

# **Schedule 154**

# **NEBRASKA VOLUNTEER SERVICE COMMISSION**

**December 11, 2008**

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

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

SCHEDULE	154
AGENCY, BOARD OR COMMISSION	<b>NEBRASKA VOLUNTEER SERVICE COMMISSION</b>
DIVISION, BUREAU OR OTHER UNIT	

**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>Barbara H. Thomas</i>	
TITLE <i>Executive Director</i>	DATE <i>12-8-08</i>

**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 <i>Douglas Koetting</i>	DATE <i>12-9-2008</i>
STATE ARCHIVES	

**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 <i>John A. Luce</i>	DATE <i>12/11/08</i>
STATE RECORDS ADMINISTRATOR	

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 specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state 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 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**

# INDEX

## **SCHEDULE 154 NEBRASKA VOLUNTEER SERVICE COMMISSION**

	<b>Item</b>	<b>Page</b>
ADVERTISEMENTS/NOTICES TO THE PUBLIC OR EMPLOYEE ..	154-1	5
AGENCY PHOTOGRAPHS.....	154-2	5
APPLICATIONS AND OTHER SUPPLEMENTAL MATERIAL USED TO HIRE AND NOT HIRE CONTRACTORS.....	154-3	5
COMMISSION OPERATING GRANT FILES.....	154-4	5
COMMISSION (RE-) APPOINTMENT FILES.....	154-5	5
CONFERENCES/WORKSHOP FILES.....	154-6	5
CONTRACT FILES.....	154-7	5
DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS.....	154-8	6
DISBURSEMENT DOCUMENTS.....	154-9	6
GRANT REQUESTS/APPLICATIONS, APPROVED & REJECTED .	154-10	6
RECORDS DISPOSITION FORM (BLANK).....		7
PROGRAM FILES.....	154-11	6
TRAINING MANUALS.....	154-12	6
TRAINING RECORDS.....	154-13	6

## **SCHEDULE 154 – NEBRASKA VOLUNTEER SERVICE COMMISSION**

### **154-1 ADVERTISEMENTS/NOTICES TO THE PUBLIC OR EMPLOYEES**

Any announcement that communicates job openings, promotions, training programs or opportunities for overtime work.

**Dispose of after 3 years.**

### **154-2 AGENCY PHOTOGRAPHS**

Includes all photographs of commissioners and staff.

**Dispose of when no longer of reference value; subject to review by the State Archives for possible accession.**

### **154-3 APPLICATIONS AND OTHER SUPPLEMENTAL MATERIAL USED TO HIRE AND NOT HIRE CONTRACTORS**

May include internal job postings, application, resumes, structured interview questions, supplemental questionnaires, screening or scoring devices and any other material used in the hiring process or in the failure or refusal to hire any contractor. Complaints under ADEA may be filed for a period up to 3 years after a personnel action is made.

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

### **154-4 COMMISSION OPERATING GRANT FILES**

Award notices, match documentation, closeout documentation, Financial Status Reports (FSRs), correspondence from the Corporation for National & Community service regarding closeouts and grant issues.

**Dispose of after 10 years, or as stipulated in the grant, whichever is longer, provided audit has been completed.<sup>1</sup>**

### **154-5 COMMISSION (RE-) APPOINTMENTS FILES**

All correspondence to/from Governor's Office and Commission candidates and appointees applying for re-appointment, including notification of appointment and copies of appointment certificates.

**Dispose of 3 years after final term expires.**

### **154-6 CONFERENCES/WORKSHOPS FILES**

Documentation of planning activities for conferences and workshops, including planning committee minutes, speaker contracts, mailing lists, conference brochures, workbooks and handouts, evaluations and other related materials.

**Dispose of after 10 years.**

### **154-7 CONTRACT FILES**

Contains contracts, paper work for processing contract into NIS, and any correspondence related to the contract.

**Dispose of after 10 years, or as stipulated in the grant, provided audit has been completed.<sup>1</sup>**

**154-8 DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS**

Back-up services for the Nebraska Volunteer Service Commission are provided by the Department of Health and Human Services (DHHS). The tapes or other storage media are only to be used for system restoration in the event of a disaster. Disaster recovery back-ups are never to be used or considered for records access, archiving or management purposes. Tapes will be maintained by DHHS and then overwritten or destroyed following these rotations:

- DAILY: Dispose of after 6 days.**
- WEEKLY: Dispose of after 4 weeks.**
- MONTHLY: Dispose of after 1 year.**

**154-9 DISBURSEMENT DOCUMENTS**

Forms that initiate payment to vendor for goods or services; employees for reimbursement of expenses, to refund revenue other than to state agencies and other situations where a warrant needs to be issued.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**154-10 GRANT REQUESTS/APPLICATIONS, APPROVED & REJECTED**

Applications submitted to the Nebraska Volunteer Service Commission and the Corporation for National and Community Service for funding. This would include grant reviewer scores, staff technical reviews, and Commission Program Committee Meeting notes detailing funding decisions as well as copies of approved and rejected grant requests to fund AmeriCorps Programs.

**Dispose of after 10 years or until no longer of administrative value, whichever is later, provided audit has been completed.<sup>1</sup>**

**154-11 PROGRAM FILES**

Annual records for AmeriCorps Programs are compiled to present documentation of program operations at the State level during a program year. Records include correspondence, member issues, WBRs issues, Program Issues, Program Contacts, monitoring site visit documentation, progress reports and feedbacks, copies of financial reports, grant closeout documentation.

**Dispose of after 10 years, or as stipulated in the grant, whichever is longer, provided audit has been completed.<sup>1</sup>**

**154-12 TRAINING MANUALS**

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

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

**154-13 TRAINING RECORDS**

All instructors/student training records, certifications, and associated instructional materials.

**Dispose of 3 years after completion of training or last course offering, whichever applies, provided audit has been completed. <sup>1</sup>**

**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 the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.*

# RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 <sup>TH</sup> 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.)**

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