

Schedule 170-5

UNIVERSITY OF NEBRASKA BOARD OF REGENTS

FACILITY RECORDS

April 5, 2011

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

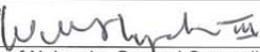
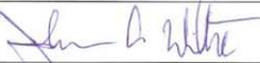
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE 170-5
AGENCY, BOARD OR COMMISSION UNIVERSITY OF NEBRASKA BOARD OF REGENTS
RECORDS SERIES FACILITY RECORDS
Supersedes Edition of September 9, 2009

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

PART I – UNIVERSITY OF NEBRASKA STATEMENT:

In accordance with Section 84-1212.01, (Reissue 1999), 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(2), R.R.S. 1943. The attached Records Retention and Disposition Schedule has been approved by the records officers of the University of Nebraska.

University of Nebraska Records Officer (Print Name) William F. Lynch III	
Signature 	DATE 3/22/11
University of Nebraska General Counsel's Office (Print Name) John C. Wiltse	
Signature 	DATE 29 March 2011

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 University of Nebraska Archives has been recommended for such material, and this schedule is approved as submitted.

University of Nebraska Archives (Print Name) Mary Ellen Ducey	
Signature 	DATE Mar. 31, 2011

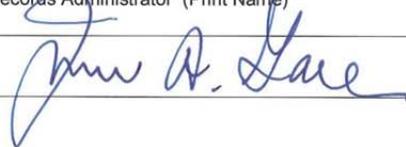
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

Signature 	DATE 3/31/11
---	-----------------

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.

Nebraska State Records Administrator (Print Name) John A. Gale	
Signature 	DATE 4/5/2011

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. State Agencies General Records Schedule No. 124 contains those records common to most state government agencies. This schedule takes precedence over General Records Schedule 124.

This schedule provides ongoing authority to dispose of paper records that do not have a permanent retention period after electronic copies have been made in accordance with Neb. Rev. Stat. § 25-12,112 (Reissue 1995) and to dispose of paper or electronic records once the record's retention period has expired unless it is subject to a legal hold. The University of Nebraska assumes the responsibility to migrate these electronic records to a new system, software, and/or storage medium when the current system, software, and/or storage medium become obsolete, to ensure that this information remains accessible for the entire required retention period.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is.
2. Dispose of records that have met their retention periods unless they are subject to a legal hold.
3. 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, copy it, complete the form, copy it 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. The completed report establishes that the destruction or other disposition of records was done in the normal course of office activities.

**Nebraska Secretary of State
Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
mary.ott@nebraska.gov
402-471-4184**

QUESTIONS

If you have any questions about these procedures, please contact your University human resources office.

SCHEDULE 170-5 – UNIVERSITY OF NEBRASKA – BOARD OF REGENTS – FACILITY RECORDS

University of Nebraska Facility Records Retention and Disposition Schedule

Legend: CY=Calendar Year End: December 31; FY=Fiscal Year End: June 30; Y=Years; E=Expiration; SUP=Until Superseded; LOA=Life of Asset; P=Permanent; A=Transfer to University Archives at end of retention period; ELECTRONIC RECORDS - retention follows the same retention as retention of paper records.

PRESERVATION HOLD - no destruction of records may take place while there is a Preservation Hold in effect.

*Retention period measured from time that work is accepted from contractor or from time of purchase of plant material if labor performed by University.

**Retention period measured from time final invoice paid.

***Retention period measured from substantial completion of the project.

Code	Grouping	Category	Sub-Category	Record	Retention
170-5-1	Facilities	Management	Board of Regents	A/E Selection	CY + 12Y***
170-5-2	Facilities	Legal	Construction	Bids & Proposals	CY + 10Y then A
170-5-3	Facilities	Management	Departmental	Budget	FY + 5Y
170-5-4	Facilities	Reports	Property	Building Audits	CY + 5Y
170-5-5	Facilities	Planning	Departmental	Campus Master Plans	CY + 5Y then A
170-5-6	Facilities	Management	DAS Requirement	Capital Biennial Budget Request	FY + 20Y
170-5-7	Facilities	Management	Departmental	Capital Renewal (LB 309) Requests	FY + 5Y
170-5-8	Facilities	Management	Board of Regents	CCPE Correspondence	CY + 12Y
170-5-9	Facilities	Management	Board of Regents	Certified A/E Firms	CY + 12Y***
170-5-10	Facilities	Legal	Construction	Code Review	LOA Life of Building
170-5-11	Facilities	Legal	Construction	Construct Contract & Change Orders	E + 10Y**
170-5-12	Facilities	Legal	Property	Deed	P
170-5-13	Facilities	Legal	Design	Design Service Contract	E + 10Y** then A
170-5-14	Facilities	Legal	Property	Easement	P
170-5-15	Facilities	Reports	Property	Facilities Management Information Report	FY + 12Y
170-5-16	Facilities	Legal	Construction	Final Documents & Specifications	LOA Life of Building then A
170-5-17	Facilities	Planning	Property	Floor Plans	LOA Life of Building then A

