

Schedule 39-104

DEPARTMENT OF EDUCATION EDUCATION SUPPORT SERVICES July 8, 2005

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	39-104
AGENCY, BOARD OR COMMISSION	DEPARTMENT OF EDUCATION
DIVISION, BUREAU OR OTHER UNIT	EDUCATION SUPPORT SERVICES
Supersedes Edition of February 23, 2004	

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA
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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>Commissioner of Education</i>	DATE <i>7-6-05</i>

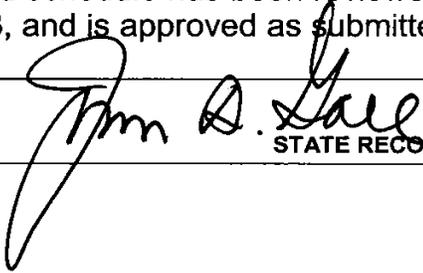
PART II - ARCHIVAL APPROVAL

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 <i>Andrea I. Falgout</i>	DATE <i>July 7, 2005</i>
STATE ARCHIVIST	

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 <i>7/8/05</i>
STATE RECORDS ADMINISTRATOR	

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines 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. 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 39-104 DEPARTMENT OF EDUCATION EDUCATION SUPPORT SERVICES

	Item	Page
<u>DATA CENTER</u>	39-104-100	7
COMMON CORE OF DATA (CCD).....	39-104-102	7
COMPUTER NETWORK TAPES.....	39-104-103	7
CURRICULUM REPORT/SPED CURRICULUM REPORT (FORMERLY CURRICULUM REPORT).....	39-104-104	7
DISTRICT SCHOOL BOARD OFFICERS REPORT (FORMERLY DISTRICT SCHOOL BOARD MEMBER REPORT)	39-104-105	8
DROPOUT REPORT/HIGH SCHOOL COMPLETER REPORT/SUSPENSION EXPULSION REPORT (FORMERLY DROPOUT/COMPLETER REPORT)	39-104-106	8
FALL PERSONNEL REPORT/IEA FALL PERSONNEL REPORT/REPORT OF STAFF HIRED AFTER SEPTEMBER 15 (FORMERLY FALL PERSONNEL REPORT/IEA FALL PERSONNEL REPORT)	39-104-107	8
IEA/DISTRICT/SYSTEM INFORMATION REPORT/SCHOOL INFORMATION REPORT	39-104-109	8
JUSTIFICATION REVIEW REQUEST	39-104-110	9
LABEL REQUEST FORMS	39-104-111	9
MEDICAID OUTREACH PROJECT	39-104-112	9
NEBRASKA EDUCATION DIRECTORY	39-104-113	9
NONPUBLIC SCHOOL STUDENT ACADEMIC RECORDS	39-104-114	9
PROJECT REQUEST FORM	39-104-115	9
SCHOOL DISTRICT MEMBERSHIP REPORT	39-104-116	9
STATISTICS ABOUT NEBRASKA ELEMENTARY AND SECONDARY EDUCATION	39-104-117	10
<u>MISCELLANEOUS RECORDS</u>		17
DELETED RECORDS.....		17
RECORDS DISPOSITION REPORT (BLANK FORM).....		19

