

# **Schedule 37-350**

**DEPARTMENT OF ROADS**

**RIGHT- OF-WAY DIVISION**

March 14, 2006

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

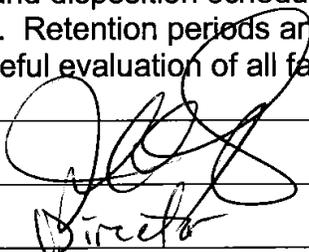
**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

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

SCHEDULE	<b>37-350</b>
AGENCY, BOARD OR COMMISSION	<b>Department of Roads</b>
DIVISION, BUREAU OR OTHER UNIT	<b>Right-of-Way Division</b>
<b>Supersedes Edition of November 17, 2003</b>	

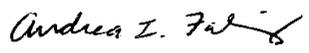
**PART I -- AGENCY STATEMENT**

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 <b>Director</b>		DATE <b>March 7, 2006</b>
		<b>John L. Craig</b>

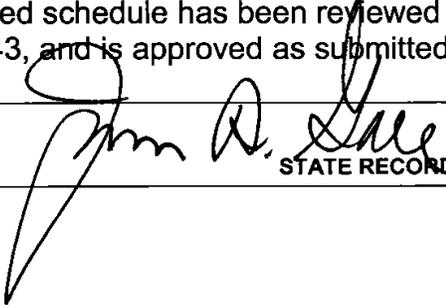
**PART II - ARCHIVAL APPROVAL**

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 <b>Mar. 10, 2006</b>
<b>STATE ARCHIVIST</b>	

**PART III -- APPROVAL BY 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 <b>3/14/06</b>
<b>STATE RECORDS ADMINISTRATOR</b>	

## **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. 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. 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 Consultant 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 Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that 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 Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

# INDEX

## **SCHEDULE 37-350 DEPARTMENT OF ROADS RIGHT-OF-WAY DIVISION OE# 350**

	<b>Item</b>	<b>Page</b>
ACCESS CONTROL RECORDS.....	37-350-2	5
CERTIFICATE OF ACQUISITION AND COST OF RIGHT-OF-WAY (Obsolete).....	37-350-35	5
CONTRACT FOR APPRAISAL SERVICES .....	37-350-75	5
CORRIDOR PROTECTION RECORDS .....	37-350-153	5
LEASE RECORDS .....	37-350-154	5
PERMITS AND APPLICATIONS FOR USE AND OCCUPANCY OF HIGHWAY RIGHT-OF-WAY .....	37-350-109	5
PERMITS FOR SIGNS AND JUNK YARDS .....	37-350-112	6
RECORDS DISPOSITION REPORT (BLANK FORM) .....		8
RELINQUISHMENT AND ABANDONMENT AGREEMENTS ...	37-350-4	6
RELOCATION ASSISTANCE RECORDS (Obsolete) .....	37-350-148	6
RIGHT-OF-WAY DESIGN PLANS.....	37-350-97	6
RIGHT-OF-WAY PAYMENT RECORDS .....	37-350-3	6
RIGHT-OF-WAY TRACT AND PROJECT FILES .....	37-350-152	7
RIGHT-OF-WAY WORK PLANS (Obsolete).....	37-350-151	7
SALES RECORDS .....	37-350-155	7

## **SCHEDULE 37-350 - DEPARTMENT OF ROADS RIGHT-OF-WAY DIVISION OE #350**

### **37-350-2 ACCESS CONTROL RECORDS**

Access control records containing applications, letters, plans, decision records, appraisals, highway improvement estimates, receipts of proceeds of sale, deeds, real estate transfer statements, photos, and permits.

**ORIGINAL RECORD:** Microfilm, retain in Right-of-Way Division, and dispose of after 10 years.

**SECURITY MICROFILM:** Transfer to the State Archives; retain permanently.

**MICROFILM WORK COPY:** Transfer to the DOR Archives; retain permanently.

**SECURITY CD:** Transfer to the State Records Center; dispose of after 10 years.

**CD WORK COPY:** Retain in ROW Division; dispose of after 10 years.

### **37-350-35 CERTIFICATE OF ACQUISITION AND COST OF RIGHT-OF-WAY (OBSOLETE 1985)**

Immediately dispose of obsolete records.

### **37-350-75 CONTRACT FOR APPRAISAL SERVICES**

Made by the Right-of-Way Division. Contracts are project oriented.

