

Schedule 155

SOUTHEAST COMMUNITY COLLEGE

March 9, 2011

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

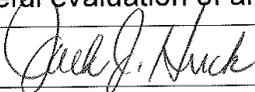
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE	155
AGENCY, BOARD OR COMMISSION	SOUTHEAST COMMUNITY COLLEGE
DIVISION, BUREAU OR OTHER UNIT	

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

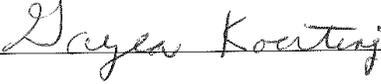
PART I – AGENCY STATEMENT:

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	
TITLE	PRESIDENT
DATE	2/28/11

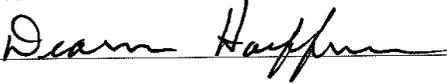
PART II – APPROVAL OF STATE ARCHIVES:

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	3/8/2011
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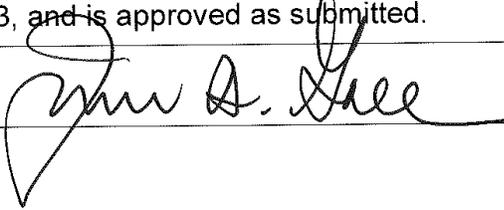
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

SIGNATURE		DATE	3/4/11
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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	3/9/2011
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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 to negotiate the transfer. Additionally, **once the records are accessioned into 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**

SCHEDULE 155

SOUTHEAST COMMUNITY COLLEGE

March 9, 2011

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

NEW

ITEM NUMBER	RECORD SERIES	ITEM TITLE	DESCRIPTION/EXAMPLES	DISPOSITION
155-1-1	ADMINISTRATIVE	BOARD OF GOVERNORS	Agendas, Board Minutes, policy decisions, Accreditation self-study report, Accreditation final report, Executive orders or proclamations, College Handbook	Permanent
155-1-2	ADMINISTRATIVE	BOARD OF GOVERNORS	Bonds for officials	10 Years after expiration
155-1-3	ADMINISTRATIVE	BOARD OF GOVERNORS	Board sub-team minutes, board support materials	5 Years
155-1-4	ADMINISTRATIVE	CORRESPONDENCE	Communications dealing with policy, establishes legal rights/responsibility or long-term ramification to SECC	Permanent
155-1-5	ADMINISTRATIVE	CORRESPONDENCE	Communications related to operations, but no long-term significance or policy implications.	2 Years
155-1-6	ADMINISTRATIVE	GENERAL	Final College catalog	Permanent
155-1-7	ADMINISTRATIVE	GENERAL	Annual reports, closed legal case files, long range plan & backup data, copyright permission records, FTE (Full Time Equivalent) & REU (Reimbursable Education Units) audits and backup	ANNUAL REPORTS & CLOSED LEGAL CASE FILES: 5 Years, subject to review by the College Archives for possible accession ALL OTHER: 5 Years
155-1-8	ADMINISTRATIVE	CONTRACTS & AGREEMENTS	Contracts & agreements (not construction), leases	ACCEPTED: 5 Years after fulfillment or voiding of contract, provided audit has been completed ¹ REJECTED: 2 Years

ITEM NUMBER	RECORD SERIES	ITEM TITLE	DESCRIPTION/EXAMPLES	DISPOSITION
155-1-9	ADMINISTRATIVE	GRANTS		AWARDED: 3 Years after the final expenditure report date of submission or as required by grant or program, whichever is later, provided audit has been completed ¹ SUPERFUND: 10 Years after final expenditure report date of submission or as required by grant or program, whichever is later, provided audit has been completed ¹ NON-AWARDED: After no longer of reference value
155-1-10	ADMINISTRATIVE	INSURANCE POLICIES		5 Years after lapse of the policy or when all claims have been settled, whichever is later, provided audit has been completed ¹
155-1-11	ADMINISTRATIVE	PROPERTY RECORDS	Deeds, land contracts, titles, abstracts, maps, plats, easements, construction contracts and records	Permanent
155-1-12	ADMINISTRATIVE	PROPERTY RECORDS	Building maintenance, repairs, and remodel records including, but not limited to location, work completed, materials used, dates and related information	5 Years
155-1-13	ADMINISTRATIVE	SHORT TERM	Accreditation data & records for visit & self-study, inter-office memos, draft communications, routine email, press releases, College Catalog drafts, superseded organizational charts	1 Year or after visit is complete for Accreditation records, whichever is sooner
155-2-1	FINANCIAL	ACCOUNTS RECEIVABLE		3 Years, provided audit has been completed ¹
155-2-2	FINANCIAL	ACCOUNTS RECEIVABLE	Credit card receipts	18 Months, provided audit has been completed ¹
155-2-3	FINANCIAL	ACCOUNTS PAYABLE		3 Years, provided audit has been completed ¹
155-2-4	FINANCIAL	PURCHASING		3 Years, provided audit has been completed ¹