<u>NUTRITION SERVICES</u>	39-104-200	10
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)		
FILES	39-104-201	10
COMMODITY DECLARATION	39-104-202	10
MONTHLY CLAIM FOR REIMBURSEMENT	39-104-203	10
MONTHLY REPORT OF SCHOOLS PARTICIPATING		
IN CHILD NUTRITION PROGRAM	39-104-204	10
NATIONAL SCHOOL LUNCH PROGRAM AUDIT WORKING		
PAPERS	39-104-205	11
QUARTERLY AND ANNUAL FINANCIAL STATEMENT		
(FORMERLY QUARTERLY FINANCIAL STATEMENT)	39-104-206	11
SCHOOL LUNCH/SCHOOL MILK APPLICATIONS		
AND REVIEW REPORT	39-104-208	11
SF-269 FEDERAL REPORT	39-104-209	12
SUMMER FOOD SERVICE PROGRAM RECORDS	39-104-210	12
<u>SCHOOL FINANCE/ORGANIZATION SERVICES</u>	39-104-300	12
ANNUAL FINANCIAL REPORTS	39-104-301	12
ANNUAL STATISTICAL SUMMARY/IEA ANNUAL		
STATISTICAL SUMMARY/ATS SUMMER SCHOOL		
SUPPLEMENT (FORMERLY ANNUAL STATISTICAL		
SUMMARY/IEA ANNUAL STATISTICAL SUMMARY)	39-104-302	12
APPORTIONMENT/IN-LIEU OF SCHOOL LAND TAX	39-104-303	13
AUDIT REPORTS	39-104-304	13
BUDGET RELATED DOCUMENTS	39-104-305	13
CERTIFICATE OF AFFILIATION, DISSOLUTION		
OR CHANGE IN DISTRICT STATUS		
(FORMERLY CERTIFICATE OF DISSOLVED		
SCHOOL DISTRICTS)	39-104-306	13
ENROLLMENT OPTION PROGRAM RECORDS	39-104-307	14
EXEMPT STATUS FOR CHILDREN NOT ATTENDING		
APPROVED OR ACCREDITED SCHOOLS		
(RULES 12 AND 13) (FORMERLY CHAPTER 13 –		
EXEMPT STATUS FOR CHILDREN NOT ATTENDING		
APPROVED OR ACCREDITED SCHOOLS)	39-104-308	14
INSPECTION FORMS FOR SELECTED NEBRASKA		
MINIMUM EQUIPMENT STANDARDS FOR SCHOOL		
BUSES, TYPE A VAN CONVERSIONS, AND SMALL		
VEHICLES	39-104-309	14
LUMP-SUM PAYMENT OF THE POSITIVE YEAR		
CORRECTION	39-104-310	14
MAPS OF SCHOOL DISTRICTS	39-104-311	15

NON-CATEGORICAL FEDERAL PAYMENTS.....	39-104-314	15
PUPIL TRANSPORTATION PROGRAM INFORMATION	39-104-315	15
RECORDS OF RELIEF FOR IMPACTED AREAS	39-104-316	15
REIMBURSEMENT FOR FEASIBILITY STUDIES INFORMATION SHEET	39-104-317	16
REIMBURSEMENT OF THE COST OF STUDIES FOR THE DEVELOPMENT AND IMPLEMENTATION OF REORGANIZATION PLANS.....	39-104-318	16
SCHOOL BUS DRIVER TRAINING PROGRAM (LEVEL ONE AND TWO).....	39-104-319	16
SCHOOL DISTRICT CENSUS REPORT (FORMERLY COUNTY SUPERINTENDENT’S SCHOOL DISTRICT CENSUS REPORT)	39-104-320	16
SCHOOL RENOVATION, IDEA AND TECHNOLOGY GRANT ...	39-104-321	16
STATE AID PAYMENT PROGRAMS.....	39-104-322	17
STATE AID SUPPLEMENT	39-104-323	17
STATE REORGANIZATION COMMITTEE MEETING MINUTES AND AGENDAS.....	39-104-324	17
STATE REORGANIZATION COMMITTEE – NEW MEMBER PROCESS	39-104-325	17
STATE REORGANIZATION PETITIONS AND ELECTION PROPOSALS (FORMERLY PETITIONS AND ELECTION PROPOSALS)	39-104-326	18
TEXTBOOK LOAN PROGRAM (RULE 4) (FORMERLY TEXTBOOK LOAN – CHAPTER 4).....	39-104-327	18

SCHEDULE 39-104 – DEPARTMENT OF EDUCATION – EDUCATION SUPPORT SERVICES

39-104-100 DATA CENTER

39-104-102 COMMON CORE OF DATA (CCD)

Backup documentation of data submitted to the National Center for Education Statistics (NCES).

ELECTRONIC DATA: Backup daily; dispose of after 10 years.

STANDARD REPORT PRINTOUT: Dispose of after 10 years.

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-103 COMPUTER NETWORK TAPES

Backup tapes of the Department's network, data files and e-mail.

COMPUTER TAPE: Return to NDE after 60 days; reuse.

39-104-104 CURRICULUM REPORT/SPED CURRICULUM REPORT (FORMERLY CURRICULUM REPORT)

Contains detailed information about courses taught by secondary teachers, elementary teachers, Educational Service Units, and Co-ops with specialized assignments. This system may also contain detailed information about vocational and special education students taking courses in Nebraska. This record was microfilmed through 1987-88. Records since 1987-88, are electronic.

