY1B-NAS121) (OBSOLETE 2007)**

Department of Education Form.
Immediately dispose of obsolete record.

124-1-13 EVACUATION PLANS

Dispose of after superseded.

124-1-15 EXECUTIVE ORDERS

Dispose of after rescinded or amended, subject to review by the State Archives for possible accession.

124-1-16 FIRE ORDERS

Agency copy of "ORDERS" issued by the Fire Marshal for correcting deficiencies in the fire code.
Dispose of after 10 years.

124-1-17 ITINERARY INFORMATION

Any records which document proposed itineraries.
Dispose of after one year following the end of the fiscal year to which the records pertain.

124-1-18 LEGAL OPINIONS AND ADVICE

Includes opinions from the Attorney General and/or agency legal counsel concerning state and/or federal regulations or statutes.

Dispose of after no longer pertinent to the operation of the agency, subject to review by the State Archives for possible accession, provided audit has been completed.¹

124-1-19 LONG DISTANCE TELEPHONE CALL FORM

Form indicates to whom, from whom, and when telephone calls are made.

Dispose of after 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

124-1-20 MASTER MAILING FILE

Any report which is issued as needed and serves as an agency mailing list.

Dispose of after report is superseded or obsolete.

124-1-21 MEETING AGENDA (SEE ITEM 124-1-22)

124-1-22 MEETING MINUTES (Formerly MINUTES OF MEETINGS)

Notes or official minutes, agendas and list of attendees and may include PROOF OF PUBLICATIONS and/or LEGAL NOTICES.

STATE BOARDS, COMMISSIONS AND COMMITTEES:

Microfilm for security annually; transfer to the State Archives after no longer of reference value. This record may NOT be destroyed after microfilming.

OTHER COPIES: Dispose of after no longer of reference value.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

VIDEO/AUDIO RECORDINGS: Dispose of 1 year after meeting minutes have been approved.

ALL OTHER MINUTES:

Dispose of after no longer of reference value, subject to review by the State Archives before disposal.

124-1-23 MICROFILM PROJECT REGISTRATION (FORM RMA 03004A)

Form used to register microfilm projects with Records Management.

AGENCY COPY: Dispose of after form is superseded or 1 year after project is discontinued, whichever is sooner.

124-1-24 MICROGRAPHICS PROJECT SPECIFICATIONS

Agreement between agency and Records Management when documents are filmed by Records Management. Includes responsibilities and procedures involved in the microfilming process.

AGENCY COPY: Dispose of after specifications are superseded or 1 year after project is discontinued, whichever is sooner.

124-1-25 ORGANIZATION CHARTS

Transfer to the State Archives after superseded.

124-1-26 POLICY AND PROCEDURES MANUAL, AGENCY

Transfer to the State Archives after superseded or no longer applicable.

124-1-27 POSTAGE AUTHORIZATION FORM

Form filled out by the agency showing the quantity of material mailed and the cost.
Dispose of after 1 year.

124-1-28 POSTAGE METER RECORDS

Dispose of after 3 years, provided audit has been completed.¹

124-1-29 PRESS RELEASES

Press releases issued by the agency.

Dispose of after 1 year, subject to review by the State Archives for possible accession.

124-1-30 PROOF OF PUBLICATION

Includes invitation to bid, auctions, meetings, etc.

Dispose of after 2 years, provided audit has been completed.¹

124-1-31 PROPOSED LEGISLATION

Drafts of proposed legislative bills and related correspondence.

INTRODUCED LEGISLATION: Dispose of after final disposition of legislation.

UNINTRODUCED LEGISLATION: Dispose of after no longer needed as the basis for future legislative work.

124-1-32 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 are required by Nebr. Rev. Stat. §51-411 to 51-418, to be deposited with the Nebraska Library Commission Publications Clearinghouse. State publications are maintained, indexed and made available for lending through the Publications Clearinghouse.

ORIGINAL ART WORK: Dispose of after no longer of reference value, subject to review by the State Archives for possible accession.

FINAL PUBLICATIONS: Dispose of after superseded, obsolete or after no longer of reference value, whichever is sooner, subject to review by State Documents Librarian before disposal.

ELECTRONIC FILES: Notify State Documents Librarian before removing from agency Internet sites.

ALL OTHER DOCUMENTS: Dispose of after no longer of reference value.

124-1-33 RECORDS DISPOSITION FORMS

Agency copy of Records Management form (03006D) used in reporting the disposition of records covered in an approved records disposition schedule.

AGENCY COPY: Dispose of after 5 years.

124-1-34 RECORDS TRANSFER FORM

Form indicates items transferred to the State Records Center.

Dispose of after final disposition of all records listed on the form.

124-1-35 REPORTS (CONSULTANTS AND COMMITTEES)

Dispose of after 2 years, subject to review by the State Archives for possible accession.

124-1-36 RULES AND REGULATIONS (AGENCY COPY)

Dispose of after superseded or obsolete.

124-1-37 STAFF MEETING MINUTES/NOTES (SEE ITEM 124-1-22)

124-1-38 STUDIES AND REPORTS

Includes STUDIES AND REPORTS not listed separately.

RAW DATA: Dispose of according to WORKING PAPERS.

FINAL REPORT: Dispose of after no longer of administrative value, subject to review by the State Archives for possible accession.

OTHER COPIES: Dispose of after no longer of reference value.

124-1-39 TRAINING MANUALS

Manuals developed by the agency designed for training of agency employees.

Dispose of after superseded or job position is terminated, subject to review by the State Archives for possible accession.

124-1-41 WEB SITES

Internet web sites established and maintained by state agencies.

Records listed in this Schedule or in the agency specific schedule, and reproduced on the web site, should follow the stated retention and disposition requirements already in place. For records residing on web sites only, revise the agency specific schedule to include retention and disposition determinations.

124-1-42 WORKERS' COMPENSATION REPORT

Dispose of 4 years after date of report.

124-1-43 WORKING PAPERS

Raw data used in compiling reports, studies, etc.

REPORT OR STUDY COMPLETE: Dispose of after completion of final report or study.