**ORIGINAL RECORD:** Dispose of after 5 years, provided audit has been completed.<sup>1</sup>

**ELECTRONIC DATA:** Backup daily; dispose of after 5 years.

**SECURITY BACKUP COPY:** Dispose of after superseded.

### **37-350-153 CORRIDOR PROTECTION RECORDS**

Plans, filing papers, and releases. No Microfilm Work Copy is made.

**ORIGINAL RECORD:** Retain in Right-Of-Way Division; dispose of when Corridor Protection is removed.

### **LEASE RECORDS**

Requests, approvals, leases and payment records.

**Dispose of 10 years after the expiration of the last lease on an individual property.**

### **37-350-109 PERMITS AND APPLICATIONS FOR USE AND OCCUPANCY OF HIGHWAY RIGHT-OF-WAY**

Permits, application forms, letters and plans submitted by any person, firm or corporation for the purpose of building driveways, laying pipeline, installing communication lines and power lines on highway right-of-way.

**ORIGINAL RECORD:** Retain in Right-of-Way Division 2 years, microfilm, scan to CD, and destroy.

**OTHER COPIES:** Dispose of upon completion of work.

**SECURITY MICROFILM:** Transfer to the State Archives; retain permanently.

**MICROFILM WORK COPY:** Transfer to the DOR Archives; retain permanently.

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

**CD WORK COPY:** Dispose of after 15 years.

**37-350-112 PERMITS FOR SIGNS AND JUNK YARDS**

Permits, applications, inventory information, plans and letters.

**ORIGINAL RECORD: Dispose of 2 years after permit cancelled.**

**JUNK YARD RENEWAL PERMIT: Dispose of after 1 year.**

**SIGNS RENEWAL PERMIT: Dispose of after 2 years.**

**37-350-4 RELINQUISHMENT AND ABANDONMENT AGREEMENTS**

Agreements with local governmental units for delegating or assuming responsibilities for the maintenance of roads, bridges, streets, and for agreements for subsequent division of financial obligations.

**ORIGINAL RECORD: Microfilm and destroy.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**37-350-148 RELOCATION ASSISTANCE RECORDS (OBSOLETE July 1999)**

Includes public notices, hearing records, requests for assistance and payments and all supporting data for such requests (e.g. receipted bills, or other evidence of expenses incurred).

**Dispose of after 10 years, provided audit has been completed.<sup>1</sup>**

**37-350-97 RIGHT-OF-WAY DESIGN PLANS**

Shows all right-of-way along highway projects, names of former owners, width, and length of land purchased and number of acres involved.

**ORIGINAL RECORD: Microfilm for security, scan to CD, retain in the State Records Center until no longer of reference value, transfer to the State Archives; retain permanently.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Transfer to the DOR Archives; retain permanently.**

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

**CD WORK COPY: Dispose of after 15 years.**

**37-350-3 RIGHT-OF-WAY PAYMENT RECORDS**

Payments covering all right-of-way and damages plus incidental cost by project number and tract number.

**ORIGINAL RECORD: Microfilm and destroy.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**37-350-152 RIGHT-OF-WAY TRACT AND PROJECT FILES**

Right-of-way records containing description of each tract of land, name of previous owner, contract with previous owner, strip map of tract of land purchased, and all details pertaining to purchase of ROW on each project. Includes Authority to Purchase ROW and Road Materials, which authorized the purchase of land or use of it, and relocation records, including public notices, hearing records, requests for assistance and payments all supporting data for such requests (e.g. receipted bills, or other evidence of expenses incurred). Once a project has been removed from the Project Finance System active report, it has been closed out and no changes can be made.

**ORIGINAL RECORD: Microfilm, scan to CD and destroy after project is removed from the Project Finance System active report.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Transfer to the DOR Archives; retain permanently.**

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

**CD WORK COPY: Dispose of after 15 years.**

**37-350-151 RIGHT-OF-WAY WORK PLANS (OBSOLETE July 1999)**

Construction plans and changes. May be in the form of tracings, shop drawings, working drawings, and prints. Plans become half sized when finalized and archived.

**ORIGINAL RECORD: Microfilm and destroy when plans are finalized.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**37-350-154 SALES RECORDS**

Letters, plans, approvals, appraisals, receipts of proceeds of sale and deed copy.

**ORIGINAL RECORD: Retain in ROW Office 10 years, microfilm and destroy.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently in the DOR Archives.**

**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, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal size .....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet