

Schedule 41

DEPARTMENT OF NATURAL RESOURCES

December 12, 2013

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	41
AGENCY, BOARD OR COMMISSION	DEPARTMENT OF NATURAL RESOURCES
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Schedule 41 Edition of May 16, 1988; Schedule 42 Edition of January 8, 1997	

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

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

Brian P. Dunnington

TITLE

DIRECTOR

DATE

12/4/13

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

Gayle Kouting

DATE

12/6/2013

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

Dean Haffner

DATE

12/11/13

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

Jim A. Gale

DATE

12/12/13

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** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. 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 2nd to 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**

**SCHEDULE 41
DEPARTMENT OF NATURAL RESOURCES**

December 12, 2013

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Schedule 41, Edition of May 16, 1988 and Schedule 42, Edition of January 8, 1997

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-001-001-000-000-000-000	ADMINISTRATION - AGENCIES /ASSOCIATIONS /COMMITTEES /ORGANIZATIONS	Contains all files, correspondence, reports, surveys, chronologies, and minutes for other agencies/associations/ committees/ organizations formed within the state or outside the state.	MEETING MINUTES: See MEETING MINUTES AND MATERIALS, item 124-078 ALL OTHER RECORDS: 10 years OR when no longer of reference value as determined by the Records Manager and appropriate Division Managers (whichever is later)	Agency-wide record
041-001-002-000-000-000-000	ADMINISTRATION - CONTRACTS	Central file and database for all contracts.	ORIGINAL RECORD: See AGREEMENTS AND CONTRACTS, ITEM 124-007 ELECTRONIC DATABASE: Update as needed; permanent	•Agency-wide record •Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-001-003-000-000-000-000	ADMINISTRATION - DOCUMENT MANAGEMENT DATABASE	Used to track correspondence and documents that come into the office or are sent from the office. It is used to search for scanned images made of such documents.	Update as needed; permanent	•Agency-wide record •Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-001-004-000-000-000-000	ADMINISTRATION - MISCELLANEOUS COMPLAINTS FILES	Informal complaints from the Public or Staff.	See COMPLAINT FILE, item 124-036	Agency-wide record

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-001-005-000-000-000-000	ADMINISTRATION - STUDIES/REPORTS /PUBLICATIONS	Contains final reports, studies and publications compiled by the Department or received as part of a Department contract.	25 years OR when no longer of reference value as determined by the Records Manager and appropriate Division Managers (whichever is later)	Agency-wide record
041-002-001-000-000-000-000	DAM SAFETY - ARCMAP AND ARCVIEW FILES	GIS Electronic files that contain geographical information related to dams.	ELECTRONIC RECORD: Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-002-002-000-000-000-000	DAM SAFETY DATABASE	Information on all existing dams subject to the Safety of Dams and Reservoirs Act. Department staff inspect these dams on a regular schedule. Depending upon factual information, the data may be moved from one table to other tables such as: Dams not on Inventory, Dams no longer in existence etc.	Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-002-003-000-000-000-000	DAM SAFETY - DAM RECORDS	Include all information related to a specific dam or a proposed dam, including dams not approved by the Department. Documents include approvals, correspondence, petitions, maps, plans, supporting data for dam approvals, field safety inspection check sheets, and reports.	5 years after the determination that a dam does not exist or will not be constructed	
041-002-004-000-000-000-000	DAM SAFETY - EMERGENCY ACTION PLANS	Plans describing what actions should be taken should there be a chance of failure for a high hazard dam and certain significant or low hazard dams.	Superseded OR 5 years after dam is no longer in existence (whichever is sooner)	
041-003-001-000-000-000-000	FLOODPLAIN MANAGEMENT - APPLICATIONS AND PERMITS FOR BUILDING IN FLOODWAYS	Includes applications from persons seeking authority from the former Department of Water Resources and from the former Natural Resources Commission to build in a designated floodway and copies of the permits issued.	50 years	<ul style="list-style-type: none"> •Obsolete - 1992 •Microfiche