REPORT OR STUDY NOT COMPLETED: Dispose of after no longer of reference value.

124-3 FINANCIAL RECORDS

124-3-1 ACCOUNT CODE 4800 EXPENDITURES NOT ON INVENTORY (OBSOLETE 2007)

Computer report is generated as needed and is used to show which items have been purchased but have not been accounted for in the master inventory listing. Data includes agency, division, vendor name, voucher, transaction date, object, voucher amount, and a description of the inventory problem.

Immediately dispose of obsolete records.

124-3-3 ACCOUNTS PAYABLE

Any supporting document 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. This may include invoices, reports, disbursement documents, purchase orders, packing slips, requisitions, employee expense reimbursement forms, etc.

Dispose of after 3 years, provided audit has been completed.¹

**124-3-4 ACCOUNTS PAYABLE WARRANT CANCELLATION FORM
(Formerly WARRANT CANCELLATION ATTACHMENT)**

Form used to cancel a warrant.

Dispose of after 2 years following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

**124-3-5 AGREEMENTS AND CONTRACTS (Formerly CONTRACTS AND
LEASES)**

Contracts, leases and agreements that may include general obligation, land lease, utilities and construction except buildings, consultants, services, software and IT systems. Documents may include 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. *NOTE: Agreement and contracts may have language/conditions included in award that allows for alternative disposition.*

ACCEPTED: Dispose of 3 years after completion, fulfillment, or voiding of contract, subject to review by the State Archives for possible accession, provided audit has been completed.¹

REJECTED: Dispose of after 2 years, provided audit has been completed.¹

124-3-6 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. Agencies retain a copy of the completed form which contains information regarding employment and pay, labor-management relations, and costs for selected employee benefits.

Dispose of 1 year after form is submitted.

124-3-7 APPOINTMENT OF AUTHORIZED AGENT (OBSOLETE 2007)

Copy of card used to notify DAS that an individual has been authorized to sign documents for a specific agency.

Immediately dispose of obsolete records.

124-3-8 AUDIT REPORTS

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. The Auditor of Public Accounts does not maintain audit reports received by state agencies from outside contractors.

AGENCY RECORD COPY OF APA, CAFR, ATTESTATION AND SINGLE AUDIT REPORTS: Dispose of after 3 years.

AGENCY RECORD COPY OF AUDIT REPORT FROM OUTSIDE CONTRACTOR: Dispose of after three years.

124-3-9 BANK STATEMENTS

Dispose of after 3 years, provided reconciliations and audit have been completed.¹

124-3-10 BIDS AND PROPOSALS (SEE ITEM 124-3-5)

124-3-11 BILLING DETAIL, OFFICE OF THE CIO – IM SERVICES (PAC)

Monthly computer report that lists detailed agency IT charges as it relates to usage charges from the Office of the Chief Information Officer.

Dispose of after 2 years, provided audit has been completed.¹

124-3-12 BILLING DISTRIBUTION FOR ____ (DATE) (OBSOLETE 2007)

Monthly time reporting system computer report used by IM Services to bill for services they provide.

Dispose of after 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

124-3-13 BILLING RECORDS, MATERIEL DIVISION

Monthly computer reports from the Materiel Division are used to bill agencies for services provided. Billing reports include "Printing Billing," a computer report, which lists jobs chronologically and end of month billing total. Billing reports for "Copy Services Billing," a computer report which lists jobs chronologically and end of month billing total, copy requisitions which are forms used when requesting services for copy, collating, stapling, etc. Billing reports for "Postage Billing Distribution," a computer report which is a chronological listing of the postage billing, total amount, and a corresponding voucher number. Billing reports for "Office Supply Bureau Billing," a computer report listing supplies ordered by requisition number, and total amount. Billing reports for "Contractual Advertising and Subscriptions," a computer report listing contractual advertising and subscriptions, and total amount due.

Dispose of after 3 years following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

124-3-14 BILLING SUMMARY BY WORK ORDER, OFFICE OF THE CIO (PAC)

Monthly computer report that includes work orders, billing codes, description, current month totals, and period to date totals for agencies initiated IT charges as it relates to project charges from the Office of the Chief Information Officer.

Dispose of after 2 years, provided audit has been completed.¹

124-3-15 BUDGET FILES (FOR PLANNED PROJECTS)

Dispose of 1 year after discontinuation or completion and acceptance of project, whichever applies, subject to review by the State Archives for possible accession.

124-3-16 BUDGET REQUEST DOCUMENTS

DAS Budget Division 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. Budget Division keeps REQUESTS permanently.

AGENCY COPY: Dispose of 2 years after date submitted, provided audit has been completed.¹

BACK-UP MATERIAL: Dispose of concurrently with agency copy.

FISCAL ANALYST COPY: Dispose of after no longer of reference value, subject to review by the State Archives for possible accession.

124-3-17 CANCELLED CHECKS

Cancelled paper checks returned from financial institutions with the statement of accounts.

Dispose of after 3 years, provided audit has been completed.¹

124-3-18 CASH REGISTER TAPE

Dispose of after 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

124-3-19 CHARITABLE GIVING DEDUCTION INFORMATION

Records of employees' contributions to United Way, CHAD or other charity.

Dispose of after 2 years, provided audit has been completed.¹

124-3-20 COMMUNICATIONS BILLING DISTRIBUTION

Monthly computer report lists detailed agency billing as it relates to telecommunications and network charges from the Office of the Chief Information Officer.

ORIGINAL RECORD: Dispose of after 1 year following the end of the fiscal year to which the records pertain, provided audit had been completed.¹

OTHER COPIES: Dispose of after no longer of reference value.

124-3-21 COMMUNICATIONS BILLING, SPECIALIZED

Computer reports that are prepared in alternate formats upon agency request providing billing information as it relates to telecommunications and network charges from the Office of the Chief Information Officer in different formats.

Dispose of after no longer of reference value.

124-3-22 COMPUTER CHANGE FORM

Agency designed change form sent to the Office of the Chief Information Officer to make changes or deletions on computer reports.

