

# **Schedule 181**

## **CHIEF INFORMATION OFFICER & NEBRASKA INFORMATION TECHNOLOGY COMMISSION**

August 16, 2012

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

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

SCHEDULE	<b>181</b>
AGENCY, BOARD OR COMMISSION	<b>CHIEF INFORMATION OFFICER &amp; NEBRASKA INFORMATION TECHNOLOGY COMMISSION</b>
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of July 18, 2011	

**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	<i>Renda L. Decker</i>		
TITLE	<i>Chief Information Officer</i>	DATE	<i>8/9/2012</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	<i>Gayle Koutery</i>	
DATE	<i>8/10/2012</i>	

**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	<i>Deann Hoffman</i>	
DATE	<i>8/13/12</i>	

**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	<i>Jim Luce</i>	
DATE	<i>8/16/12</i>	

## 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 2<sup>nd</sup> 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 181**  
**CHIEF INFORMATION OFFICER & NEBRASKA INFORMATION TECHNOLOGY COMMISSION**

**August 16, 2012**

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

Supersedes Edition of July 18, 2011

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
181-001-000-000-000-000-000	<b>CHARTERS</b>	Records containing the purpose, sponsor, scope/boundaries, responsibilities and objectives of an established committee or workgroup.	<b>ELECTRONIC RECORD:</b> Superseded <b>PAPER COPY (GROUPS DIRECTLY CHARTERED BY THE NITC):</b> Transfer to State Archives	Print to paper for State Archives transfer
181-002-000-000-000-000-000	<b>COMMUNICATIONS INVOICE BILLING (CIB) DATABASE</b>	Computer data base containing information pertinent to the paying of vendors; interfaced with NIS and CSB.	<b>Immediate disposal</b>	Obsolete 2012
181-003-000-000-000-000-000	<b>COMMUNICATIONS SYSTEM BILLING (CSB) DATA BASE</b>	Raw detail information received from telecommunication providers.	3 months	
181-004-000-000-000-000-000	<b>CONTRACTS</b>	Legally binding agreements establishing rights and responsibilities between two or more parties.		See AGREEMENTS AND CONTRACTS, item 124-007
181-005-000-000-000-000-000	<b>CONTROL MONITOR SYSTEM UTILIZATION (DAILY)</b>	Daily computer report monitors time sharing. Data shows who was logged into the computer, how long they used it, etc. Is used for reference purposes.	<b>REPORT:</b> Daily <b>DAILY TAPE:</b> Superseded <b>END OF MONTH TAPE:</b> 1 year	
181-006-000-000-000-000-000	<b>DETAILED SPECIFICATIONS</b>	Specifications are written on every program in the system. Provides the detailed information necessary for the programmer to complete programming. Is always kept current and includes modifications of the system.	<b>5 years after system obsolete</b>	
181-007-000-000-000-000-000	<b>DISASTER RECOVERY</b>	Data (records) copied to back-up tapes. The data is to be used for system restoration in the event of a disaster or system failure. Disaster recovery back-ups are never to be used or considered for records access or management purposes.		See DISASTER RECOVERY RECORDS, items 124-041 to 124-043
181-008-000-000-000-000-000	<b>ENTERPRISE PROJECT STATUS REPORTS</b>	Reports of the status or current position of a project. May include, but not limited to: contact person and their information, project title, reporting period, financial reports and schedule, current issues with the project, and plans for the next reporting period.	<b>5 years</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
181-009-000-000-000-000-000	<b>GRANT REVISIONS, EVALUATIONS, SUMMARIES AND OTHER RECORDS</b>	May include but not limited to: general form completed for grant submission, list of applications received containing submitting agency name, project title and narrative, grant request, match total cost, etc., and rejection or award letters, thank you notes, other correspondence sent out during grant process, list of requirements or prerequisites, goals deadlines, narratives of eligible/ineligible activities, expected range of awards, match requirements, length of project, format, procedures, review processes, reviewer's scores and comments on each grant proposal and brief comments covering main points of each grant.		See GRANTS, item 124-063
181-010-000-000-000-000-000	<b>INFORMATION TECHNOLOGY PROJECT REVIEW DOCUMENTS</b>	Documentation of the review or examination of project to determine its strengths and weakness, and overall merit.	<b>5 years</b>	
181-011-000-000-000-000-000	<b>INFORMATION TECHNOLOGY PROPOSAL FORM</b>	Form that outlines the information needed to submit a proposal. Form is completed by agency submitting the proposal and submitted for review.	<b>Superseded</b>	
181-012-000-000-000-000-000	<b>NEBRASKA INFORMATION TECHNOLOGY COMMISSION (NITC) REPORTS TO LEGISLATURE</b>	The purpose of this report is to bi-annually summarize the NITC's activities and actions regarding the duties specified in State Statutes, and to provide documentation useful to the Legislature as it performs its mandated review of the Commission.	<b>ELECTRONIC RECORD: 5 years</b> <b>PAPER COPY: Transfer to State Archives</b>	<ul style="list-style-type: none"> <li>•Neb. Rev. Stat. § 86-1514</li> <li>•Print to paper for State Archives transfer</li> </ul>
181-013-000-000-000-000-000	<b>NITC CLEARINGHOUSE</b>	Web-based repository of information, resources, and links pertaining to information technology.	<b>Superseded</b>	
181-014-000-000-000-000-000	<b>NITC, ADVISORY GROUPS, AND OTHER WORK GROUPS WEBSITES AND DOCUMENTS</b>	Web-based repositories about NITC, Councils, Workgroups, Ad-hoc Groups and special projects. May include but not limited to: agendas, minutes, memberships lists pertaining to NITC and advisory group activities.		See WEB SITES, item 124-125
181-015-000-000-000-000-000	<b>NITC.NEWS</b>	Electronic newsletter issued monthly to individuals interested in current information technology in the areas of government, education, and community.		See PUBLICATIONS AND PUBLICATION FILES, item 124-097
181-022-000-000-000-000-000	<b>OCIO ACCOUNTS RECEIVABLE DATABASE</b>	Computer database containing information pertinent to services provided to government by the OCIO.		<ul style="list-style-type: none"> <li>•See ACCOUNTS RECEIVABLE, item 124-003</li> <li>•Database also known as OBIEE</li> </ul>
181-016-000-000-000-000-000	<b>OFF-SITE TAPE LOGS</b>	These logs contain the vol-ser-num, data set name, creation date, logging date and signature of the person signing for the tape if not in an OCIO location or in email form.	<b>1 year</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
181-017-000-000-000-000-000	<b>STATEWIDE TECHNOLOGY PLANS</b>	Comprehensive technology plan compiled by the NITC. The Statewide Technology Plan sets forth responsibilities and priorities of technical advisory groups. May include, but not limited to: executive summary, goals, coordination of information technology advisory groups, technical infrastructure, planning and project management, implementation plans and action items.	<b>ELECTRONIC RECORD:</b> 5 years <b>PAPER COPY:</b> Transfer to State Archives	Print to paper for State Archives transfer
181-018-000-000-000-000-000	<b>TAPE MAINTENANCE REPORT</b>	Reports contain vol-ser-num, data set name, job name, creation date and time, location, number of uses and read/write errors.	<b>1 week</b>	
181-019-000-000-000-000-000	<b>TELEPHONE EQUIPMENT BID AWARDS</b>	Records supporting award of a bid for telephone equipment, may include records supplied by the vendor.		See AGREEMENTS AND CONTRACTS, item 124-007
181-020-000-000-000-000-000	<b>TELEPHONE EQUIPMENT SPECIFICATIONS</b>	Records given to vendors outlining equipment requirements and requesting a proposal.		See AGREEMENTS AND CONTRACTS, item 124-007
181-021-000-000-000-000-000	<b>VENDOR TRANSACTIONS</b>	Annual computer report used to detect ancillary billings from the telephone companies so proper payment may be made.		See ACCOUNTS PAYABLE, item 124-001