University of Nebraska Facility Records Retention and Disposition Schedule

Legend: CY=Calendar Year End: December 31; FY=Fiscal Year End: June 30; Y=Years; E=Expiration; SUP=Until Superseded; LOA=Life of Asset; IND=Indefinite; A=Transfer to University Archives at end of retention period;

ELECTRONIC RECORDS - retention follows the same retention as retention of paper records.

PRESERVATION HOLD - no destruction of records may take place while there is a Preservation Hold in effect.

*Retention period measured from time that work is accepted from contractor or from time of purchase of plant material if labor performed by University.

**Retention period measured from time final invoice paid.

***Retention period measured from substantial completion of the project.

Code	Grouping	Category	Sub-Category	Record	Retention
170-5-18	Facilities	Legal	Board of Regents	4 Year A/E Contracts	E + 12Y**
170-5-19	Facilities	Reports	Operations	Inspections/Certifications	LOA Life of Building and/or Equipment
170-5-20	Facilities	Legal	Property	Lease	E + 10Y Lease Expired or Terminated
170-5-21	Facilities	Management	Departmental	Meeting minutes	CY + 5Y then A
170-5-22	Facilities	Management	Operations	O & M Manuals	LOA Life of Building and/or Equipment
170-5-23	Facilities	Grounds	Management	Plantings	CY + 5Y*
170-5-24	Facilities	Management	Board of Regents	Policies & Procedures	SUP + 12Y then A
170-5-25	Facilities	Management	Board of Regents	Program Statements	CY + 12Y
170-5-26	Facilities	Management	Construction	Project Documentation	CY + 10Y***
170-5-27	Facilities	Management	Board of Regents	Project Review Board Selection	CY + 12Y
170-5-28	Facilities	Management	Design / Construction	Project Tracking	CY + 12Y***
170-5-29	Facilities	Reports	Board of Regents	Projects Greater than \$5MM (semi-annual)	CY + 12Y
170-5-30	Facilities	Reports	DAS Requirement	Quarterly Construction	CY + 12Y
170-5-31	Facilities	Legal	Operations	Service Contracts	E + 10Y
170-5-32	Facilities	Reports	Board of Regents	6 Year Plan	CY + 12Y
170-5-33	Facilities	Planning	Property	Studies/Surveys	CY + 10Y
170-5-34	Facilities	Management	Departmental	Training Manuals	SUP + 5Y
170-5-35	Facilities	Management	Property	Tree Planting, Replacement, Removal	CY + 5Y*

University of Nebraska Facility Records Retention and Disposition Schedule

Legend: CY=Calendar Year End: December 31; FY=Fiscal Year End: June 30; Y=Years; E=Expiration; SUP=Until Superseded; LOA=Life of Asset; IND=Indefinite; A=Transfer to University Archives at end of retention period; ELECTRONIC RECORDS - retention follows the same retention as retention of paper records.

PRESERVATION HOLD - no destruction of records may take place while there is a Preservation Hold in effect.

*Retention period measured from time that work is accepted from contractor or from time of purchase of plant material if labor performed by University.

**Retention period measured from time final invoice paid.

***Retention period measured from substantial completion of the project.

Code	Grouping	Category	Sub-Category	Record	Retention
170-5-36	Facilities	Reports	Operations	Utilities	FY + 5Y
170-5-37	Facilities	Legal	Construction	Warranties	E + 10Y
170-5-38	Facilities	Management	Property	Work Requisitions	CY + 5Y

RECORDS DISPOSITION REPORT

AGENCY Board of Regents of the University of Nebraska
DIVISION
SUB-DIVISION

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 TH STREET SUITE 210 LINCOLN, NE 68508-2294
--

REQUIRED INFORMATION:

In accordance with the Records Management Act, Neb. Rev. Stat. § 84-1212.02 (Reissue 1999) 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.

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