

Schedule 17

COUNTY HIGHWAY SUPERINTENDENTS/ SURVEYORS/ ENGINEERS

June 30, 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	17
AGENCY, BOARD OR COMMISSION	COUNTY HIGHWAY SUPERINTENDENTS/ SURVEYORS/ENGINEERS
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of May 19, 2006	

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

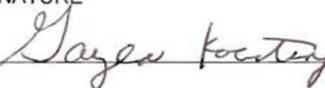
PART I – AGENCY STATEMENT:

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	
TITLE	President County Engineers, Highway Surveyors & Surveyors Association
DATE	June 17, 2010

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	6/22/2010
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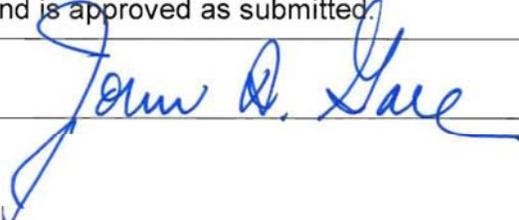
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

SIGNATURE		DATE	6/22/10
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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	6/30/10
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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 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**

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SCHEDULE 17 – COUNTY HIGHWAY SUPERINTENDENTS/ SURVEYORS/ENGINEERS

17-1 FISCAL RECORDS

17-1-1 BUDGET REPORT

Record copy is maintained by the county clerk.

Dispose of after superseded.

17-1-2 CASH BOOK SHEETS

Ledger sheets record all money received by office.

Dispose of after 5 years.

17-1-3 CREDIT TICKETS

Record of credit given to office by a vendor for return of goods or overpayment of invoice.

Dispose of after 5 years.

17-1-4 FUND CONTROL RECORDS

Includes reports on various funds. Is used to show condition of each fund.

Dispose of after 5 years.

17-1-5 MONTHLY REPORT OF MONEY RECEIVED

Monthly summary of Cash Book Sheets is a total of money received during the month.

Dispose of after 5 years.

17-2 MISCELLANEOUS RECORDS

17-2-1 ANNUAL REPORT (STANDARDIZED SYSTEM OF ANNUAL REPORTS)

Copy of the Annual Report submitted to the Nebraska Board of Public Roads Classifications and Standards (NBCS). Report includes financial, inventory, and equipment cost reports and certification that certain minimum standards of construction have been met.

Dispose of after 6 years, subject to review by the State Archives for possible accession.

17-2-2 ANNUAL REPORT WORKSHEETS

Worksheets and back-up documentation used to prepare ANNUAL REPORT.

Dispose of after ANNUAL REPORT is submitted.

17-2-3 BENCH MARKS RECORDS

Records of Benchmarks that provide actual vertical and/or horizontal location of Bench Mark.

ORIGINAL RECORD: Retain permanently or microfilm and destroy originals.

SECURITY MICROFILM: Transfer to off-site security storage.

MICROFILM WORK COPY: Retain permanently.

17-2-4 COMPUTATIONS: GRADING

Computations made and used when a road is graded or re-graded.

Dispose of 3 years after completion or discontinuation of project.

17-2-5 GAS TRUCK TANK DELIVERY SHEETS

Record of fuel deliveries to county fuel tanks.

Dispose of after 4 years.

17-2-6 GRAVEL AND ROCK REPORTS

Records of gravel and rock purchased and where applied. Includes recapitulation, copies of claims, etc.

Dispose of after 5 years.

17-2-7 INVENTORY, ANNUAL FIELD

Detailed inventory of all items and equipment owned. Includes all supplies, tools, equipment, etc. Field inventory is included in ANNUAL REPORT.

Dispose of after ANNUAL REPORT is submitted.

17-2-8 VEHICLE OPERATOR REPORTS

Employee report of daily activities.

Dispose of after 2 years.

17-3 TECHNICAL RECORDS

17-3-1 BLUEPRINTS

Blueprints for bridges, roads, culverts, etc., within the county.

Dispose of after structure life ends, subject to review by the State Archives for possible accession.

17-3-2 BRIDGE BOOKS

Comprehensive inventories of the status and condition of each bridge in the county, including surveyor's notes regarding location of the bridge, description of the bridge; includes maintenance reports.

ORIGINAL RECORD: Retain permanently or microfilm when bridge life ends and destroy originals, subject to review by the State Archives for possible accession.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

17-3-3 BRIDGE MAINTENANCE REPORTS

Maintenance reports kept for each bridge in the county, showing location, type, size, span, abutments, height, drainage area served, date constructed, by whom, record of repair done including materials used, date, labor, etc.

ORIGINAL RECORD: Retain permanently or microfilm when bridge life ends and destroy originals.

SECURITY MICROFILM: Transfer to off-site security storage.

MICROFILM WORK COPY: Retain permanently.

17-3-4 COMPUTATIONS: RECREATIONAL AREAS, FEDERAL AID SECONDARY ROADS PROJECTS, ETC.

Computations and field books for grading and construction of road projects.

Dispose of 10 years after completion or discontinuation of project.

17-3-5 CONTRACTS AND SPECIFICATIONS

Contracts and specifications for bridges, roads, culverts, etc., within the county.

Dispose of 10 years after completion or discontinuation of project.

17-3-6 DEEDS

Warranty and quitclaim deeds which transfer land from private individuals to the county for road or construction purposes; recorded also in the office of Register of Deeds.