# RECORDS DISPOSITION REPORT

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

--

DATE	SIGNATURE
------	-----------

**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.)**

<b>Container</b>	<b>Cubic Feet</b>	<b>Weight (lbs)</b>	<b>Sheets of Paper (8.5" x 11")</b>	<b>Electronic Data Equivalent</b>
			<b>1</b>	<b>20 Kb</b>
			<b>52</b>	<b>1 Mb (1024 Kb)</b>
			<b>53,687</b>	<b>1 Gb (1024 Mb)</b>
<b>N/A</b>	<b>N/A</b>	<b>2,204 lbs (1 metric ton)</b>	<b>220,000</b>	<b>4.1 Gb</b>
<b>Records center carton</b>	<b>1 Cu. Foot</b>	<b>16.66 lbs</b>	<b>1,667</b>	<b>32 Mb</b>
<b>Vertical File Cabinet, 4 drawer letter-size</b>	<b>6 Cu. Feet</b>	<b>100 lbs</b>	<b>10,000</b>	<b>190 Mb</b>
<b>Vertical File Cabinet, 4 drawer legal-size</b>	<b>8 Cu. Feet</b>	<b>133.3 lbs</b>	<b>13,333</b>	<b>254 Mb</b>
<b>About a pickup load</b>	<b>50 Cu. Feet</b>	<b>7,500 lbs</b>	<b>748,638</b>	<b>14 Gb</b>