ORIGINAL RECORD: Enter data into electronic database; dispose of after 15 years, subject to review by State Archivist before disposal.

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

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC DATA: Backup daily; retain for 15 years.

STANDARD REPORT PRINTOUT: Dispose of after 15 years.

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-105 DISTRICT SCHOOL BOARD OFFICERS REPORT (FORMERLY DISTRICT SCHOOL BOARD MEMBER REPORT)

This system contains the name and addresses of all Board Presidents, Secretaries, and Treasurers of Nebraska Public School Districts.

DATA COLLECTION FORM: Enter data into electronic database; dispose of after 15 years.

ELECTRONIC DATA: Backup daily; dispose of after 15 years.

AD HOC AND STANDARD REPORTS PRINTOUTS: Dispose of after 15 years.

SECURITY BACKUP COPY: Dispose of after superseded.

**39-104-106 DROPOUT REPORT/HIGH SCHOOL COMPLETER
REPORT/SUSPENSION EXPULSION REPORT
(FORMERLY DROPOUT/COMPLETER REPORT)**

This system contains information from each school system organized to serve students in any grade 7-12. They must report the number of dropouts, completers, expulsions by grade level, sex, and racial/ethnic background. The Expulsion Report also includes data on gun-related suspension and expulsions. This record was microfilmed through 1980-81. Records since 1980-81 are electronic.

ORIGINAL RECORD: Enter data into electronic database; dispose of after 15 years.

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

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC DATA: Backup daily; dispose of after 15 years.

STANDARD REPORT PRINTOUT: Dispose of after 15 years.

SECURITY BACKUP COPY: Dispose of after superseded.

**39-104-107 FALL PERSONNEL REPORT/IEA FALL PERSONNEL
REPORT/REPORT OF STAFF HIRED AFTER
SEPTEMBER 15 (FORMERLY FALL PERSONNEL/IEA FALL
PERSONNEL REPORT)**

This system contains detailed demographic and assignment information for each certificated staff member in Nebraska's public and nonpublic schools, and intermediate education agencies (ESU's, Cooperatives). Includes salary information. This record was microfilmed through 1987-88. Records since 1987-88 are electronic.

ORIGINAL RECORD: Enter data into electronic database; dispose of after 15 years.

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

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC DATA: Backup daily; dispose of after 15 years.

STANDARD REPORT PRINTOUT: Dispose of after 15 years.

SECURITY BACKUP COPY: Dispose of after superseded.

**39-104-109 IEA/DISTRICT/SYSTEM INFORMATION
REPORT/SCHOOL INFORMATION REPORT**

Update district information. Sent to all public, non-public, district/systems and ESU's. Updates mailing information: phone, fax, legislative & state board information of district, FTIN number, ESU & planning region, class, district e-mail, and district operating status.

ORIGINAL RECORD: Enter data into electronic database; dispose of after 15 years.

ELECTRONIC DATA: Backup daily; dispose of after 15 years.

STANDARD REPORT PRINTOUT: Dispose of after 15 years.

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-110 JUSTIFICATION REVIEW REQUEST

Used to document review process for data collection activities of the Nebraska Department of Education. Includes information about form sponsors, frequency of response, description of resulting data, and uses to be made of the information once collected.

Dispose of after form is revised OR 2 years after data collection activity is no longer in use, whichever is sooner.

39-104-111 LABEL REQUEST FORMS

Form used to request computer-generated labels/printouts/data files from the Data Center.

Dispose of after 3 years.

39-104-112 MEDICAID OUTREACH PROJECT

Joint project between the Department of Education and the Department of Health and Human Services. The data collected during this annual project will be the basis for payment to school districts by HHSS. Under the Family Education Right and Privacy Act, the Department of Education is the only state agency authorized to collect individually identifiable student data from schools. HHSS will make payments to school districts based on the Department of Education's report.

Data will be stored on SQL server. After all payments have been made to school districts by HHSS, the electronic file of student data will be transferred to CD. CD of student data will be retained for 1 year after transferred to State Records Center, provided an audit has been completed.¹

39-104-113 NEBRASKA EDUCATION DIRECTORY

This publication contains information about the organization and staff of the Nebraska Department of Education and about certificated staff members in Nebraska's public and non-public school districts/systems.