Dispose of after changes or deletions are verified.

124-3-23 COMPUTER DATA ENTRY FORM (OBSOLETE 2007)

Form used to add information to an existing computer report or to initiate a new report.

Dispose of after information on the report is verified.

124-3-24 COMPUTER ERROR LISTING

Dispose of after error correction.

124-3-25 CREDIT CARDS

Dispose of after superseded or use is terminated.

124-3-26 DEPOSIT SLIPS

Dispose of after 3 years, provided audit has been completed.¹

124-3-27 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.

Dispose of after superseded, provided audit has been completed; transfer final form to the EMPLOYMENT HISTORY FILE, Records Retention Schedule Item #124-6-15, upon termination of employment.¹

**124-3-28 EXPENSE REIMBURSEMENT DOCUMENT
(SEE ITEM #124-3-3)**

124-3-29 FUND APPLICATION (DAS)

Form used to add, change or terminate a fund within the state accounting system.

AGENCY COPY: Dispose of after 1 year following the end of the fiscal year the fund is terminated, provided audit has been completed.¹

**124-3-30 INTRASTATE BILLING TRANSACTIONS (IBT) INVOICE
(Formerly INTRASTATE TRANSACTION DOCUMENT)**

Form records the revenues and expenditures associated with goods and/or services provided by one state agency to another state agency or department.

Dispose of after 3 years, provided audit has been completed.¹

SUPPORTING DOCUMENTATION: Dispose of after 3 years, provided audit has been completed.¹

124-3-31 INVESTMENT AUTHORIZATION

Form used to provide data for distributing interest earnings.

Dispose of 1 year after termination of the fund or after superseded, whichever is sooner.

124-3-32 INVOICES (SEE ITEM 124-3-3)

124-3-33 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.

AGENCY COPY: Dispose of after superseded.

124-3-34 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.

Dispose of after 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

124-3-35 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: Dispose of after superseded.

FOLLOW-UP MATERIAL: Dispose of after warrant is no longer listed on the report.

124-3-36 PACKING SLIPS (SEE ITEM 124-3-3)

124-3-37 PERSONAL SERVICES EXPENDITURE BY POSITION CODE (BUD) (OBSOLETE WITH IMPLEMENTATION OF NIS 2007)

DAS-Budget Division computer report is a fiscal year end report of salaries appropriated and expended for current and terminated employees.

Immediately dispose of obsolete records.

124-3-38 PETTY CASH FUND APPLICATION

Form used to create a petty cash fund or make changes to an existing petty cash fund.

AGENCY COPY: Dispose of after 1 year following the end of the fiscal year the fund is terminated, provided audit has been completed.¹

DAS COPY: Dispose of 5 years after termination.

124-3-39 PURCHASE ORDER, STATE OF NEBRASKA (SEE ITEM 124-3-3)

124-3-40 PURCHASE ORDERS, CONSTRUCTION (SEE ITEM 124-3-3)

124-3-41 RECEIPTS

Dispose of after 3 years, provided audit has been completed.¹

124-3-42 RECEIPTS, REGISTERED MAIL

Receipts for both sending and receiving registered mail.

Dispose of after 2 years, provided audit has been completed.¹

124-3-43 RECEIVING REPORT (SEE ITEM 124-3-3)

124-3-44 REQUEST FOR COMPUTER OUTPUT (OBSOLETE 2007)

Form used by an agency to request information from the computer system.

Dispose of upon receipt of requested computer report.

124-3-45 REQUISITIONS, PURCHASE (SEE ITEM 124-3-3)

124-3-46 SALES TAX REPORTS, QUARTERLY

Dispose of after 3 years.

124-3-47 STATE ACCOUNTING WEBSITE MAIL-IN DATABASE LINK REQUESTS (Formerly REQUEST FOR STOP PAYMENT/DUPLICATE WARRANT)

Email requests sent to DAS Accounting via web links by State Agencies regarding various function requests. May include (but not limited to) the following:

Encumbrances
W-9's
Payroll Card
HR Auto Deposits
Link V & PP Search Type
Treasurer's Deposit Document
Business Units
Object Codes
Business Units, Grants
Grants
Investment Authorization
Interim Payroll
Payroll Certification
W-2's
Leave Balance Adjustment
Execution Control
GL/Payroll Register
Accounts Payable Inquiries
1099's
Stop Payment Duplicate Warrant
Fixed Assets
Reversing PO
Pre-audit
Citrix Request

AGENCY COPY: Dispose of after verification of request completion or after no longer of reference value.

124-3-48 STATE WIDE COST ALLOCATION PLAN DATA (OBSOLETE 2007)

Agency copy of data submitted to DAS Accounting Division to prepare the Cost Allocation Plan as a means of charging for general fund administrative services.

Dispose of after 2 years.

124-3-49 TRAVEL REQUEST FORM

May include Trip Sheet for Travel Expenses. Attach to EXPENSE REIMBURSEMENT.

Dispose of with the accompanying expense reimbursement (see item 124-3-3).

124-3-50 WARRANT REFERENCE REQUEST (OBSOLETE 2007)

Is a request for processed records.

Immediately dispose of obsolete records.

124-3-51 WORK ORDERS

Work order forms related to agency initiated work that will be charged to the agency from the Office of the Chief Information Officer.

Dispose of after 2 years, provided audit has been completed.¹

124-4 FIXED ASSETS

124-4-1 ANNUAL COMMUTING CERTIFICATION FORM

Summary of all agency employees that utilize a state vehicle in a commuting capacity for a given year. Information may include agency name, employee's names and social security numbers, income imputed, etc.

Dispose of after 2 years, provided audit has been completed.¹

124-4-2 CERTIFICATE OF DESTRUCTION OF SURPLUS PROPERTY

Certificate issued to an agency when property is destroyed.

