

Schedule 4-3

GOVERNOR'S POLICY RESEARCH OFFICE

September 26, 2008

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
4-3
AGENCY, BOARD OR COMMISSION OFFICE OF THE GOVERNOR
DIVISION, BUREAU OR OTHER UNIT POLICY RESEARCH OFFICE
Supersedes edition of April 19, 1991

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	<i>Lauren Kithel</i>
TITLE	<i>Director, Governor's Policy Research Office</i>
DATE	<i>09.23.2008</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>Andrew Z. Fahl</i>
STATE ARCHIVES	
DATE	<i>Sept-26, 2008</i>

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	<i>Jim A. Galt</i>
STATE RECORDS ADMINISTRATOR	
DATE	<i>Sept 24, 2008</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 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 4-3 – GOVERNOR’S – POLICY RESEARCH OFFICE

4-3-1 ADMINISTRATIVE RECORDS

4-3-1-1 CORRESPONDENCE LOG (OBSOLETE)

Logbook is maintained on correspondence. Indicates when received, action taken, when answered, etc.

Immediately dispose of obsolete records.

4-3-1-2 GRANT CONTRACT FILES (OBSOLETE)

These are records of contracts with consulting firms and public agencies which are hired to perform work for the Policy Research Office. The GRANT CONTRACT FILES include copies of contracts and background information concerning the grant, e.g. correspondence and the consulting firms acknowledgement of receipts of payments.

Immediately dispose of obsolete records.

4-3-1-3 LEGISLATIVE BILL FILES (FORMERLY PROJECT FILES, LEGISLATIVE BILL)

Information package compiled for each legislative bill during the corresponding legislative session.

Transfer to the State Archives when current Administration leaves office.

4-3-1-4 ORGANIZATIONAL CHARTS

Transfer to the State Archives after superseded.

4-3-1-5 RULES AND REGULATIONS

Copies of Rules and Regulations approved by the Governor and filed with the Secretary of State. NOTE: The Secretary of State is the official record keeper of the final approved documents.

Dispose of when no longer of administrative value.

4-3-1-6 TELEPHONE MESSAGE LOG

Incoming telephone messages for Agency staff.

Dispose of when no longer of administrative value.

4-3-2 GENERAL COMMUNICATION & CORRESPONDENCE

Unless otherwise provided, this section applies to all correspondence or communications regardless of physical form or characteristics, including but not limited to written and electronic correspondence, communications, or transitory messages or messages with less than permanent retention period. These include voicemails, instant messages, facsimiles, emails, or similar data transmissions. Transitory messages are defined as communication where copies are posted or cc'd to several persons or casual and routine communication similar to a telephone conversation. These records may be retained in hardcopy format, electronic format, or by a combination of these two means. It is not necessary to have duplicate copies of the same record.

4-3-2-1 COMMUNICATIONS, SHORT-TERM (EPHEMERAL)

Communications not related to state government transactions or activities. Also includes communications that may be of a professional interest, but not pertaining directly to the function of the agency, i.e., the equivalent of a casual phone call, including transitory messages. Transitory messages are defined as communication where copies are posted or cc'd to several persons or casual and routine communication similar to a telephone conversation. It also includes verbal message(s) relayed via telephone to users which can also be transmitted or transferred into a variety of formats (i.e. verbal messages transferred or transmitted via email).

Dispose of when no longer of administrative value.

4-3-2-2 COMMUNICATIONS, LONG-TERM

Communications containing information related to the mission of the agency, i.e., documents major transactions, establishes or implements policy, establishes legal rights or responsibilities, or has other long-term ramifications to the operation of the agency.

Transfer to the State Archives when the current Administration leaves office.

4-3-2-3 COMMUNICATIONS, INFORMATION DENIAL

A file maintained according to Section 84-712.04, RRS 1943. Includes all communication and documentation relating to the denial of requests for records.

Dispose of after 10 years.

4-3-2-4 COMMUNICATIONS, PROJECT RELATED

Communications related to a specific agency project. A project is an activity that has an identifiable beginning and end.

Transfer to State Archives when the current Administration leaves office.

4-3-3 NONRECORD MATERIAL

NONRECORD MATERIAL as defined by the State Records Administrator's Rule 430 Chapter 5 Section .004.02 includes:

- a. Library or museum material made or acquired and preserved solely for reference or exhibition purposes;
- b. Extra copies of documents preserved only for convenience or reference;
- c. Stocks of publications, reproduced documents, or other printed materials preserved for supply purposes;
- d. Extra copies of circulated materials of which official copies have been retained for purposes of record;
- e. Reading files and follow-up correspondence copies;
- f. Identical or carbon copies of documents maintained in the same file, including any method of duplication;
- g. Draft copies or work copies of documents for which the final version has been completed;
- h. Letters of transmittal that add nothing to the transmitted information;
- i. Interoffice memoranda;
- j. Shorthand notes, stenotype tapes, or sound recordings after they have been transcribed;
- k. Internal housekeeping materials.

**NONRECORD MATERIAL may be destroyed at any time by the agency.
NO RECORDS DISPOSITION REPORT (RMA 03006B) is required.**

DELETED RECORDS

**4-3-1 PROJECT NOTIFICATION AND REVIEW SYSTEM (A-95 REVIEW)
 [OBSOLETE 1985]**

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.

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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, AN 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