Schedule 3-7

CRIMINAL JUSTICE COMMISSION

LAW ENFORCEMENT TRAINING CENTER

December 10, 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 3-7
	AGENCY, BOARD OR COMMISSION **CRIMINAL JUSTICE COMMISSION**
TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	DIVISION, BUREAU OR OTHER UNIT **LAW ENFORCEMENT TRAINING CENTER**
	Supersedes Edition of December 26, 2008

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 Michael E. Behm	
TITLE Executive Director	DATE 12/7/2010

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 Gayen Koerting	DATE 12/8/2010

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 Dean Hoffman	DATE 12/8/10

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 Jim D. Gale	DATE 12/10/10

RMA 01005D

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**. 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

INDEX

SCHEDULE 3-7
CRIMINAL JUSTICE COMMISSION
LAW ENFORCEMENT TRAINING CENTER

	Item	Page
ADMINISTRATIVE FILES	**3-7-1**	**6**
ADA (AMERICANS WITH DISABILITIES ACT) EVALUATION	3-7-1-1	6
DONOR FILES	3-7-1-2	6
GRANT FILE	3-7-1-3	6
LOST OR STOLEN PROPERTY REPORTS	3-7-1-4	6
RECORDS DISPOSITION REPORT (BLANK)		11
SHERIFF ELECTION CANDIDATE BACKGROUND CHECK	3-7-1-9	6
TRAINING CENTER – OWNED VEHICLES	3-7-1-5	6
TRAINING CENTER PROPERTY FILES	3-7-1-6	6
USE OF FACILITY FILE	3-7-1-7	6
USE OF FACILITY EQUIPMENT FILE	3-7-1-8	6
CERTIFICATION FILE	**3-7-2**	**7**
INSTRUCTOR CERTIFICATION FILES	3-7-2-1	7
K-9 CERTIFICATION OF POLICE SERVICE DOGS (PSD)	3-7-2-7	7
NEBRASKA CERTIFIED OFFICER FILE	3-7-2-2	7
NEBRASKA JAILER SCHOOL FILE	3-7-2-3	7
NON-CERTIFIED FILE	3-7-2-4	7
REVOCATION FILE	3-7-2-5	7
SPECIALIZED CLASS FILES (RADAR, SFST, ETC. ALL BUT BASIC & RESERVE / IN-LIEU OF TRAINING	3-7-2-6	7
CURRICULUM FILES	**3-7-3**	**7**
ACADEMY INSPECTION	3-7-3-1	7
BASIC/MANDATED CURRICULUM FILES	3-7-3-2	8
COLLEGE CREDIT INFORMATION	3-7-3-3	8
CURRICULUM EVALUATION	3-7-3-4	8
DELETED RECORDS		**10**
DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS	**3-7-8**	**10**
HANDGUN QUALIFICATION REPORT (ANNUAL)	**3-7-4**	**8**
ANNUAL AGENCY REPORT FORM	3-7-4-1	8

INSTRUCTIONAL FILES **3-7-5** **8**
INSTRUCTOR EVALUATION 3-7-5-1 8
SCHOOL LESSON PLANS AND RELATED MATERIAL 3-7-5-3 8

STUDENT RECORDS **3-7-6** **8**
BASIC CLASS BOX 3-7-6-1 8
BASIC SCHOOL 4 YEAR FILE 3-7-6-2 8
BASIC SCHOOL ADMINISTRATIVE FILE 3-7-6-3 9
DIPLOMA STUDENTS – COMPLETED TRAINING-NEVER HIRED (UNCERTIFIED) 3-7-6-4 9
INDIVIDUAL STUDENT TESTS 3-7-6-5 9
RESERVE / IN-LIEU-OF SCHOOL 4 YEAR FILE 3-7-6-6 9
RESERVE / IN-LIEU-OF SCHOOL ADMINISTRATIVE FILE 3-7-6-7 9
SPECIALIZED TRAINING – 4 YEAR FILE 3-7-6-8 9
STUDENTS BASIC 14-WEEK FILE 3-7-6-10 9
STUDENTS DENIED ADMISSION OR SEPERATED FROM BASIC TRAINING 3-7-6-9 9

TABE TEST RECORDS **3-7-7** **9**
TABE TEST DATABASE (FORMERLY TABE TEST COMPUTER READOUT 3-7-7-1 9
TABE TEST FILES 3-7-7-2 10

SCHEDULE 3-7 – CRIMINAL JUSTICE COMMISSION – LAW ENFORCEMENT TRAINING CENTER

3-7-1 ADMINISTRATIVE FILES

3-7-1-1 ADA (Americans with Disabilities Act) SELF EVALUATION
Dispose of after superseded.