Dispose of after 2 years following the end of the fiscal year after equipment is destroyed, provided audit has been completed.¹

124-4-3 DEPRECIATION REPORTS (TYPE 3) (INVENTORY SYSTEM) (OBSOLETE WITH IMPLEMENTATION OF NIS 2007)

Depreciation information is available in several computer report formats which include YEAR-TO-DATE ACCUMULATED DEPRECIATION FOR ALL RECORDS, RECORDS TOTALLY DEPRECIATED DURING FISCAL YEAR (S) SPECIFIED, and ANNUAL AND ACCUMULATED DEPRECIATION TOTALS.

Immediately dispose of obsolete records.

124-4-4 EQUIPMENT ACQUIRED, NOTICE OF (OBSOLETE WITH IMPLEMENTATION OF NIS 2007)

Dispose of after 1 year following the end of the fiscal year after equipment is surplus or destroyed, provided audit has been completed.¹

124-4-5 EQUIPMENT HISTORY FILE (OBSOLETE WITH IMPLEMENTATION OF NIS 2007)

Dispose of after 1 year following the end of the fiscal year after equipment is surplus or destroyed, provided audit has been completed.¹

124-4-6 EQUIPMENT INVENTORY (DETAIL REPORT FORM) (65FM04R0181) (OBSOLETE WITH IMPLEMENTATION OF NIS 2007)

Form is used by agencies to update their portion of the inventory listing. Is used to add, change, transfer, or delete items from inventory.

ORIGINAL RECORD: Dispose of after 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

OTHER COPIES: Dispose of after no longer of reference value.

124-4-7 EQUIPMENT INVENTORY (LISTING REQUEST FORM) (OBSOLETE WITH IMPLEMENTATION OF NIS 2007)

Form is used to request TYPE 1 (Specific listing), TYPE 2 (Year to date request), or Type 3 (Depreciation Request). Approximately 13 types of inventory reports can be requested using this form.

Dispose of after listing is received.

124-4-8 EQUIPMENT SERVICE AGREEMENTS

Agreements or contracts between the agency and equipment vendor to provide maintenance service of equipment.

Dispose of 5 years after contract has expired, provided audit has been completed.¹

124-4-9 EQUIPMENT WARRANTY

Dispose of 1 year following the end of the fiscal year after equipment is surplus or destroyed, provided audit has been completed.¹

124-4-10 INVENTORY, ANNUAL

Dispose of after 3 years following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

**124-4-11 INVENTORY LISTING (TYPE I) (INVENTORY SYSTEM)
(OBSOLETE WITH IMPLEMENTATION OF NIS 2007)**

Inventory system data is available in several computer report arrangements. Data includes LISTING BY TAG WITHIN AGENCY, LISTING BY TAG WITHIN DIVISION/AGENCY, LISTING BY TAG WITHIN ITEM/DIVISION/AGENCY, LISTING BY TAG WITHIN ITEM/AGENCY, LISTING BY TAG WITHIN AREA/SECTION/DIVISION/AGENCY, and LISTING BY TAG WITHIN SECTION/DIVISION/AGENCY.

Dispose of after 1 year following the end of the fiscal year after superseded, provided audit has been completed.¹

124-4-12 INVENTORY, NOTICE OF EQUIPMENT REMOVED FROM

Dispose of after 3 years following disposition of property, provided audit has been completed.¹

**124-4-13 INVENTORY SYSTEM UPDATE LISTING (OBSOLETE WITH
IMPLEMENTATION OF NIS 2007)**

Listing shows all additions, changes, deletions, and transfers of items for the monthly processing period. Data includes agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.

Dispose of after INVENTORY LISTING is compiled.

**124-4-14 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.

DAS - TSB RECORD: Dispose of after 1 year, provided audit has been completed.¹

AGENCY COPY: Dispose of after 6 months, provided audit has been completed.¹

124-4-15 MONTHLY COMMUTING REPORT

Form submitted by employee to employer reporting any PERSONAL use of an employer provided vehicle.

Dispose of after 3 years, provided audit has been completed.¹

124-4-16 MOTOR VEHICLES TRAVEL LOG

Documents use of TSB leased and rented vehicles. Documentation is written on this form each time the vehicle is used. Information 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.

Dispose of after 3 years, provided audit has been completed.¹

124-4-17 REPORT OF SALE OF SURPLUS PROPERTY

Form sent to the agency when surplus property is sold.

Dispose of after 3 years following the end of the fiscal year after equipment is surplused or destroyed, provided audit has been completed.¹

124-4-18 SUPPLY INVENTORY RECORDS (OBSOLETE WITH IMPLEMENTATION OF NIS 2007)

All records used to monitor the inventory of stocked supplies.

Dispose of after 2 years, provided audit has been completed.¹

124-4-20 SURPLUS PROPERTY NOTIFICATION (SP1)

Form is filled out when property is to be surplused.

Dispose of after 2 years following the end of the fiscal year after equipment is surplused or destroyed, provided audit has been completed.¹

124-4-21 VEHICLE USAGE REPORT

Annual report goes to agencies having vehicles. Lists vehicle type, miles, operating costs, and cost per mile. Is used by agencies to justify the usage and needs for vehicles.

Dispose of after superseded.

124-4-22 VOYAGER SYSTEM CHARGE SLIPS

Charge slips generated for the Voyager System at the point of purchase. The state employee signs these slips at the time of purchase. These slips are to be retained by the agency whose employee signed the charge slips.

Dispose of after 3 years, provided audit has been completed.¹

124-4-23 VOYAGER SUMMARY DOCUMENT

Generated by Voyager System and agencies will maintain this documentation

AGENCY COPY: Dispose of after 3 years, provided audit has been completed.¹

OTHER COPIES: Dispose of after 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

124-4-24 YEAR TO DATE ACTIVITY (TYPE 2) (INVENTORY LISTING) (OBSOLETE WITH IMPLEMENTATION OF NIS 2007)

Year to date computer report which shows additions, changes, transfers and deletions of information within the inventory system.

Dispose of after 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

124-5 NIS (NEBRASKA INFORMATION SYSTEM) RECORDS

All records contained in the Nebraska Information System (NIS) 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 NIS System and schedule items in agency specific schedules to address the disposition if they have not been scheduled in Schedule #124.

