

Schedule 165-3

DEPARTMENT OF ADMINISTRATIVE SERVICES

BUDGET DIVISION

March 15, 2016

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

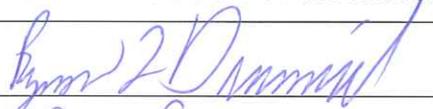
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE 165-3
AGENCY, BOARD OR COMMISSION DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION, BUREAU OR OTHER UNIT BUDGET DIVISION
Supersedes Edition of April 18, 1988

**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 <i>DTS Director</i>	DATE <i>3/9/16</i>

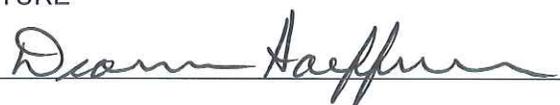
PART II – APPROVAL OF STATE ARCHIVES:

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 	DATE <i>3/14/2016</i>
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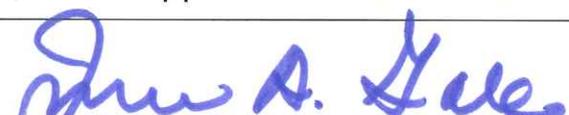
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

SIGNATURE 	DATE <i>3/15/16</i>
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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 <i>3/15/16</i>
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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 State Agencies General Records Schedule #124 contains those records common to most state government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying 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 of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the 2nd to the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

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

SCHEDULE UPDATE

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

QUESTIONS

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

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

SCHEDULE 165-3
DEPARTMENT OF ADMINISTRATIVE SERVICES
BUDGET DIVISION
March 15, 2016

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

Supersedes Schedule 43-3 Edition of April 18, 1988

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
165-3-1	FEDERAL FUNDS FORM 532	Provides additional federal grant information from each agency pertaining to any additional funds received for personal services expenditures.	1 year	Integrated into General Ledger Posting Reports.
43-3-3	BUDGET FORMS/INSTRUCTIONS			See PUBLICATIONS AND PUBLICATION FILES, Schedule 124-97
43-3-10	BUDGET HISTORY FILES			•Used in developing budget recommendations •See WORKING PAPERS, Schedule 124-127
43-3-4	BUDGET REQUESTS			•Contact State Archives to negotiate transfer •See BUDGET REQUEST DOCUMENTS, Schedule 124-19
43-3-5	CAPITOL CONSTRUCTION PROJECT REQUESTS			•Submitted in conjunction with BUDGET REQUEST DOCUMENTS, Schedule 124-19 •Contact State Archives to negotiate transfer
43-3-29	EXECUTIVE BUDGET BOOKS			•Books are distributed to the Library Commission for permanent records •See PUBLICATIONS AND PUBLICATION FILES, Schedule 124-97
43-3-13	WORK PAPERS			See WORKING PAPERS, Schedule 124-127
43-3-31	AGENCY ACCOUNT SUMMARY (NAS 775)		Immediate disposal	Obsolete 2002
43-3-1	ALLOTMENT STATUS (NAS 310)		Immediate disposal	Obsolete 2002
43-3-33	ANNUAL GENERAL LEDGER (NAS 730)		Immediate disposal	Obsolete 2002
43-3-38	ANNUAL GRANT/PROJECT LEDGER (NAS 780)		Immediate disposal	Obsolete 2002
43-3-21	AUTHORIZATION AND CASH ERRORS SUMMARY (NAS 250)		Immediate disposal	Obsolete 2002
43-3-7	BUDGET STATUS (NAS 671, 672, 673, 674,675, 676)		Immediate disposal	Obsolete 2002

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-3-28	BUDGET STATUS EXCEPTIONS		Immediate disposal	Obsolete 2002
43-3-8	CASH AND INVESTMENT STATUS (NAS 320)		Immediate disposal	Obsolete 2002
43-3-27	CERTIFIABLE ENCUMBRANCES (NAS 365)		Immediate disposal	Obsolete 2002
43-3-22	CHART OF ACCOUNTS (NAS 180)		Immediate disposal	Obsolete 2002
43-3-30	CONSTRUCTION SUMMARY (NAS 590)		Immediate disposal	Obsolete 2002
43-3-42	ENCUMBRANCE ACTIVITY		Immediate disposal	Obsolete 2002
43-3-43	ENCUMBRANCE CERTIFICATION ALLOTMENT STATUS (NAS 310)		Immediate disposal	Obsolete 2002
43-3-44	ENCUMBRANCE CERTIFICATION PERSONAL SERVICE LIMITATION STATUS (NAS 340)		Immediate disposal	Obsolete 2002
43-3-35	FUND DETAIL (NAS 540)		Immediate disposal	Obsolete 2002
43-3-34	FUND SUMMARY (NAS 560)		Immediate disposal	Obsolete 2002
43-3-14	FUND SUMMARY BY FUND TYPE (NAS 565)		Immediate disposal	Obsolete 2002
43-3-32	GENERAL LEDGER (NAS 530)		Immediate disposal	Obsolete 2002
43-3-40	GRANT/PROJECT CASH AND INVESTMENT STATUS (NAS 325)		Immediate disposal	Obsolete 2002
43-3-37	GRANT/PROJECT LEDGER (NAS 580)		Immediate disposal	Obsolete 2002
43-3-26	GRANT/PROJECT STATUS (NAS 330)		Immediate disposal	Obsolete 2002
43-3-39	GRANT/PROJECT SUMMARY (NAS 582)		Immediate disposal	Obsolete 2002
43-3-41	GRANT/PROJECT TRANSACTION CODING MASTER (NAS 185)		Immediate disposal	Obsolete 2002
43-3-23	PERSONAL SERVICE LIMITATION STATUS (NAS 340)		Immediate disposal	Obsolete 2002
43-3-15	PERSONAL SERVICES FORM 10 (NEI 50230)		Immediate disposal	Obsolete 2002
43-3-18	POSITION STAFFING REPORT (NEI 50210)		Immediate disposal	Obsolete 2002
43-3-36	POST CLOSING FUND SUMMARY (NAS 760)		Immediate disposal	Obsolete 2002
(43-3-6)	PROGRAM SUMMARY (NAS 571, 572, 574)		Immediate disposal	Obsolete 2002
43-3-12	REPORT OF POSITIONS BY SUBPROGRAM (NEI 50220)		Immediate disposal	Obsolete 2002
43-3-20	SALARY CHANGES BY AGENCY (NEI 50221)		Immediate disposal	Obsolete 2002
43-3-19	SUMMARY STAFFING REPORT (NEI 50301)		Immediate disposal	Obsolete 2002
43-3-24	TRANSACTION CODING MASTER (NAS 175)		Immediate disposal	Obsolete 2002
43-3-25	VENDOR DIRECTORY (NAS 190)		Immediate disposal	Obsolete 2002

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.

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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