ELECTRONIC DATA: Backup daily; dispose of after superseded

PUBLICATION: Print out 8 copies of Directory on permanent paper annually and retain permanently; printout 2 copies of each Directory on permanent paper annually and transfer to the Publications Clearinghouse C/O Nebraska Library Commission.²

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-114 NONPUBLIC SCHOOL STUDENT ACADEMIC RECORDS

These may be all pertinent records of student academic performance and attendance while enrolled at a nonpublic school. Nebraska Department of Education has authority to accession these records upon a school's closing or in other cases where the student cumulative record may become incomplete or lost. Authority: Nebr. Rev Stat. §79-29(4) and 79-332(6)(b) R.R.S. 1943.

Retain permanently.

39-104-115 PROJECT REQUEST FORM

Form used to describe ad hoc requests for information or data processing assistance from the Data Center. Information on the form includes name of requestor, description of the project, and a detailed accounting of the cost of the project.

Dispose of after 3 years.

39-104-116 SCHOOL DISTRICT MEMBERSHIP REPORT

This record system contains grade by grade fall membership, number of students by sex, and the number of students by racial/ethnic background for each school district and ESU in Nebraska. This record was microfilmed through 1986-87. Records since 1986-87 are electronic.

ORIGINAL RECORD: Enter data into electronic database; dispose of after 15 years.

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

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC DATA: Backup daily; dispose of after 15 years.

STANDARD REPORT PRINTOUT: Dispose of after 15 years.

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-117 STATISTICS ABOUT NEBRASKA ELEMENTARY AND SECONDARY EDUCATION

Annual statistical report containing detailed information on Nebraska's school system. Also includes "Information Tabs" for 1990-91 to 1994-95.

ELECTRONIC DATA: Backup daily; dispose of after superseded.

PUBLICATIONS: Print out 8 copies of Directory on permanent paper annually and retain permanently; print out 2 copies of each Directory on permanent paper annually and transfer to the Publications Clearinghouse C/O Nebraska Library Commission.²

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-200 NUTRITION SERVICES

39-104-201 CHILD AND ADULT CARE FOOD PROGRAM (CACFP) FILES

Application to participate in the CACFP program and related support documents. May include application, agreement, management plan, policy statements, authorization, etc. May originate in electronic or paper form.

ORIGINAL RECORD: Enter data into electronic database; dispose after 4 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 4 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-202 COMMODITY DECLARATION

To collect institution's preference for either USDA commodities or cash-in-lieu of commodities.

Dispose of after 3 years.

39-104-203 MONTHLY CLAIM FOR REIMBURSEMENT

Monthly report from school showing actual number of breakfasts, lunches, and amount of milk being served for reimbursement. May originate in electronic or paper form.

ORIGINAL RECORD: Enter data into electronic database; dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 3 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-204 MONTHLY REPORT OF SCHOOLS PARTICIPATING IN CHILD NUTRITION PROGRAM

Record of total monthly participation by program. May originate in electronic or paper form.

ORIGINAL RECORD: Enter data into electronic database; dispose of after 5 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 5 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-205 NATIONAL SCHOOL LUNCH PROGRAM AUDIT WORKING PAPERS

Audit working papers adjusting meal counts and dollar amounts. May originate in electronic or paper form.

ORIGINAL RECORD: Enter data into electronic database; dispose of after 5 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 5 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-206 QUARTERLY AND ANNUAL FINANCIAL STATEMENT (FORMERLY QUARTERLY FINANCIAL STATEMENT)

Report of income, expense, depreciation, inventory, and indirect costs. Originated in electronic or paper form, although now it is all electronic.

ORIGINAL RECORD: Enter data into electronic database; dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 3 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-208 SCHOOL LUNCH/SCHOOL MILK APPLICATIONS AND REVIEW REPORTS

Program application National School Lunch Breakfast and Special Milk Programs, and site applications permanent agreement, computer access, application, and all other support material. May originate in either paper or electronic form.

ORIGINAL RECORD: Enter data into electronic database; dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 3 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-209 SF-269 FEDERAL REPORT

Quarterly report of Child Nutrition Program expenditures by program and section. May originate in electronic or paper form.

ORIGINAL RECORD: Enter data into electronic database; dispose of after 5 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 5 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-210 SUMMER FOOD SERVICE PROGRAM RECORDS

Includes sponsor and site applications, budget page and any support material.