124-6 PERSONNEL RECORDS

124-6-1 ADVERTISEMENTS/NOTICES TO THE PUBLIC OR EMPLOYEES

Any announcement that communicates job openings or promotional opportunities.
Dispose of after 4 years.

124-6-2 AFFIRMATIVE ACTION PLAN

Copies of plans updated annually and submitted to the State Affirmative Action Office.
Dispose of after 3 years.

124-6-3 AFFIRMATIVE ACTION QUARTERLY REPORT

Copies of update agency annual plan's statistics and progress report on activities. Report is submitted to the State Affirmative Action Office.
Dispose of after 3 years.

124-6-4 AFFIRMATIVE ACTION REPORT

Computer report is generated as needed and provides an alphabetical listing by agency. Provides equal opportunity category information such as seniority, age, salary, and grade and minority classification.
Dispose of after 3 years.

124-6-5 APPLICANT FLOW DATA REPORT

Information compiled by DAS - State Personnel Division for affirmative action purposes and forwarded to agencies as a means of evaluating and monitoring hiring practices.

RECORDS OF ADVERSE IMPACT: Dispose of 2 years after adverse impact eliminated.

ALL OTHER RECORDS: Dispose of after 3 years.

124-6-6 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. Complaints under ADEA may be filed for a period up to 4 years after a personnel action is made.

Dispose of 4 years after date of personnel action to which the record relates.

124-6-7 COMPLAINT FILE

Complaints filed by employees or by persons concerning the decisions or actions of a specific state agency. Examples include unfair or discriminatory employment practices lawsuits.

COMPLAINTS (INVOLUNTARILY TERMINATED EMPLOYEES): Dispose of 1 year after termination date.

DISCIPLINARY RECORDS RELATED TO WORKPLACE HARASSMENT: Dispose of after 4 years according to current labor contracts.

COMPLAINTS (NO ACTION): Dispose of after 3 years.

COMPLAINTS (RESULTING IN ACTION): Dispose of 3 years after all action and appeals are complete and final.

124-6-8 ELIGIBILITY LIST

Agency list of persons to be considered for position openings.

Dispose of 3 years after date position is filled.

124-6-9 EMPLOYEE BIOGRAPHICAL FILE CARD (PERMANENT AND TEMPORARY EMPLOYEES' PAYROLL RECORDS)

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.

Dispose of 3 years after date of last entry or completion of contract.

124-6-10 EMPLOYEE DEDUCTION AUTHORIZATION

Any form or other forms used to start, change, stop, transfer, or record a direct deduction of the state life insurance and state health insurance premium payments, and other deductions.

Dispose of after superseded, provided audit has been completed; transfer final form to the EMPLOYMENT HISTORY FILE (see item 124-6-15) upon separation/termination of employment.¹

124-6-11 EMPLOYEE INSURANCE FILE

Under ERISA retention of records to each employee-participant in the plan continues for the duration of plan participation.

Dispose of 3 years after termination of employment.

124-6-12 EMPLOYEE POPULATION REPORT

Count of persons employed within an agency, board, commission, or institution.

Dispose of 3 years after date of report.

124-6-13 EMPLOYEE RECOGNITION RECORDS

Award committee reports, selection criteria, nominations, and similar administrative records of employee awards or incentive programs.

Dispose of 3 years after date of personnel action.

124-6-14 EMPLOYMENT ELIGIBILITY VERIFICATION

Form signed by employees and employers attesting to employment eligibility and verification.

Dispose of 1 year after termination or 3 years after hiring, whichever is later.

124-6-15 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 (W-4 forms, authorized deduction forms, etc.), 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, of any employee. The Employment History File of any employee transferring from one state agency to another state agency without a break in service will be transferred to the new state agency. It includes all employees in the NPERS system.

NO COMPLAINT OR CHARGE FILED: Dispose of 10 years after termination of employment.

COMPLAINT OR CHARGE FILED: Dispose of 10 years after all actions and appeals are complete and final.

124-6-16 FIRST REPORTS OF ALLEGED ACCIDENT OR OCCUPATIONAL DISEASE or FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS

MEDICAL EXAMINATIONS AND REPORTS OF EMPLOYEE EXPOSURES TO TOXIC SUBSTANCES OR BLOOD BORNE PATHOGENS: Dispose of 30 years after separation/termination of employment.

OCCUPATIONAL AND ILLNESS RECORDS: Dispose of 5 years after case is closed.

COMPLAINT OR CHARGE FILED AFTER RECORDS RETENTION PERIOD: Dispose of 5 years after all actions are complete.

124-6-17 FMLA LEAVE FORMS

Records showing designated dates of Family Medical Leave ACT (FMLA) leave taken and any disputes regarding such leave. 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, Records Retention Schedule Item # 124-6-15. **Dispose of after 3 years.**

124-6-18 GRIEVANCE RECORDS

Dispose of 3 years after all actions and appeals are complete and final OR after no longer of reference value, whichever is later.

124-6-19 INS FORM I-9

Information required by the Immigration Reform and Control Act. Information kept separate from Employment History File, Records Retention Schedule Item # 124-6-15. **Dispose of 3 years after date of hire OR 1 year after separation/termination from employment, whichever is later.**¹

124-6-20 JOB ORDER FORM

Copy of form completed by agencies and sent to the DAS - State Personnel Division outlining a position vacancy and job requirements for the hiring of a qualified applicant. **Dispose of after 3 years.**

124-6-21 OVERTIME AUTHORIZATION

Dispose of after verification of time sheets, provided audit has been completed.¹

124-6-22 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 according to the rules and regulations of the Nebraska State Personnel System and applicable union contracts.

Dispose of 3 years after all actions and appeals are complete and final or after no longer of reference value, whichever is later.

124-6-23 PERSONNEL ACTION NOTIFICATIONS (DISCIPLINARY ACTIONS)

According to the rules and regulations of the Nebraska State Personnel System and applicable union contracts, 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 of self-improvement efforts as well as favorable and unfavorable communications.

DISCIPLINARY RECORDS RELATED TO WORKPLACE HARASSMENT: Dispose of after 4 years according to current labor contracts.

