

Schedule 132

LANCASTER COUNTY

RECORDS AND INFORMATION MANAGEMENT DEPARTMENT

July 1, 2010

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	132
AGENCY, BOARD OR COMMISSION	LANCASTER COUNTY RECORDS AND INFORMATION DEPARTMENT
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of February 15, 2006	

**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 <i>Brian Pillard</i>	
TITLE <i>Records Manager</i>	DATE <i>6-24-10</i>

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 <i>Dayan Kociting</i>	DATE <i>6/24/2010</i>
---------------------------------	-----------------------

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 <i>Deann Hoffman</i>	DATE <i>6/24/10</i>
--------------------------------	---------------------

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 <i>Jim A. Galt</i>	DATE <i>July 1, 2010</i>
------------------------------	--------------------------

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 specifically for records unique to your office and the Local Agencies General Records Schedule #24 contains those records common to most local government agencies. 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 General Records Schedule #24 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 and negotiate the transfer. Additionally, **once the records are accessioned to their collection, they become the property of the State Archives**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. 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 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**

INDEX

SCHEDULE 132 LANCASTER COUNTY RECORDS AND INFORMATION MANAGEMENT DEPARTMENT

	Item	Page
CONFIDENTIAL INFORMATION STATEMENTS.....	132-1	5
MICROFILM DATABASE.....	132-9	5
MONTHLY ACTIVITY REPORTS	132-2	5
PROCESSOR CONTROL LOG.....	132-4	5
PROJECT CERTIFICATES	132-3	5
PROJECT INSTRUCTIONS AND PROCEDURES.....	132-6	5
RECORDS ACCESS AUTHORIZATION LIST	132-6	5
RECORDS CENTER DATABASE	132-8	5
RECORDS DELIVERED SIGNATURE SHEETS.....	132-10	6
RECORDS DISPOSITION REPORT (BLANK FORM)		7
RECORDS REQUESTS OUT CARDS (FORMERLY RECORDS REQUESTS DAILY ACTIVITY REFERENCE REQUESTS)...	132-5	5

SCHEDULE 132 – LANCASTER COUNTY – RECORDS AND INFORMATION MANAGEMENT DEPARTMENT

132-1 CONFIDENTIAL INFORMATION STATEMENTS

Includes statements signed by Records Center employees and employees of service providers acknowledging their obligations regarding confidential information.

Dispose of 2 years after termination of employment or service.

132-2 MONTHLY ACTIVITY REPORTS

Includes things such as monthly activity reports from camera operators, records center, and imaging services.

Dispose of after 2 years.

132-3 PROJECT CERTIFICATES

Includes things such as operator's certificates, retake certificates and certificates of addition for each microfilm project.

Dispose of after 2 years.

132-4 PROCESSOR CONTROL LOG

Record of date and equipment setting for each control strip run through the processors (NOTE: dispose of the microfilm control strip after posting to the log).

Dispose of after 2 years.

132-5 RECORDS REQUESTS OUT CARDS (FORMERLY RECORDS REQUESTS DAILY ACTIVITY)

Printed out cards of files returned and printed out cards of requests made but not able to be filled each day.

Dispose of after 2 years.

132-6 PROJECT INSTRUCTIONS AND PROCEDURES

Includes detailed internal instructions for prepping and filming, and signed agreements between agencies and Records & Information Management detailing transportation, prepping, filming, processing, duplicating, and disposition of records for each project.

Dispose of after completion, supersession or discontinuance of project.

132-7 RECORDS ACCESS AUTHORIZATION LIST

List of persons authorized for access to the records of each agency.

Dispose of after superseded.

132-8 RECORDS CENTER DATABASE

Computerized index of records center holdings and records requests.

Retain permanently.

132-9 MICROFILM DATABASE

Database of microfilm produced by Records and Information Management. Includes specific details for each roll including, department, record type, dates, roll contents, etc.

Retain permanently.

132-10 RECORDS DELIVERED SIGNATURE SHEETS

Log sheets signed by recipients of requested files.

Dispose of after 1 year.

NOTES

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

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, 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
Lateral File, 4 drawer/shelf letter-size	9 Cu. Feet	149.94 lbs	15,003	288 MB
Lateral File, 4 drawer/shelf legal-size	12 Cu. Feet	199.92 lbs	20,004	384 MB
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb