

# **Schedule 37-260**

## **DEPARTMENT OF ROADS**

### **OPERATIONS DIVISION**

**July 1, 2010**

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

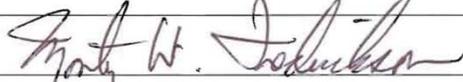
**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

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

SCHEDULE	<b>37-260</b>
AGENCY, BOARD OR COMMISSION	<b>NEBRASKA DEPARTMENT OF ROADS</b>
DIVISION, BUREAU OR OTHER UNIT	<b>OPERATIONS DIVISION</b>
Supersedes Edition of March 14, 2006; Schedule 37-390 Edition of November 17, 2003, item 37-390-186; Schedule 37 Edition of September 15, 2000, items 37-550-163, 37-550-153 and 37-550-161	

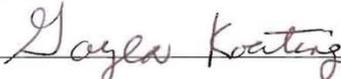
**PART I – AGENCY STATEMENT:**

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	Director - State ENGINEER
DATE	6-21-10

**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	6/28/2010
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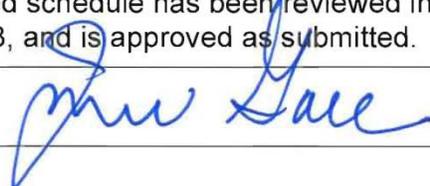
**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

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

SIGNATURE		DATE	6/28/10
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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	7/1/10
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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**

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## **SCHEDULE 37-260 – DEPARTMENT OF ROADS – OPERATIONS DIVISION**

### **37-260-188 ANNUAL INVENTORY BY AGENCY**

Online inventory of tagged furniture and office equipment maintained in NIS Fixed Asset Database. Roads produce a paper report from the NIS database.

**Dispose of after 2 years.**

### **37-260-7 ANNUAL INVENTORY BY DISTRICT/DIVISION**

Includes listings and custodian requests and receipts which document the custody of authorized equipment and furniture for each organizational element (OE).

**Dispose of when suspended listings and custodian receipts are exchanged for current updated original listings, provided audit has been completed.<sup>1</sup>**

### **37-260-210 BIENNIAL AND ANNUAL TRANSPORTED WASTE ACTIVITY REPORTS**

Submitted to Department of Environmental Quality and EPA. These reports show the Department's records of transported waste activity for one year.

**Retain permanently.**

### **37-260-197 BOILER INSPECTION REPORTS**

Inspection permits stored in basement in Capital Facility files.

**Dispose of after 4 years.**

### **37-260-211 DISCHARGE MONITORING REPORTS**

Required by National Pollutant Discharge Elimination System (NPDES) for rest areas with surface discharge of effluent water.

**Dispose of after 3 years.**

### **37-260-212 DRAWINGS**

Building Projects.

**ELECTRONIC RECORD: Dispose of after 1 year.**

**WORK PAPER COPY: Transfer to security storage; retain permanently.**

### **37-260-196 ELEVATOR INSPECTION REPORTS**

Inspection permits stored in basement in Capital Facility files.

**Dispose of after 4 years.**

### **37-260-78 FUEL INVENTORY**

Weekly computer report lists the purchase and fuel issues from the department's 92 yards. Information also is provided by district. The Inventory is generated from the State Gas System Database SEE ITEM 37-260-190.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

### **37-260-81 GASOLINE SALES TICKETS**

**Transfer to the DOR Archives after 6 months; dispose of after 2 years, provided audit has been completed.<sup>1</sup>**

**37-260-83 HAZARDOUS WASTE MANIFEST**

Records that show the transportation and disposal of hazardous waste material.  
**Retain permanently.**

**37-260-213 MONTHLY WATER USAGE REPORT**

Rest area data. Quarterly do bacteriological fecal coliform and escherichia testing for rest areas.

**ORIGINAL RECORD: Archive electronically in Environmental archive after data entry is completed. Dispose of after 5 years.**

**ELECTRONIC RECORD: Dispose of after 5 years.**

**37-260-214 ROAD CONDITION REPORTS**

Details of highway conditions (ice, snow, flood, etc.) in all districts.

**Dispose of after 10 years.**

**37-260-215 SNOW REMOVAL AND ICE CONTROL PROGRAM DATA**

Annual snow removal plan charts and maps, weather reports and reports of status and maintenance of equipment, log of operations, and other related data.

**Dispose of after 7 years.**

**37-260-189 SPECIFICATIONS**

Specifications for stock items. Paper copy is used for making copies to submit with bids.