ALL OTHER RECORDS: Dispose of 3 years after all actions and appeals are complete and final or when no longer of reference value, whichever is later.

124-6-24 PHYSICAL EXAMINATIONS

Results of any physical examination where results are considered in connection with any personnel actions.

Dispose of after 3 years.

124-6-25 REQUEST FOR TUITION ASSISTANCE

Request includes personal employee information as well as background on the course and its approval by the agency.

Dispose of after 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

124-6-26 TIME OFF AND/OR SICK LEAVE REQUESTS

Dispose of after verification of time sheets, provided audit has been completed.¹

124-6-27 TIME SHEETS AND TIME CARDS

Dispose of after 3 years, provided audit has been completed.¹

124-6-28 TRUTH AND DECEPTION EXAMINATIONS (STATE STATUTE - EMPLOYEE POLYGRAPH PROTECTION ACT)

Records of all questions asked and all responses made.

Dispose of after 3 years or after no longer of reference value, whichever is later.

124-6-29 W-4 FORMS

Copy of W 4 forms retained by the agency. Also known as "Employees Withholding Exemption Certificate".

Dispose of 4 years after superseded OR 4 years after termination of employment, whichever is sooner.

124-7 NONRECORD MATERIAL

NONRECORD MATERIAL as defined by the State Records Administrator's Rule 430 Chapter 5 Section .004.02 includes:

- a. Library or museum material made or acquired and preserved solely for reference or exhibition purposes;
- b. Extra copies of documents preserved only for convenience or reference;
- c. Stocks of publications, reproduced documents, or other printed materials preserved for supply purposes;
- d. Extra copies of circulated materials of which official copies have been retained for purposes of record;
- e. Reading files and follow-up correspondence copies;
- f. Identical or carbon copies of documents maintained in the same file, including any method of duplication;
- g. Draft copies or work copies of documents for which the final version has been completed;
- h. Letters of transmittal that add nothing to the transmitted information;
- i. Interoffice memoranda;
- j. Shorthand notes, stenotype tapes, or sound recordings after they have been transcribed;
- k. Internal housekeeping materials.

NONRECORD MATERIAL may be destroyed at any time by the agency. No RECORDS DISPOSITION REPORT (RMA 03006B) is required.

124-2 AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING

Unless specifically prohibited under a separate record series listing, records may be destroyed immediately after microfilming, provided the following provisions are met before disposal of such records:

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.

**124-8 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 preparations. The data is only 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.

END-OF- WEEK DISASTER RECOVERY DATA: Erase on the first business day after a 14 day retention period.

INCREMENTAL DAILY DISASTER RECOVERY DATA: Erase contemporaneously with the related End-of-Week Disaster Recovery Data.

OFF-SITE END-OF-WEEK DISASTER RECOVERY DATA: Erase on the first business day after a 14 day retention period.

OBSOLETE RECORDS WITH THE IMPLEMENTATION OF NIS

- 124-2-6 ALLOTMENT STATUS (NAS)**
DAILY REPORTS: Dispose of after 3 months.
LAST DAILY OF MONTH: Dispose of after 2 years, provided audit has been completed.
- 124-2-10 ATTENDANCE UPDATE AND CORRECTION FORM**
Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.
- 124-2-31 BUDGET STATUS REPORT**
Dispose of after 2 years, provided audit has been completed.
- 124-2-34 CALCULATED PAYROLL DETAIL REPORT (NEI)**
Transfer to the State Records Center after audit; dispose of after 5 years, provided audit has been completed.
- 124-2-36 CASH AND INVESTMENT STATUS (NAS)**
Dispose of after 2 years, provided audit has been completed.
- 124-2-38 CERTIFIABLE ENCUMBRANCES (NAS)**
Dispose of after 2 years, provided audit has been completed.
- 124-2-51 DFAFS/STATE HHS GRANT EXCEPTIONS (NAS)**
Dispose of after 5 years, provided audit has been completed.
- 124-2-53 DIRECT DEPOSIT REGISTER (NEI)**
Dispose of after 3 years, provided audit has been completed.
- 124-2-54 DISPURSEMENT DOCUMENT (DAS)**
AGENCY COPY: Dispose of after 2 years, provided audit has been completed.
OTHER COPIES: Dispose of after no longer of reference value.
- 124-2-55 ED/STATE GRANT EXCEPTIONS (NAS)**
Dispose of after 5 years, provided audit has been completed.
- 124-2-58 EDUCATION GRANT EXCEPTIONS (NAS)**
Dispose of after 5 years, provided audit has been completed.
- 124-2-59 EMERGENCY PAYROLL VOUCHER (J2A-J2B)**
Dispose of after 3 years, provided audit has been completed.

- 124-2-60 **EMPLOYEE CROSS REFERENCE LISTING ALPHABETIC BY AGENCY (NEI)**
YEAR-END REPORT: Dispose of after 3 years.
OTHER REPORTS: Dispose of after 1 year.
- 124-2-61 **EMPLOYEE CROSS REFERENCE LISTING (NUMERIC) (NEI)**
YEAR-END REPORT: Dispose of after 5 years.
OTHER REPORTS: Dispose of after 1 year.
- 124-2-62 **EMPLOYEE PURGE REPORT BY AGENCY (NEI)**
Immediately dispose of obsolete records.
- 124-2-65 **ENCUMBRANCE ACTIVITY (NAS)**
LAST WEEKLY OF THE MONTH: Dispose of after 2 years, provided audit has been completed.¹
- 124-2-68 **ENCUMBRANCE EDIT ERRORS (NAS)**
Dispose of after 2 years, provided audit has been completed.
- 124-2-69 **ENCUMBRANCE SUMMARY BY PROGRAM (NAS)**
Dispose of after 2 years, provided audit has been completed.
- 124-2-78 **FUND DETAIL (NAS)**
Dispose of after 2 years, provided audit has been completed.
- 124-2-79 **FUND SUMMARY (NAS)**
Dispose of after 2 years, provided audit has been completed.
- 124-2-82 **GENERAL DOCUMENT (DAS)**
AGENCY COPY: Dispose of after 2 years, provided audit has been completed.
OTHER COPIES: Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.
- 124-2-83 **GENERAL LEDGER (NAS)**
MONTHLY REPORT: Dispose of after receipt of ANNUAL REPORT. If ANNUAL REPORT is not received, dispose of after 2 years, provided audit has been completed.
ANNUAL REPORT: Dispose of after 2 years, provided audit has been completed.
- 124-2-87 **GRANT/PROJECT HEADER UPDATE (DAS)**
AGENCY COPY: Dispose of after 5 years, provided audit has been completed.
OTHER COPIES: Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.
- 124-2-88 **GRANT/PROJECT LEDGER (NAS)**
MONTHLY REPORT: Dispose of after receipt of ANNUAL REPORT. If ANNUAL REPORT is not received, dispose of after 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.
ANNUAL REPORT: Dispose of after 5 years, provided audit has been completed.
- 124-2-90 **GRANT/PROJECT STATUS (NAS)**
DAILY REPORT: Immediately dispose of obsolete records.
LAST DAILY OF THE MONTH: Dispose of after 5 years, provided audit has been completed.