ORIGINAL RECORD: Retain permanently or microfilm and destroy originals.

SECURITY MICROFILM: Transfer to off-site security storage.

MICROFILM WORK COPY: Retain permanently.

17-3-7 DEED EASEMENTS (PERMANENT EASEMENT)

Easement gives permanent access to land by county for maintenance. Recorded with Deed in Register of Deeds office.

ORIGINAL RECORD: Retain permanently or microfilm and destroy originals.

SECURITY MICROFILM: Transfer to off-site security storage.

MICROFILM WORK COPY: Retain permanently.

17-3-8 EASEMENT FILES

Papers relating to access to property held by private individuals for the purpose of construction of roads, bridges, or other public works or for securing earth fill, etc., to be used in construction.

Dispose of 10 years after completion or discontinuation of project.

17-3-9 FEDERAL AID SECONDARY ROAD PROJECTS (COMPLETED)

All records relating to projects of roads falling under Federal Aid Secondary classification.

ORIGINAL RECORD: Retain one copy of each report permanently or microfilm and destroy originals.

SECURITY MICROFILM: Transfer to off-site security storage.

MICROFILM WORK COPY: Retain permanently.

17-3-10 FIELD NOTEBOOKS, OFFICIAL RECORD OF SURVEYS AND PRIVATE SURVEYS

Contains field notes of county surveying parties which provide date of survey, weather conditions, names in surveying party, surveying data. Original may be transferred to the State Survey Record Repository for microfilming. Original will be returned to county after microfilming. A copy of the microfilm will be returned to county if requested.

ORIGINAL RECORD: Retain permanently; this record may NOT be destroyed after microfilming.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Dispose of when obsolete.

17-3-11 INDEX, SURVEY

Index for all surveys, field notes and plats. Shows legal description of each, number of field notebook, surveyor's record book, or other location wherein data may be found. Original may be transferred to the State Survey Record Repository for microfilming. Original will be returned to county after microfilming. A copy of the microfilm will be returned to county if requested.

ORIGINAL RECORD: Retain permanently; this record may NOT be destroyed after microfilming.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Dispose of when obsolete.

17-3-12 LAND DESCRIPTION

Legal description of land tracts in the county. Includes section, township, range with metes and bounds description. Land description is filed with Register of Deeds for a permanent record.

File with the Register of Deeds for permanent record.

17-3-13 ONE AND SIX YEAR PLAN

Report of proposed road and bridge construction projects. One copy is filed with NBCS and must be approved by NBCS.

File one copy with County Clerk for permanent record; dispose of agency copy after 6 years.

17-3-14 PLATS, AERIAL MAPS, SOIL MAPS

Includes all plats of county, aerial photos of the county, soil maps, etc.

ORIGINAL RECORD:

PRIOR TO 1940: Retain permanently or microfilm and destroy originals, subject to review by the State Archives for possible accession.

AFTER 1940: Retain permanently or microfilm and destroy originals.

SECURITY MICROFILM:

PRIOR TO 1940: Transfer to the State Archives.

AFTER 1940: Transfer to off-site security storage.

MICROFILM WORK COPY: Retain permanently.

17-3-21 RIGHT OF WAY PROJECT FILES

Acquisition of all partial and full interests required for road and culvert projects within the county.

Dispose of 5 years after completion or discontinuation of the project.

17-3-15 ROAD RECORDS

Record of proceedings relating to construction of roads within the county, including petitions, special commissioners' reports, descriptions and plats, notice of road openings, affidavits of publication, notice of writs served, claims for damages, appointment of appraisers, final actions of county commissioners. Although the proceedings relative to road construction are a function of the county commissioners, the county surveyor maintains the above records to provide a concise history of each road within the county.

ORIGINAL RECORD: Retain permanently or microfilm and destroy originals; subject to review by the State Archives for possible accession.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

17-3-16 SECTION CORNERS, REGISTER OF GOVERNMENT

Volumes showing the location, size, type, etc., of all government interior and exterior section corner markers in the county, apparently established by the original surveys or re-surveys and plats thereof. Original may be transferred to the State Survey Record Repository for microfilming. Original will be returned to county after microfilming. A copy of the microfilm will be returned to county if requested.

ORIGINAL RECORD: Retain permanently; this record may NOT be destroyed after microfilming.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Dispose of when obsolete.

17-3-17 SURVEY APPLICATIONS

Applications to the county surveyor for surveys to be made upon payment of a fee; applications show description of land to be surveyed, date of the survey, field book and page where data is recorded, number of surveyor's record, etc.

Dispose of after 5 years.

17-3-18 SURVEY PARTY DAILY REPORTS

Daily reports of hours worked, materials used, etc.

Dispose of after audit.¹

17-3-19 SURVEYS PRIVATE AND COUNTY

Copies of all surveys done in the county and filed with the Survey Record Repository pursuant to State Statute 81-8, 122.01. *Transfer original to the State Survey Record Repository for microfilming. Original will be returned to county after microfilming. A copy of the microfilm will be returned to county if requested.*

ORIGINAL RECORD: Retain permanently; this record may NOT be destroyed after microfilming.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Dispose of when obsolete.

17-3-20 WATER COURSE MAPS

Copies of maps produced by the federal government of waterways in the county. May also include quadrangle plats.

Dispose of after obsolete.

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.

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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