3-7-1-2 DONOR FILE
Gifts and donations to Training Center. May include but not limited to: Mitchie Law books, Jimmy Wilson Fund, swimming pool gift files.
Dispose of when no longer of reference value, provided audit has been completed.[1]

3-7-1-3 GRANT FILES
Copies of records of grants received from Federal, state, and other agencies.
ORIGINAL RECORD: Located at Criminal Justice Commission Headquarters, see GRANT FILES, (Schedule 3).
TRAINING CENTER COPY: Dispose of when no longer of reference value.

3-7-1-4 LOST OR STOLEN PROPERTY REPORTS
ORIGINAL RECORD: Send to Department of Administrative Services, Materiel Division.
COPY: Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.[1]

3-7-1-9 SHERIFF ELECTION CANDIDATE BACKGROUND CHECK
May include, but not limited to: Fingerprint cards, TABE results and correspondence. Refer to NEB.REV.STAT §23-1701.01.
Dispose of 1 year after election.

3-7-1-5 TRAINING CENTER-OWNED VEHICLES
Vehicle titles.
Transfer with vehicle after vehicle is surplused or salvaged.

3-7-1-6 TRAINING CENTER PROPERTY FILES
Property or structures belonging to the Training Center.
May include but not limited to: backflow, Warm Slough/Moores Creek Flood Control Project, outside watering concerns, Indoor Firearms Range, gas storage tanks, training tank, blue prints.
Dispose of 2 years after sale or building is vacated, whichever is later, subject to review by the State Archives for possible accession.

3-7-1-7 USE OF FACILITY FILE
Dispose of when no longer of reference value.

3-7-1-8 USE OF FACILITY EQUIPMENT FILE
Original visitor/guest waiver of liability forms, sign-in-out registers, whirlpool logbooks.
Dispose of after 2 years.

3-7-2 CERTIFICATION FILE

3-7-2-1 INSTRUCTOR CERTIFICATION FILES

May include applications to be approved by PSAC and Crime Commission to teach law enforcement courses.
Dispose of 4 years after certification has expired.

3-7-2-7 K-9 CERTIFICATION OF POLICE SERVICE DOGS (PSD)

May include, but not limited to copies of PSD Evaluator Certifications issued by the PSD Judge, copy of the Nebraska Police Service Dog Standards, sample copies of evaluation forms used by PSD judge and evaluators.
Dispose of 5 years after certification or when no longer of reference value, whichever is later.

3-7-2-2 NEBRASKA CERTIFIED OFFICER FILE

May include but not limited to: personnel change-in-status form, application for training, fingerprint cards, evaluation forms, copy of birth certificate, copy of high school diploma, handgun qualification score, memos, information regarding any disciplinary action.
Dispose of 100 years after certification.

3-7-2-3 NEBRASKA JAILER SCHOOL FILE

May include but not limited to: copy of certificate, evaluation, change-in-status form, injury/medical memos, copy of any disciplinary actions.
Dispose of 10 years after student has graduated from school.

3-7-2-4 NON-CERTIFIED FILE

Files of applicants who applied for training but did not attend training.

Dispose of 1 year after application.

3-7-2-5 REVOCATION FILE

May include but not limited to: officer file, court reports, PSAC (Police Standards Advisory Council) Hearing, Crime Commission Hearing, Notification of Decertification.
Dispose of 100 years after decertification.

3-7-2-6 SPECIALIZED CLASS FILES (RADAR, SFST, ETC. ALL BUT BASIC & RESERVE / IN-LIEU OF TRAINING)

May include but not limited to: roster of attendees, schedule of classes, test scores.
Dispose of after 3 years.

3-7- 3 CURRICULUM FILES

3-7-3-1 ACADEMY INSPECTION

Original annual Academy Inspection of NSP, OPD, LPD and NLETC. May includes but not limited to: curriculum, instructors, letter of approval, memorandum of report.
Dispose of after 2 years.

3-7-3-2 BASIC / MANDATED CURRICULUM FILES

Describes in detail how many hours of each subject were taught during a school year and supplements the student transcript. Each class starts and finishes under a specific Basic Curriculum.
Retain permanently.

3-7-3-3 COLLEGE CREDIT INFORMATION

Amount of college credit each college will give to officers attending basic training.
Dispose of after superseded.

3-7-3-4 CURRICULUM EVALUATION

Contains curriculum comparison.
Dispose of after superseded.

