

Schedule 165-4

DEPARTMENT OF ADMINISTRATIVE SERVICES

BUILDING DIVISION

October 4, 2013

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**

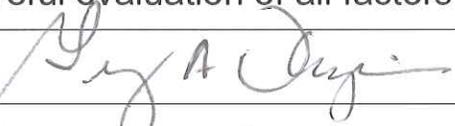
SCHEDULE
165-4
AGENCY, BOARD OR COMMISSION DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION, BUREAU OR OTHER UNIT
Supersedes Schedule 43-2, Edition of August 29, 1988

**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

Acting Director, Nebraska Administrative Services

DATE

9-30-2013

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

10/1/2013

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



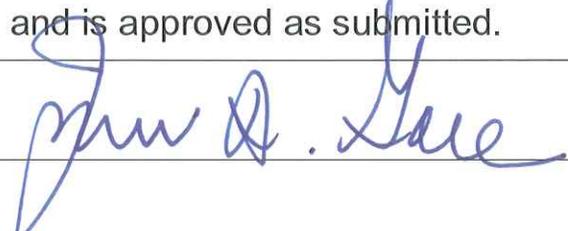
DATE

10/2/13

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

10/4/13

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 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 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 165-4
DEPARTMENT OF ADMINISTRATIVE SERVICES
STATE BUILDING DIVISION
October 4, 2013

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

Supersedes Schedule 43-2 AS-State Building Division Schedule, Edition of August 29, 1988

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
165-004-001-000-000-000-000	ADMINISTRATIVE - ACCIDENT REPORTS	Written reports of incidents in and around state buildings such as people falling, fainting, etc.	STATE OWNED: Transfer to AS-Risk Management Division COMMERCIAL LEASE PROPERTIES: Transfer to Building Owner	
165-004-002-000-000-000-000	ADMINISTRATIVE - BUILDING AND LAND ACQUISITION/DISPOSAL FILES	Buy and Sell agreement, appraisal, survey, closing documents, recorded deed of transfer, Environmental Baseline Survey (EBS), hazmat remediation documentation, photographs, email and other forms of correspondence.	APPROVED BUILDING/IMPROVEMENT RECORD: PRIOR TO 2009: May scan to "property inventory" file; dispose of 5 years after building/improvement demolition OR sale date (whichever is sooner), subject to review by the State Archives for possible accession 2009 & FORWARD: Scan at acquisition to the "property inventory" file; dispose of 5 years after building/improvement demolition OR sale date (whichever is sooner), subject to review by the State Archives for possible accession LAND RECORD: Scan at acquisition to the "property inventory" file and dispose of 5 years after sale date, subject to review by the State Archives for possible accession ELECTRONIC RECORD: 5 years after building/improvement demolition OR sale date (whichever is later) REJECTED: 5 years	<ul style="list-style-type: none"> •Neb. Rev. Stat. §72-808 •Neb. Rev. Stat. §72-810 <i>(Historic structure notification and alterations)</i> •Neb. Rev. Stat. §72-814 & §72-815 •Contact the State Archives to negotiate transfer

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
165-004-003-000-000-000-000	ADMINISTRATIVE - BUILDING AND LAND PROJECT PLANS AND SPECIFICATIONS	Includes project plans and specifications of building and land operated and maintained by the State Building Division (SBD). Records may include, but are not limited to: Plans, specifications, blueprints, drawings & renderings, remodeling and upgrades to buildings, construction contracts and records, photographs (including digital photos), slides, filmstrips, email and other forms of correspondence.	APPROVED BUILDING/IMPROVEMENT RECORD: PRIOR TO 2009: May scan to "building (name)" file; dispose of 5 years after building/improvement demolition OR sale date (whichever is sooner), subject to review by the State Archives for possible accession 2009 & FORWARD: Scan to the "building (name)" file; dispose of 5 years after building/improvement demolition OR sale date (whichever is sooner), subject to review by the State Archives for possible accession LAND RECORD: Scan to the "building (name)" file and dispose of 5 years after sale date, subject to review by the State Archives for possible accession ELECTRONIC RECORD: 5 years after building/improvement demolition OR sale date (whichever is later) REJECTED: 5 years	<ul style="list-style-type: none"> •Originals are maintained in the SBD - Architecture and Engineering Division •Neb. Rev. Stat. §72-808 •Neb. Rev. Stat. §72-810 (<i>Historic structure notification and alterations</i>) •Neb. Rev. Stat. §72-814 & §72-815 •Contact the State Archives to negotiate transfer
165-004-004-000-000-000-000	ADMINISTRATIVE - PARKING SPACE APPLICATION, ASSIGNMENT AND OTHER PARKING SERVICES	Parking application, initial and future email to the Human Resource (HR) partner regarding payroll (PR) deduction(s), parking termination and monthly reports.	COMPLETED/EXECUTED: Scan to and/or transfer to the "parking" file and dispose of after image verification NOT COMPLETED/EXECUTED: Return to employee ELECTRONIC RECORD: 5 years after cancellation of parking OR termination of employment (whichever is sooner)	
43-2-1-5	ELEVATOR INSPECTION REPORT	"Five Year Safety Test Report" is filled out on each elevator. Data includes car capacity, type machine and other data required to evaluate safety factors.	Immediate disposal	Obsolete record
43-2-1-12	PARKING SPACE CARD FILE	Card file is maintained on people parking in "D" lot, "A" lot, executive, east garage and south garage. File includes agency number, stall number, date they began renting and a parking sticker number.	Immediate disposal	Obsolete record
43-2-1-15	RETIREMENT SYSTEM CARD	Card lists name, social security number, birthdate, beneficiary, service dates and department.	Immediate disposal	Obsolete record
43-2-2-7	LETTERHEAD FILE	File is maintained on old, unusual letterheads.	Immediate disposal	Obsolete record

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-2-1-2	CAPITOL PROJECTS AND PROGRAM FILE	Files are maintained on projects around the capitol. Topic include renovation, capitol furniture, interior courtyard and restoration,. May include work requested by agencies and brochures.		Transferred to the Office of the Capitol Commission, Schedule 180
43-2-1-9	NARRATIVE REPORTS	Reports were compiled describing various aspects of the capitol. Includes information on the foyer of the capitol, limestone cleaning, space utilization study, etc.		Transferred to the Office of the Capitol Commission, Schedule 180
43-2-1-13	PROJECT SPECIFICATIONS	Specifications on various projects. Includes tower cleaning, maintenance and repair, renovation of the terrace and other areas of the capitol.		Transferred to the Office of the Capitol Commission, Schedule 180
43-2-2-2	BUILDING PLANS AND SPECIFICATIONS, STATE	Includes plans and specifications of the State Capitol.		Transferred to the Office of the Capitol Commission, Schedule 180
43-2-3-4	STATE CAPITOL BUILDING USE FORM	Form includes type of activity, organization, person in charge, area to be used, time, entrance to be used, people involved, etc.		Transferred to the Office of the Capitol Commission, Schedule 180
43-2-3-5	TOUR GUIDE REGISTER	Sign in register to visitors to the State Capitol.		Transferred to the Office of the Capitol Commission, Schedule 180
43-2-3-6	VISITORS LOGS	Log of persons entering the capitol or state office building after hours. Lists name, destination, time in and out.		Transferred to the Office of the Capitol Commission, Schedule 180
43-2-3-7	VISITORS TO THE NEBRASKA STATE CAPITOL IN (YEAR)	Form shows the number of visitors by month from each state and nation.		Transferred to the Office of the Capitol Commission, Schedule 180

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