ORIGINAL RECORD: Enter data into electronic database; dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 3 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-300 SCHOOL FINANCE/ORGANIZATION SERVICES

39-104-301 ANNUAL FINANCIAL REPORTS

Annual Financial Reports from public school districts, county superintendent offices (obsolete after 1999/00), county school administrator offices, educational service units, and other supporting material.

DATA COLLECTION FORM: Enter data into electronic database, microfilm and destroy after 3 years.

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

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC DATA: Backup daily; dispose of after 11 years.

STANDARD REPORT PRINTOUT: Dispose of when no longer of reference value.

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-302 ANNUAL STATISTICAL SUMMARY/ IEA ANNUAL STATISTICAL SUMMARY/ATS SUMMER SCHOOL SUPPLEMENT (FORMERLY ANNUAL STATISTICAL SUMMARY/IEA ANNUAL STATISTICAL SUMMARY)

This system contains information collected at the end of each school year. Data is reported by all accredited/approved public and non-public school district systems. Examples of data collected on this form are Average Daily Attendance (ADA), Average Daily Membership (ADM), school transportation data, information on non-certificated staff and names of substitute teachers. The record was microfilmed through 1986-87. Records since 1986-87 are electronic.

ORIGINAL RECORD: Enter data into electronic database; dispose of after 10 years.

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

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC DATA: Backup daily; retain permanently.

STANDARD REPORT PRINTOUT: Dispose of after 10 years.

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-303 APPORTIONMENT/IN-LIEU-OF SCHOOL LAND TAX

Includes the School Land Report and other documents (including summary reports) related to the State School Fund.

ORIGINAL RECORD: Enter data into electronic database, microfilm, including Summary of Payment Computer Print Out, and destroy after 3 years.

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

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC DATA: Backup daily; dispose of after 11 years.

STANDARD REPORT PRINTOUT: Dispose of when no longer of reference value.

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-304 AUDIT REPORTS

Audit reports submitted by public school districts and educational service units; used to verify data on Annual Financial Reports from public school districts and educational service units.

Dispose of after 3 years.

39-104-305 BUDGET RELATED DOCUMENTS

Includes the Budget Form SD, Budget Form LC-2, Projected Formula Student Increase Report, Adjustment to Projected Formula Student Increase Report, Special Grant Fund List, Dissolved/Merged District(s) Budget Authority and Necessary Cash Reserves Worksheet (obsolete after 1997-98), Report of Class I School District Budget Authority Form, and other supporting material.

ORIGINAL RECORD: (BUDGET FORM LC-2 & ATTACHMENTS) Enter data into electronic database, microfilm and destroy after 3 years.

SECURITY MICROFILM: (BUDGET FORM LC-2 & ATTACHMENTS) Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY (BUDGET FORM LC-2 & ATTACHMENTS): Retain permanently.

ORIGINAL RECORD: (BUDGET FORM SD & OTHER SUPPORTING MATERIAL) Destroy after 3 years.

ELECTRONIC DATA: Backup daily; dispose of after 11 years.

STANDARD REPORT PRINTOUT: Dispose of when no longer of reference value.

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-306 CERTIFICATE OF AFFILIATION, DISSOLUTION OR CHANGE IN DISTRICT STATUS (FORMERLY CERTIFICATE OF DISSOLVED SCHOOL DISTRICTS)

Includes the Certificate showing how affiliated or dissolved school districts distribute their valuation to affiliated or receiving districts.

ORIGINAL RECORD: Enter data into electronic database, microfilm and destroy after 3 years.

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

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC DATA: Backup daily; retain permanently.

STANDARD REPORT PRINTOUT: Dispose of when no longer of reference value.

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-307 ENROLLMENT OPTION PROGRAM RECORDS

This law, passed by the Legislature in 1989, allows parents to choose the public school district they want their children to attend. Records include Application for Student Transfer (Transfer App), Enrollment Option Transportation Reimbursement Claim Form (EOT Claim), and miscellaneous correspondence and documents (Misc.).

APPLICATION FOR CONVERTED STUDENTS (ORIGINAL RECORD): Dispose of after 3 years.

TRANSFER APPLICATION: (ORIGINAL RECORD) Dispose of after 12 years.

MISCELLANEOUS DOCUMENTS AND CORRESPONDENCE: Dispose of when no longer of reference value.

EOT CLAIM DATA COLLECTION FORM: Enter data into electronic database, microfilm and destroy after 3 years.

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

EOT CLAIM: MICROFILM WORK COPY: Retain permanently.