3-7-4 HANDGUN QUALIFICATION REPORT (ANNUAL)

3-7-4-1 ANNUAL AGENCY REPORT FORM

Agency Verification form – Listing of officers, handgun qualification date, type of handgun, qualifying instructor.
Dispose of 1 year after final approval by Police Standards Advisory Council (PSAC).

3-7-5 INSTRUCTIONAL FILES

3-7-5-1 INSTRUCTOR EVALUATIONS

Evaluations completed by basic and specialized students on the Training Center instructors for the purpose of instructor yearly evaluations by the Deputy-Director of Training.
Dispose of 15 months after evaluation.

3-7-5-3 SCHOOL LESSON PLANS AND RELATED MATERIALS

May include outlines and handouts.
Dispose of after 100 years.

3-7-6 STUDENT RECORDS

3-7-6-1 BASIC CLASS BOX

May include but not limited to: reports, tests and reports, all practical performance material, pictures, student evaluations.
Dispose of after 1 year.

3-7-6-2 BASIC SCHOOL 4 YEAR FILE

May include but not limited to: medical examination, current health status, CPR certification, driver's license, injury reports, DD-214, Waiver (TC-061), In-Lieu-Of Comp. Exam, In-Lieu-Of-Previous Training, Personal History Information Report including LESI Report.
Dispose of 4 years after graduation.

3-7-6-3 BASIC STUDENT ADMINISTRATIVE FILE

May include but not limited to: authority to release information; pre-absence/absentee form, acceptance letter, reports by instructors, violation letters.
Dispose of 1 year after graduation of officer.

3-7-6-4 DIPLOMA STUDENTS – COMPLETED TRAINING – NEVER HIRED (UNCERTIFIED)

Includes entire basic application packet, transcript.
Dispose of 2 years after graduation.

3-7-6-5 INDIVIDUAL STUDENT TESTS

May include but not limited to: supervision, Management, Jail Management Operations and other specialized courses.
Dispose of 1 year after graduation.

3-7-6-6 RESERVE / IN-LIEU-OF SCHOOL 4 YEAR FILE

May include but not limited to: Medical form, waiver of liability, copy of CPR Card, comprehensive In-Lieu-of Examination.
Dispose of 4 years after graduation.

3-7-6-7 RESERVE / IN-LIEU-OF SCHOOL ADMINISTRATIVE FILE

May include but not limited to: Authority to Release Information form. Pre-Absence/Absentee form, acceptance letter, reports.
Dispose of 1 year after graduation.

3-7-6-8 SPECIALIZED TRAINING – 4 YEAR FILE

May include but not limited to: waiver, copy of any disciplinary actions, any injury/medical memos. Courses to include JMO, Firearms, DT, Rifle Instructor.
Dispose of after 4 years.

3-7-6-10 STUDENT BASIC 14-WEEK FILE

May include but not limited to: Acceptable Use Forms, Background Investigation (old Brown), Basic Survey Form (TC-069), Oath of Honor, TAbE Results, Technical Use Policy, Waiver of Liability (TC-061), PBT Verification.
Dispose of after class graduation.

3-7-6-9 STUDENTS DENIED ADMISSIONS OR SEPARATED FROM BASIC TRAINING

Dispose of after 50 years.

3-7-7 TABE (TEST OF ADULT BASIC EDUCATION) TEST RECORDS

3-7-7-1 TABE TEST DATABASE (FORMERLY TABE TEST COMPUTER READOUT)

Database consisting of TABE test information. May include but is not limited to student name, test date, test scores and name of agency the test taken for.
Dispose of 100 years after the test date.

3-7-7-2 TABE TEST FILES

Alphabetical files of students who have taken the TABE Test, original test forms and result letters.
Dispose of after 1 year.

3-7-8 DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS

Back-up tapes or other storage media are only to be used for system restoration in the event of a disaster. Disaster recovery back-ups are never to be used or considered for records management or archiving purposes, 2 sets of tapes remain onsite and 1 set is stored offsite. Tapes will be maintained and then overwritten or destroyed following these rotations:
E-MAIL RECORDS: See DISASTER RECOVERY DATA FOR THE ENTERPRISE EMAIL SYSTEM, (Schedule 124).

ALL OTHER ELECTRONIC RECORDS:
SMWThF DAILY BACK-UPS: Dispose of after 3 weeks.
T WEEKLY BACK-UP: Dispose of after 3 weeks.

DELETED RECORDS

3-7-5-2 INSTRUCTOR TIME UTILIZATION FORM

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

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.

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.)

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