- 124-2-91 **GRANT/PROJECT SUBSIDIARY UPDATE (DAS)**
AGENCY COPY: Dispose of after 5 years, provided audit has been completed.
OTHER COPIES: Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.
- 124-2-93 **HHS/STATE GRANT EXCEPTIONS (NAS)**
Transfer to the State Records Center after 1 year; dispose of after 2 years, provided audit has been completed.
- 124-4-19 **INCOME ADJUSTMENT AUTHORIZATION (NEIS)**
- 124-2-97 **INTRASTATE PAYROLL TRANSACTION DOCUMENT (NEI)**
Transfer to the State Records Center after 6 months; dispose of after 3 years, provided audit has been completed.
- 124-2-104 **LEAVE STATUS REPORT (NEI)**
MONTHLY REPORT: Dispose of after superseded, provided audit has been completed.
END OF YEAR REPORT: Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.
- 124-2-106 **MULTIPLE PAYEE ATTACHMENT (DAS)**
AGENCY COPY: Dispose of concurrently with **DISBURSEMENT DOCUMENT**.
OTHER COPIES: Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.
- 124-2-108 **ONE-TIME PAYMENT AUTHORIZATION (NEIS)**
Dispose of after 3 years, provided audit has been completed.
- 124-2-111 **PAYEE REFERENCE ATTACHMENT (DAS)**
AGENCY COPY: Dispose of concurrently with **DISBURSEMENT DOCUMENT** or **EXPENSE REIMBURSEMENT DOCUMENT**.
OTHER COPIES: Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.
- 124-2-112 **PAYROLL ATTENDANCE REPORT (NEI)**
Dispose of 1 year following the end of fiscal year to which the records pertain, provided audit has been completed.
- 124-2-113 **PAYROLL DOCUMENT (NEI)**
Transfer to the State Records Center after 6 months; dispose of after 3 years, provided audit has been completed.
- 124-2-114 **PERSONAL SERVICE LIMITATION STATUS (NAS)**
Dispose of after 2 years, provided audit has been completed.
- 124-2-118 **PERSONNEL ACTION FORM (NEIS)**
Transfer to the **EMPLOYEE HISTORY FILE**.
- 124-2-119 **PERSONNEL INFORMATION FORM (NEIS)**
Transfer to the **EMPLOYEE HISTORY FILE**.
- 124-2-117 **PERSONAL SERVICES FORM NUMBER 10 (NEI)**
Dispose of after 3 years.
- 124-4-25 **PERSONNEL TAX RECORDS**
Transfer to the **EMPLOYMENT HISTORY FILE** upon termination of employment.
- 124-2-122 **POSITION EXPENDITURE TRANSFER (NEIS)**
Dispose of after 2 years, provided audit has been completed.

- 124-2-125 POST CLOSING FUND SUMMARY (NAS)
Dispose of after 2 years, provided audit has been completed.
- 124-2-126 POSTED TRANSACTIONS (NAS)
Dispose of after 2 years, provided audit has been completed.
- 124-2-127 PROGRAM SUMMARY (NAS)
Dispose of after 2 years, provided audit has been completed.
- 124-2-131 PURCHASE PERMISSION SLIPS
Dispose of after 3 years, provided audit has been completed.
- 124-2-136 REPORT OF POSITIONS BY SUBPROGRAM (NEI)
FISCAL YEAR-END COPY: Dispose of after 5 years.
OTHER COPIES: Immediately dispose of obsolete records.
- 124-2-145 STATE HHS GRANT EXPENDITURES REPORTED TO DFAFS (NAS)
Dispose of after 5 years, provided audit has been completed.
- 124-2-148 STATUS INQUIRY PASSWORD AUTHORIZATION (NEIS)
Transfer to the State Records Center after 6 months; dispose of after 5 years.
- 124-2-151 SUMMARY STAFFING REPORT (NEI)
YEAR-END REPORTS: Dispose of after 3 years.
OTHER COPIES: Immediately dispose of obsolete records.
- 124-4-31 TIME WORKED AND ABSENCES, INDIVIDUAL ACCOUNTING
Dispose of after 3 years.
- 124-2-154 TRANSACTION CODING (NAS)
REPORT: Dispose of after 2 years, provided audit has been completed.¹
END OF FY REPORT: Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.
- 124-2-161 WARRANT REGISTER (NEIS)
Transfer to the State Records Center after 1 year; dispose of after 3 years, provided audit has been completed.
- 124-2-162 WARRANT REPORT (NAS)
Dispose of after 2 years, provided audit has been completed.
- 124-2-167 YEAR TO DATE EMPLOYEE EARNINGS REPORT (NEI)
MONTHLY REPORT: Immediately dispose of obsolete records.
YEAR-END REPORT: Transfer to the State Records Center after 6 months; dispose of after 3 years.
Transfer to the EMPLOYMENT HISTORY FILE upon termination of employment.

