

Schedule 37-370

**DEPARTMENT OF
ROADS**

**ROADWAY DESIGN
DIVISION**

March 3, 2010

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

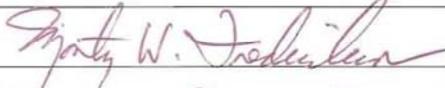
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

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

SCHEDULE 37-370
AGENCY, BOARD OR COMMISSION DEPARTMENT OF ROADS
DIVISION, BUREAU OR OTHER UNIT ROADWAY DESIGN DIVISION
Supersedes Edition of March 4, 2003

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 	DATE 2-24-10
TITLE DIRECTOR - STATE ENGINEER	

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 2/26/2010
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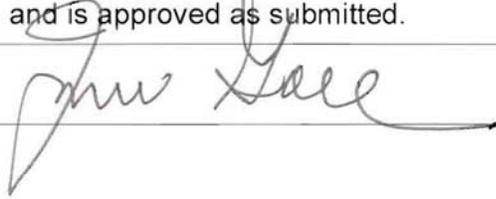
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

SIGNATURE 	DATE 2/26/10
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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 March 3, 2010
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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 or transfer to the NE State Historical Society (State Archives), your agency is required to contact the State Archives and negotiate the transfer. Additionally, once the records are accessioned to their collection, they become the possession of the State Archives. 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 37-370 – DEPARTMENT OF ROADS – ROADWAY DESIGN DIVISION

37-370-82 AERIALS, GOVERNMENT ASCS

Alphabetized by counties.

Transfer to DOR Archives as space requires; retain permanently.

37-370-1 AERIALS, STATE OF NEBRASKA

Alphabetized by county.

AERIAL PHOTOGRAPHY: Dispose of when no longer of reference value.

AERIAL NEGATIVES: Transfer to DOR Archives; retain permanently.

37-370-2 FINAL COMPUTATION FROM CONSTRUCTION

Includes detailed record of each contractor and project computations of quantities of items used, estimates and other pertinent facts used to arrive at cost of project.

ORIGINAL RECORD: Scan to CD; microfilm with Project Correspondence, see item 37-370-133, and destroy 2 years after final payment is made.

SECURITY MICROFILM: Transfer to the State Records Center; retain permanently.

MICROFILM WORK COPY: Retain permanently.

CD SECURITY COPY: Transfer to the State Records Center; dispose of after 15 years.

CD WORK COPY: Dispose of after 15 years.

37-370-3 PLANS, REGULAR

Plans and cross sections in full and half size drawn by Design engineers including revisions.

Dispose of 7 years after construction is completed, after review by the Roadway Design Engineer and/or Section Head.

37-370-123 PLANS, SPECIFICATIONS AND ESTIMATES (ROADWAY DESIGN) (PS&E)

Includes computer printouts of the following reports: Awarded Average Unit Price Reports - SemiAnnual and Annual; Estimate for Letting and Status Sheets; Bid Tabulations with Estimate; Low Bid Analysis Report.

ORIGINAL RECORD: Retain in PS&E 2 years; microfilm and destroy.

SECURITY MICROFILM: Transfer to the State Records Center; dispose of after 25 years.

MICROFILM WORK COPY: Dispose of after 25 years.

37-370-4 PLANS, STANDARD

Standard construction detailed plans that have been approved by FHWA. These are not to be changed unless through the official FHWA/NDOR revision process.

ORIGINAL RECORD: Microfilm, scan to CD and destroy.

SECURITY MICROFILM: Transfer to the State Records Center; dispose of after 100 years.

MICROFILM WORK COPY: Transfer to DOR Archives when no longer of reference value; dispose of after 100 years.

CD SECURITY COPY: Transfer to the State Records Center; dispose of after 15 years.

CD WORK COPY: Dispose of after 15 years.

37-370-132 PROJECT COMPUTATIONS

Includes detailed record of quantities and location of items in project, computations of quantities of items used, descriptions of each project, estimates, and agreements.

These records are used in audits, in cost estimates, and in designing and planning.

Dispose of 2 years after final computations.

37-370-133 PROJECT CORRESPONDENCE, ROADWAY DESIGN DIVISION

All correspondence pertaining to numbered projects, highways, buildings, bridges, consultant jobs and federal-aid programs, etc.

ORIGINAL RECORD: Microfilm, scan to CD, and destroy 2 years after final computations, subject to review by State Archives for possible accession.

SECURITY MICROFILM: Transfer to the State Records Center; retain permanently.

MICROFILM WORK COPY: Retain permanently.

CD SECURITY COPY: Transfer to the State Records Center; dispose of after 15 years.

CD WORK COPY: Dispose of after 15 years.

37-370-126 SURVEY BOOKS, PRELIMINARY

Detailed record of all surveys of all highways in state. These include the original surveys made and are kept up-to-date as new surveys are made. Used in making new designs, in determining right-of-way, and in construction of new highways. Electronic records begin in 1994.

PAPER COPY: Transfer to DOR Archives after 15 years; retain permanently.

ELECTRONIC RECORD: Retain permanently.

CD SECURITY COPY: Transfer to the State Records Center; dispose of after 15 years.

CD WORK COPY: Dispose of after 15 years.

**37-370-134 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.

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. 8 TH 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.

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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, 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