ELECTRONIC DATA: Backup daily; dispose of after 11 years.

EOT CLAIM STANDARD REPORT PRINTOUT: Dispose of when no longer of reference value.

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-308 EXEMPT STATUS FOR CHILDREN NOT ATTENDING APPROVED OR ACCREDITED SCHOOLS (RULES 12 AND 13) (FORMERLY CHAPTER 13 – EXEMPT STATUS FOR CHILDREN NOT ATTENDING APPROVED OR ACCREDITED SCHOOLS)

Provides for parents to establish non-approved educational centers (home schools). Records may include applications, parent representative report forms, supplemental sheets, and other supporting documents.

Dispose of after 5 years.

39-104-309 INSPECTION FORMS FOR SELECTED NEBRASKA MINIMUM EQUIPMENT STANDARDS FOR SCHOOL BUSES, TYPE A VAN CONVERSIONS, AND SMALL VEHICLES

Inspection reports for all types of school buses, vans, and small vehicles (obsolete after 2000-01 school year).

Dispose of after 5 years.

39-104-310 LUMP - SUM PAYMENT OF THE POSITIVE YEAR CORRECTION

Form for schools to sign and return confirming that they choose to take their positive prior year correction as a lump-sum with their September – State Aid Payment.

ORIGINAL RECORD: Microfilm and dispose of after 3 years.

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

MICROFILM WORK COPY: Retain permanently.

COMPUTER RECORDS: Dispose of after 3 years or when no longer of reference value, whichever is later.

COMPUTER TAPE: Dispose of after 11 years or when no longer of reference value, whichever is later.

39-104-311 MAPS OF SCHOOL DISTRICTS

Maps of boundary changes are collected yearly and changes are digitized into a spatial database.

ORIGINAL RECORD: Enter data into electronic database and dispose of after 3 years.

ELECTRONIC DATA: Backup daily. Annually in September print a complete state map on permanent paper and transfer to the State Archives, retain permanently.²

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-314 NON-CATEGORICAL FEDERAL PAYMENTS

Includes the disbursement documents and all supporting documentation on how the payments were calculated for Forest Reserve, Flood Control, and Public Grazing funds.

ORIGINAL RECORD: Enter data into electronic database, microfilm and dispose of after 3 years.

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

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC DATA: Backup daily; dispose of after 11 years.

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-315 PUPIL TRANSPORTATION PROGRAM INFORMATION

Rule revision material, Training Guides, Newsletters, vendor certifications, Minimum Standards for Pupil Transportation, Vehicle-archival, and Transportation historical statistics.

Dispose of after 20 years.

39-104-316 RECORDS OF RELIEF FOR IMPACTED AREAS

Includes Impact Aid Applications, Vouchers for Impact Aid Payment, and other related correspondence.

VOUCHERS: Microfilm and destroy after 5 years.

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

MICROFILM WORK COPY: Retain permanently.

ALL OTHER MATERIAL: Dispose of after 5 years, provided audit has been completed.¹

**39-104-317 REIMBURSEMENT FOR FEASIBILITY STUDIES
INFORMATION SHEET**

Collecting information for payment of feasibility studies.

ORIGINAL RECORD: Microfilm and destroy after 5 years.

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

MICROFILM WORK COPY: Retain permanently.

**39-104-318 REIMBURSEMENT OF THE COST OF STUDIES FOR THE
DEVELOPMENT AND IMPLEMENTATION OF
REORGANIZATION PLANS**

Includes the study proposals and all correspondence pertaining to the request for payment of study.

ORIGINAL RECORD: Microfilm and destroy after 5 years.

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

MICROFILM WORK COPY: Retain permanently.

39-104-319 SCHOOL BUS DRIVER TRAINING PROGRAM (LEVEL ONE AND TWO)

Training records of drivers of buses and small vehicles.

Dispose of after 5 years.

39-104-320 SCHOOL DISTRICT CENSUS REPORT FORM (FORMERLY COUNTY SUPERINTENDENT'S SCHOOL DISTRICT CENSUS REPORT)

Contains district by district counts of males and females ages 0-21. The school census is collected annually in June from public districts and contains both a school district and a county count of school aged children only.

ORIGINAL RECORD: Enter data into electronic database; transfer to the State Archives after 10 years; retain permanently.

ELECTRONIC DATA: Backup daily; retain permanently.

