

# **Schedule 31-2**

# **DEPARTMENT OF AGRICULTURE**

## **DEVELOPMENT AND PROMOTION**

**May 18, 2011**

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>31-2</b>
AGENCY, BOARD OR COMMISSION <b>DEPARTMENT OF AGRICULTURE</b>
DIVISION, BUREAU OR OTHER UNIT <b>DEVELOPMENT AND PROMOTION</b>
Supersedes Edition of October 24, 1990

**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 <i>Director</i>	DATE <i>5-9-2011</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 	DATE <i>5-11-2011</i>
-----------------------------------------------------------------------------------------------	-----------------------

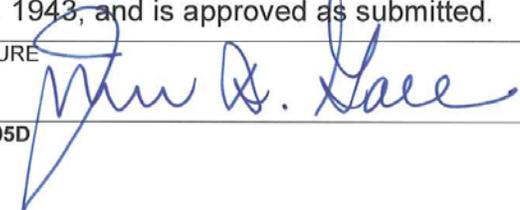
**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

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

SIGNATURE 	DATE <i>5/11/11</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 	DATE <i>5/18/11</i>
-----------------------------------------------------------------------------------------------	---------------------

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 31-2 DEPARTMENT OF AGRICULTURE DEVELOPMENT AND PROMOTION

	Item	Page
<b><u>BEGINNING FARMER PROGRAM</u></b> .....	<b>31-2-2</b>	<b>5</b>
ANNUAL REPORTS.....	31-2-2-1	5
BOARD MEETINGS .....	31-2-2-2	5
CASE FILES .....	31-2-2-3	5
DATABASE.....	31-2-2-4	5
<b>DELETED RECORDS</b> .....		<b>6</b>
<b><u>FARM MEDIATION PROGRAM</u></b> .....	<b>32-2-3</b>	<b>5</b>
CASE FILES .....	31-2-3-1	5
CLINIC ATTENDEES .....	31-2-3-2	5
CONTRACTS .....	31-2-3-3	5
DATABASE.....	31-2-3-4	5
REIMBURSEMENTS.....	31-2-3-5	6
STAFF TRAINING DOCUMENTATION .....	31-2-3-6	6
<b><u>NEBRASKA AGRICULTURAL YOUTH INSTITUTE</u></b> .....	<b>31-2-4</b>	<b>6</b>
CONFERENCE ORGANIZATION AND EVALUATION RECORDS .....	31-2-4-1	6
CONVENTION APPLICATIONS .....	31-2-4-2	6
<b>RECORDS DISPOSITION REPORT (BLANK)</b> .....		<b>7</b>

## **SCHEDULE 31-2 – DEPARTMENT OF AGRICULTURE – DEVELOPMENT AND PROMOTION**

### **31-2-2 BEGINNING FARMER PROGRAM**

#### **31-2-2-1 ANNUAL REPORTS**

Report compiling program activities intended to help build the future of Nebraska agriculture and summarizing results of these activities. Reports may include, but is not limited to: President's annual report, administrator's notes, list of board members and staff, board meeting dates, financial report, and program statistics.

**See ANNUAL AND BIENNIAL AGENCY REPORTS, Schedule 124.**

#### **31-2-2-2 BOARD MEETINGS**

May include, but is not limited to: Meeting notification to Board Members, legal notices, agendas, motion voting sheets, minutes and Secretary's notes.

**See MEETING MINUTES, Schedule 124.**

#### **31-2-2-3 CASE FILES**

May include, but is not limited to: Applications, supporting documents, correspondence and Tax Credit copies. Refer to NEB. REV. STAT. §77-5201 - §77-5215.

**Dispose of 6 years after the last tax credit year.**

#### **31-2-2-4 DATABASE**

Used for statistical purposes and to manage program. May include, but is not limited to: name, address, contact information of beginning farmer and asset owner, annual rents, and tax credits.

**Update as needed; retain permanently.**

### **31-2-3 FARM MEDIATION PROGRAM**

#### **31-2-3-1 CASE FILES**

May include, but is not limited to: Mediation Request Forms, Consent Forms, Agreements and Correspondence. Refer to NE. REV. STAT. § 2-4801 - §2-48-15, 7 CFR 785.9 & CFR 3015.24.

**Dispose of after 5 years.**

#### **31-2-3-2 CLINIC ATTENDEES**

May include, but is not limited to: Mediation Request Forms, Evaluations, etc. Refer to NE. REV. STAT. § 2-4801 - §2-48-15, 7 CFR 785.9 & CFR 3015.24.

**Dispose of after 5 years.**

#### **31-2-3-3 CONTRACTS**

Records documenting service provided for a specified cost and period of time.

**See AGREEMENTS AND CONTRACTS, Schedule 124.**

#### **31-2-3-4 DATABASE**

Maintain complete statistical records of program participation and costs and make them available upon request. Refer to NEB. REV. STAT. §2-4815.

**Update as needed; retain permanently.**

**31-2-3-5 REIMBURSEMENTS**

Records documenting compensation for expenses. May include, but is not limited to: travel, meals, lodging, and services.

**See ACCOUNTS PAYABLE, Schedule 124.**

**31-2-3-6 STAFF TRAINING DOCUMENTATION**

May include, but is not limited to: Attendance, course content documents, dates, locations, and agenda.

**Dispose of after 5 years.**

**31-2-4 NEBRASKA AGRICULTURAL YOUTH INSTITUTE**

**31-2-4-1 CONFERENCE ORGANIZATION AND EVALUATION RECORDS**

Includes speakers' resumes, program preparation materials, delegate evaluation forms, etc.

**Dispose of after 2 years.**

**31-2-4-2 CONVENTION APPLICATIONS**

Includes applications from delegates and counselors.

**Dispose of after 2 years.**

**DELETED RECORDS**

31-2-1 FEDERALLY INSURED STUDENT LOAN FILES (OBSOLETE 1990)

31-2-2-3 FINAL REPORT (OBSOLETE 1990)

---

**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

<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>