**ELECTRONIC RECORD: Dispose of after superseded.**

**PRINTOUT: Dispose of after superseded by new or updated specifications on a yearly basis.**

**37-260-216 SPILL PREVENTION CONTROL AND COUNTERMEASURES (SPCC) PLANS**

SPCC is a regulation promulgated by EPA under the Clean Water Act (40 CFR part 112) for NDOR facilities that have at least 1320 gallons of above ground petroleum storage capacity. Records may include: Oil Water Separator Assessment forms, Monthly Tank Assessment Forms, Annual Tank Assessment forms and Diked Area Drainage forms. Flame Shield tank testing for tank integrity, may include Ultrasonic Testing, etc. These records will require a different disposition.

**OTHER RECORDS: Dispose of after 5 years after updated and copy received.**

**FLAME SHIELD RECORDS: Dispose of after no longer of administrative or reference value as determined by the Highway Environmental Program Specialist OR return to the filing entity.**

**37-260-190 STATE GAS SYSTEM DATABASE**

Includes data on fuel inventory, credit card usage and Voyager billing. Data can come as paper or electronic information.

**PAPER: Enter into electronic database; dispose of after verification of data.**

**ELECTRONIC RECORD: Dispose of after superseded.**

**37-260-98 STATE REQUISITIONS AND PURCHASE ORDERS**

Includes purchase requisition or purchase orders for material or services.

**Dispose of 3 years after the end of the fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

**37-260-167 STOCK REQUISITIONS**

For materials, supplies and equipment.

**Dispose of after 2 years.**

**37-260-191 STOCK STATUS**

Report of items in stock with location and quantities. Paper copy is used if system goes down as a catalog reference.

**ELECTRONIC RECORD: Dispose of after superseded.**

**PRINTOUT: Dispose of after superseded.**

**37-260-168 STORAGE AND WAREHOUSING RECORDS**

Includes planning records and layout diagrams for warehouses, shed, and open storage spaces. Records also include locator records such as location cards, bin tags, copies of shipping documents, car arrival reports, tallies and similar documents. These latter documents are used for selection, packing and loading of stock for shipment.

**Dispose of after superseded or obsolete.**

**37-260-170 SUPPLY REFERENCE RECORDS**

Includes specifications, online supply catalogs, equipment lists and related reference aids.

**ELECTRONIC RECORD: Dispose of after superseded or obsolete.**

**WORK COPY: Dispose of after superseded.**

**37-206-208 VOYAGER SYSTEM CHARGE SLIPS**

Charge slips generated for the Voyager System at the point of purchase. The state employee receives these receipts at the time of purchase. The receipts should be retained by the agency the employee is working for.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**37-260-209 VOYAGER SYSTEM CHARGES – DETAILED LISTING**

Computer generated monthly and/or weekly detailed listing of all charges on the Voyager System. Generated by Voyager program. May include: Vehicle Report, Product Purchase Summary, Discount Report, Payments and Adjustment Report, Account Summary Report, Tax Exemption Report.

**ELECTRONIC RECORD: Dispose of data for each agency after 3 years, provided audit has been completed.<sup>1</sup>**

**PRINTOUT: Dispose of after 1 year, following the end of the fiscal year to which the record pertains, provided audit has been completed.<sup>1</sup>**

**37-260-185 WARRANTY OR GUARANTEE RECORDS**

Forms, correspondence, and related records which specify the period of time a warranty or guarantee item may receive free parts replacement and/or maintenance service.

**Dispose of after expiration of the warranty/guarantee period.**

**37-260-217 WATER WELL INFORMATION AND DATA SHEET**

Shows depth of drilling, size of casing, type of packing. Also provides results of quarterly water samples.

**Dispose of after well is closed/sealed or transferred on to a new owner.**

**37-260-218 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. The Office of the Chief Information Officer provides the back-up services for e-mail. Tapes will be maintained and then overwritten or destroyed following these rotations:

**E-MAIL RECORDS: See General Schedule 124.**

**ALL OTHER ELECTRONIC RECORDS:**

**MONDAY-THURSDAY INCREMENTAL BACK-UPS: Recycle after 6 months.**

**FRIDAY FULL BACK-UPS: Recycle after 6 months.**

**DELETED RECORDS**

**37-260-193 CORRESPONDENCE (OBSOLETE January 2000)**

**37-260-187 DAILY TRANSACTION REPORTS (OBSOLETE 2003)**

**37-260-94 LOST AND STOLEN LISTING (OBSOLETE 2000)**

**37-260-128 PROCUREMENT RECORDS (OBSOLETE APRIL 2003)**

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**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
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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, AN 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>