DELETED RECORDS – IMMEDIATELY DISPOSE OF OBSOLETE RECORDS

- 124-2-2 ACCUMULATED LEAVE ADJUSTMENT REQUEST
- 124-2-3 AGENCY ACCOUNT SUMMARY
- 124-2-4 AGENCY DEDUCTION REPORT
- 124-2-5 AGENCY RETIREMENT REPORT
- 124-2-9 ATTENDANCE REPORT/PAYROLL UNITS CONTROL TOTALS
- 124-2-12 AUTHORIZATION AND CASH ERRORS SUMMARY

124-3-2 AUTOMOBILE REPORTS
124-2-13 BALANCE SHEET ACCOUNTS-MULTIPLE AGENCY FUNDS
124-2-14 BALANCE SHEET SUMMARY-MULTIPLE AGENCY FUNDS
124-2-17 BATCH CONTROL LISTING
124-2-18 BATCH CONTROL (REPORT)
124-2-19 BATCH STATUS FOR MONTH ENDING XX/XX/XX
124-2-20 BATCH SUSPENSE UPDATES
124-2-21 BATCH TICKET
124-2-27 BOND DEDUCTION AUTHORIZATION
124-2-28 BOND STATUS REPORT
124-2-32 BUDGET STATUS UPDATE
124-2-33 BUDGET STATUS UPDATE BATCH CONTROL
124-2-36 CASH AND INVESTMENT STATUS
124-2-40 CHART OF ACCOUNTS
124-2-41 CODING ATTACHMENT
124-2-16 CONTROL (FORM) (DAS)
124-2-49 DEDUCTION EXCEPTIONS
124-1-14 DIRECTIVES
124-2-56 EDIT ERRORS
124-2-57 EDIT SUSPENSE UPDATES BATCH CONTROL
124-2-62 EMPLOYEE PURGE REPORT BY AGENCY
124-2-63 EMPLOYEE STATUS INQUIRY
124-2-64 EMPLOYEES HIRED DURING MONTH
124-2-66 ENCUMBRANCE CERTIFICATION ALLOTMENT STATUS
124-2-67 ENCUMBRANCE CERTIFICATION PERSONAL SERVICE LIMITATION
 STATUS
124-2-70 ENTITY ACTION REQUEST (NEIS)
124-2-71 ENTITY STATUS INQUIRY
124-2-72 ESTIMATE FILE (SUPPLY AND REPAIR COST ESTIMATES)
124-2-73 EXCEPTION PAYROLL REPORT
124-2-74 EXPENSE REIMBURSEMENT ATTACHMENT (DAS)
124-2-76 FINANCIAL STATEMENT, MONTHLY (Add agency specific schedules
 if needed)
124-2-80 FUTURE VOUCHERS
124-2-81 FUTURE VOUCHERS UPDATES BATCH CONTROL
124-2-84 GRANT/PROJECT BALANCE FORWARD UPDATES BATCH
 CONTROL
124-2-85 GRANT/PROJECT CASH AND INVESTMENT STATUS
124-2-86 GRANT/PROJECT SUMMARY
124-2-89 GRANT/PROJECT MASTER UPDATES BATCH CONTROL
124-2-92 GRANT/PROJECT TRANSACTION CODING
124-2-94 INACTIVE POSITIONS DELETED
124-2-95 INQUIRY LOG REPORT
124-2-101 JOB CLASSIFICATION STATUS INQUIRY
124-2-103 LABOR STATISTICS REPORT
124-1-37 REPORTS AND PAPERS, CONFERENCE
124-1-40 SHIPPING LABELS
124-2-107 NOTIFICATION OF UPCOMING EMPLOYEE TRANSACTIONS
124-2-115 PERSONAL SERVICE UPDATES (NAS)
124-2-121 POSITION ACTION REQUEST
124-2-123 POSITION STAFFING REPORT
124-2-124 POSITION STATUS INQUIRY

| | |
|-----------|---|
| 124-2-128 | PROOF ERROR AND STATUS LOG (NEI) |
| 124-2-135 | REPORT OF DEDUCTIONS NOT TAKEN (NEI) |
| 124-2-139 | REQUISITION FOR COPY SERVICE |
| 124-2-141 | SALARY CHANGES BY AGENCY |
| 124-2-142 | SALARY STATUS INQUIRY |
| 124-2-144 | SCHEDULE OF EMPLOYEES' MANDATORY RETIREMENT DATES |
| 124-2-147 | STATEMENT OF BILLING (OBSOLETE) |
| 124-2-149 | STATUS INQUIRY REQUEST |
| 124-4-28 | SUGGESTION SYSTEM, NEBRASKA EMPLOYEE |
| 124-2-150 | SUMMARY OF OVERTIME REPORT |
| 124-2-152 | SUSPENSE FILE UPDATE (DAS) |
| 124-2-155 | TRANSACTION CODING MASTER UPDATE |
| 124-2-156 | TRANSACTION CODING MASTER UPDATES BATCH CONTROL |
| 124-2-158 | VACANCY REPORT (NEI) |
| 124-2-159 | VENDOR DIRECTORY (NAS) |
| 124-2-166 | WORK ORDER BOOKKEEPING SYSTEM (TO ITEMIZE ALL INFORMATION ON WORK ORDERS) |

TRANSFERRED RECORDS

| | |
|------------|--|
| 124-1-11-1 | COMMUNICATIONS, NON-RECORD Transferred to 124-1-11-2 Communications, Short-Term (Ephemeral) |
| 124-2-153 | 1099 INFORMATION Transferred to Schedule 43-1 Department of Administrative Services/Accounting |
| 124-2-164 | W-2 FORMS Transferred to Schedule 43-1 Department of Administrative Services/Accounting |

NOTE

1. *These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with either the Auditor of Public Accounts or State Accounting Division, DAS, if there is a question whether resolution is complete.*

RECORDS DISPOSITION REPORT

| | |
|---|--------------|
| TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH 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.

| | |
|------|-----------|
| DATE | SIGNATURE |
|------|-----------|

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

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, AN 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 |