ITEM NUMBER	RECORD SERIES	ITEM TITLE	DESCRIPTION/EXAMPLES	DISPOSITION
155-2-5	FINANCIAL	GENERAL ACCOUNTING/TAX		4 Years, provided audit has been completed ¹
155-2-6	FINANCIAL	SHORT TERM	Edit reports, draft working documents	1 Year or when no longer of administrative value, whichever is sooner
155-3-1	LIBRARY/MEDIA	HOLDINGS/DATABASES		5 Years
155-3-2	LIBRARY/MEDIA	HOLDINGS/DATABASES		Permanent
155-3-3	LIBRARY/MEDIA	PATRON RECORDS		5 Years
155-3-4	LIBRARY/MEDIA	SHORT TERM	Overdue notices, routine communications	1 Year or when no longer of administrative value, whichever is sooner
155-4-1	INFORMATION TECHNOLOGY	HARDWARE	Training, installation and configuration manuals, warranty statements, maintenance agreements	1 Year after life of system
155-4-2	INFORMATION TECHNOLOGY	SOFTWARE	Licensing agreements, maintenance agreements, purchasing records	4 Years after life of system
155-4-3	INFORMATION TECHNOLOGY	TELECOMMUNICATIONS	Automated Call Distribution (ACD) usage reports, ACD operation procedures, maintenance records, licensing records	4 Years after life of system
155-4-4	INFORMATION TECHNOLOGY	DOCUMENTATION	Computer use guidelines, Help desk FAQs, user tutorials and operations instructions	Dispose of when superseded or obsolete
155-4-5	INFORMATION TECHNOLOGY	SHORT TERM	Work order resolutions, task lists, status reports, staff meeting notes	1 Year or when no longer of administrative value, whichever is sooner
155-5-1	HUMAN RESOURCES	EMPLOYEE PERSONNEL FILES - FT		10 Years after termination of employment
155-5-2	HUMAN RESOURCES	EMPLOYEE PERSONNEL FILES - PT		10 Years after termination of employment
155-5-3	HUMAN RESOURCES	APPLICATION RECORDS - NOT HIRED		4 Years
155-5-4	HUMAN RESOURCES	UNEMPLOYMENT RECORDS		5 Years
155-5-5	HUMAN RESOURCES	HEALTH AND SAFETY		5 Years

ITEM NUMBER	RECORD SERIES	ITEM TITLE	DESCRIPTION/EXAMPLES	DISPOSITION
155-5-6	HUMAN RESOURCES	COLLECTIVE BARGAINING		5 Years after life of contract, provided audit has been completed ¹
155-5-7	HUMAN RESOURCES	DISCIPLINARY/GRIEVANCE/ COMPLAINTS		3 Years
155-5-8	HUMAN RESOURCES	EMPLOYEE - ADA		3 Years
155-5-9	HUMAN RESOURCES	DIVERSITY EDUCATION		3 Years
155-5-10	HUMAN RESOURCES	SHORT TERM	Working papers, routine email communications, draft correspondence	1 Year or when no longer of administrative value, whichever is sooner
155-6-1	PAYROLL	EMPLOYEE PAYROLL FILE		5 Years
155-6-2	PAYROLL	EMPLOYEE PAY DOCUMENT		3 Years
155-6-3	PAYROLL	PAYROLL RUN DOCUMENT		3 Years
155-6-4	PAYROLL	PAYROLL REGISTER		75 Years
155-6-5	PAYROLL	LEAVE RECORDS/REPORTS		After verification of time cards/sheets following the end of the fiscal year to which records pertain, provided audit has been completed ¹
155-6-6	PAYROLL	SHORT TERM	Edit reports, working papers	1 Year or when no longer of administrative value, whichever is sooner
155-7-1	STUDENTS	ADMISSIONS		3 Years
155-7-2	STUDENTS	REGISTRATION		3 Years
155-7-3	STUDENTS	REGISTRATION - TRANSCRIPTS		Permanent
155-7-4	STUDENTS	FINANCIAL AID		3 Years after end of award year
155-7-5	STUDENTS	HOUSING		3 Years
155-7-6	STUDENTS	PLACEMENT		3 Years
155-7-7	STUDENTS	STUDENT ACTIVITIES		1 Year
155-7-8	STUDENTS	CAREER ADVISING		3 Years

ITEM NUMBER	RECORD SERIES	ITEM TITLE	DESCRIPTION/EXAMPLES	DISPOSITION
155-7-9	STUDENTS	CAREER ADVISING - ADA		3 Years
155-7-10	STUDENTS	STUDENT RETENTION		3 Years
155-7-11	STUDENTS	ASSESSMENT		3 Years
155-7-12	STUDENTS	DISCIPLINARY/GRIEVANCE		3 Years
155-7-13	STUDENTS	SHORT TERM	Edit reports, working papers for reports, generation of student related reports	1 Year or when no longer of administrative value, whichever is sooner
155-8-1	INSTRUCTIONAL	STUDENT COURSE RECORDS	grade book, tests, quizzes, attendance records	3 months following end of term
155-8-2	INSTRUCTIONAL	COURSE SYLLABI		5 Years after superseded
155-8-3	INSTRUCTIONAL	COURSE OUTLINE		1 Year after superseded
155-8-4	INSTRUCTIONAL	PROGRAM REVIEW/ ACCREDITATION		7 Years
155-8-5	INSTRUCTIONAL	PROGRAM MATERIALS	Program handbooks, new program proposals, program list start dates	HANDBOOKS: After superseded by new handbook NEW PROGRAM PROPOSAL: 2 Years after program proposal approved PROGRAM LIST: When no longer of administrative value
155-8-6	INSTRUCTIONAL	REPORTS AND AGREEMENTS	Articulation agreements, Assessment reports, Dacum reports, Distance learning agreements, Clinical affiliation agreements, Cooperative Ed. site agreement, Internship site agreement	COOPERATIVE EDUCATION SITE AGREEMENTS AND INTERNSHIP SITE AGREEMENT: Until terminated or superseded. DISTANCE LEARNING AND CLINICAL AFFILIATION AGREEMENTS: 2 years after termination or superseded. ARTICULATION AGREEMENTS AND DACUM REPORTS: 5 years after termination or superseded by new agreement/report.
155-8-7	INSTRUCTIONAL	MINUTES	Advisory team minutes	When no longer of administrative value
155-8-8	INSTRUCTIONAL	SHORT TERM	Dacum documents, completed production orders	1 Year after report or production work is completed or when no longer of administrative value, whichever is sooner

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. 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