STANDARD REPORT PRINTOUT: Dispose of after 10 years.

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-321 SCHOOL RENOVATION, IDEA AND TECHNOLOGY GRANT

Includes Grant Application, Claim for Reimbursement, Final Financial Report, grant award documents, and other supporting documents.

Dispose of 5 years after date of final report of expenditures, or after audit, whichever is later.¹

39-104-322 STATE AID PAYMENT PROGRAMS

State funding to public school districts, based on the Tax Equity and Educational Opportunities Support Act. Provides state support from all sources of stated funding sufficient to support the statewide general fund operating expenditures for Nebraska elementary and secondary public education that cannot be met by local resources. The records of the State Aid Program include, but are not limited to, the summary of each school year's payment, the monthly and yearly payment information (disbursement documents, warrant registers, etc.), all supporting documentation and printouts related to how State Aid payments for each school district were calculated and why any subsequent changes were made to these payments.

MISCELLANEOUS SUPPORTING DOCUMENTATION: Dispose of when no longer of reference value, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 11 years.

COMPUTER PRINTOUT: Dispose of when no longer of reference value, provided audit has been completed.¹

SUMMARY OF YEAR'S PAYMENT PRINTOUT: Retain permanently.

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-323 STATE AID SUPPLEMENT

This system contains a variety of data, which in combination with other state level reports produce the state aid to education data system. Examples of data contained in this record system are resident students contracted to other districts, non-resident students attending school in reporting district, actual value of property, and current levies.

DATA COLLECTION FORM: Enter data into electronic database, microfilm and destroy after 3 years.

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

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC DATA: Backup daily; dispose of after 11 years.

STANDARD REPORT PRINTOUT: Dispose of after 3 years or when no longer of reference value, whichever is later.

SECURITY BACKUP COPY: Dispose of after superseded.

39-104-324 STATE REORGANIZATION COMMITTEE MEETING MINUTES AND AGENDAS

Agendas and minutes of meetings to change school district boundaries and records of action taken by the State Committee for the Reorganization of School Districts.

ORIGINAL RECORD: Microfilm and destroy after 5 years.

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

MICROFILM WORK COPY: Retain permanently.

39-104-325 STATE REORGANIZATION COMMITTEE – NEW MEMBER PROCESS

Application information and miscellaneous records related to the search for a new member of the State Reorganization Committee.

ORIGINAL RECORD: Dispose of after 1 year from date submitted to the Department of Education.

39-104-326 STATE REORGANIZATION PETITIONS AND ELECTION PROPOSALS (FORMERLY PETITION AND ELECTION PROPOSALS)

Notice of Call for Elections and all Petitions to change school district boundaries to be heard by the State Committee for the Reorganization of School Districts. Records include: the original Petition, land descriptions, notification letter for date of meeting, approval/disapproval of petition letter, final orders stating action and effective dates of transfer, and other miscellaneous correspondence and supporting documentation.

ORIGINAL RECORD: Microfilm and destroy after 5 years.

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

MICROFILM WORK COPY: Retain permanently; transfer to the State Archives after no longer of reference value.

39-104-327 TEXTBOOK LOAN PROGRAM (RULE 4) (FORMERLY TEXTBOOK LOAN – CHAPTER 4)

Parents of children attending non-public approved schools may request the loan of textbooks being used in the public school district in which they reside. Records include applications, receipts, and other related documents.

Dispose of after 5 years.

MISCELLANEOUS RECORDS

DELETED RECORDS

39-104-101	ACTIVITIES SURVEY (OBSOLETE 1994)
39-104-108	FALL PERSONNEL/CURRICULUM REPORT FOR EDUCATION SERVICES UNITS (OBSOLETE 1989)
39-104-207	SCHOOL FOOD SERVICE APPLICATION (OBSOLETE 2000)
39-104-312	NEBRASKA MATH/SCIENCE TEACHER LOAN PROGRAM (OBSOLETE 2002)
39-104-313	NEBRASKA SCHOOL FINANCE REVIEW COMMITTEE (OBSOLETE 2002)

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.*

2. *PERMANENT PAPER, ANSI/NISO Z39.48-1992 (R2002): Permanence of Paper for Publications and Documents in Libraries and Archives. This standard sets the criteria for coated and uncoated paper. It covers pH value, tear resistance, alkaline reserve, and lignin threshold.*

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
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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