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-003-002-000-000-000-000	FLOODPLAIN MANAGEMENT - COMMUNITY FILE	Correspondence, maps, base flood evaluation (BRE) requests between FEMA, State and community. Provides information regarding National Flood Insurance Program status and DNR contacts with the community.	Permanent	
041-003-003-000-000-000-000	FLOODPLAIN MANAGEMENT DATABASE	Index database used to track scanned images found in the floodplain management program.	Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-003-004-000-000-000-000	FLOODPLAIN MANAGEMENT - FEMA FEDERAL GRANT REPORTS	File contains all information on performance and financial reports for purposes of meeting requirements of FEMA (Federal Emergency Management Agency) Federal Grants.	See GRANTS, item 124-063	FEMA grant records are also found in employee emails
041-003-005-000-000-000-000	FLOODPLAIN MANAGEMENT - HEARING RECORDS	Records of flood plain hearings that were held regarding the establishment of flood plain zoning regulations.	25 years	Obsolete 1992
041-003-006-000-000-000-000	FLOODPLAIN MANAGEMENT - INFORMATION REPORT	Includes: Studies of flood situations which are prepared individually for Nebraska communities and which include flood plain delineation maps; Cooperating Technical Partners Documents; Detailed floodplain studies, some are for cities and some are for watersheds. The Department has taken over the preparation of these reports from the Army Corps of Engineers. Studies are given to the respective communities so they may prepare zoning ordinance for the floodways.	50 years	
041-003-007-000-000-000-000	FLOODPLAIN MANAGEMENT - INSURANCE STUDIES	FEMA issued flood insurance studies arranged alphabetically by city and by county.	ORIGINAL RECORD: 50 years OR as determined by the Division Manager (whichever is later) ELECTRONIC RECORD: 50 years OR as determined by the Division Manager (whichever is later)	<ul style="list-style-type: none"> •Prior to 10/1/2008 - Paper •After 10/1/2008 - Electronic •Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-003-008-000-000-000-000	FLOODPLAIN MANAGEMENT - NATIONAL FLOOD INSURANCE RECORDS, ELIGIBILITY APPLICATIONS	Includes copies of applications from Nebraska communities to the Federal Insurance Administration. Community appeals of flood delineation decisions and related correspondence. The Department maintains these records so it may provide the communities assistance with the insurance programs. This material is maintained in the community file.	10 years	
041-003-009-000-000-000-000	FLOODPLAIN MANAGEMENT - NATIONAL FLOOD INSURANCE RECORDS, HAZARD MAPS	Copies of maps of each Nebraska community showing the corporate limits and the area of the community designated by HUD as flood hazardous. Maps are prepared by HUD (Housing and Urban Development) and were distributed to interested parties on CD.	ELECTRONIC RECORD: 50 years OR as determined by the Division Manager (whichever is later)	<ul style="list-style-type: none"> •Obsolete 2012 - CD records uploaded to network •After 2013 - Maps are available on HUD website •Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-003-010-000-000-000-000	FLOODPLAIN MANAGEMENT - NATIONAL FLOOD INSURANCE RECORDS, PROGRAM INSURANCE STUDY	Archived flood insurance rate maps (FIRMS) and correspondence and printouts of Hec-2 models used to create the flood insurance studies.	<p>CD's: Upload to network and dispose of after verification of data</p> <p>MICROFILM WORK COPY: 50 years OR as determined by the Division Manager (whichever is later)</p> <p>ELECTRONIC RECORD: 50 years OR as determined by the Division Manger (whichever is later)</p>	<ul style="list-style-type: none"> •Originally received on microfiche, later on CD's •Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-003-011-000-000-000-000	FLOODPLAIN MANAGEMENT - NEBRASKA ICE REPORTING NETWORK DATABASE	Updates on ice found on Nebraska rivers for flood management.	PAPER REPORTS: Scan and dispose of after image verification ELECTRONIC IMAGE: Permanent ELECTRONIC DATABASE: Update as needed; permanent	<ul style="list-style-type: none"> •Prior to 2002 - Paper •After 2002 - Electronic •Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-003-012-000-000-000-000	FLOODPLAIN MANAGEMENT - SUPPORTING DATA FOR FLOODWAY PERMITS	Includes blueprints and other building plans for structures to be built in floodways. These records are retained to ensure structures are built according to the permit.	50 years OR as determined by the Division Manager (whichever is later)	
041-003-013-000-000-000-000	FLOODPLAIN MANAGEMENT - TECHNICAL AND MAPPING DATA FOR FLOODPLAIN STUDIES	All technical data used to produce floodplain maps for the state, including deliverables to FEMA from CTP contracts and digital versions of floodplain maps.	50 years OR as determined by the Division Manager (whichever is later)	
041-003-014-000-000-000-000	FLOODPLAIN MANAGEMENT - WATER SURFACE PROFILE RECORDS	Records delineating flood plains which are used to determine if any floodway encroachments are made according to the 1967 Flood Plain Regulations. Records include survey records, computer printouts of the water surface profile, and Flood Plain delineation maps which are drawn utilizing the computer reports.	PRELIMINARY SURVEY RECORDS: Superseded COMPUTER REPORTS: Superseded FLOOD PLAIN DELINEATION MAPS: 1 copy permanent	
041-004-001-000-000-000-000	INTEGRATED WATER MANAGEMENT - DATA	Electronic data files used for making determinations. Includes both input files and reports.	ELECTRONIC RECORD: Superseded OR when no longer of reference value as determined by the Division Manger (whichever is later)	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-004-002-000-000-000-000	INTEGRATED WATER MANAGEMENT - FULLY APPROPRIATED BASIN	Basin reports, correspondence, notices of hearing, transcripts of hearings and preliminary determinations and final orders concerning the designation of fully appropriated areas. Maps are created using the GIS and are attached to the order.	Permanent	

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041-004-003-000-000-000-000	INTEGRATED WATER MANAGEMENT - INTERSTATE STREAMS	Contain all reports, contracts, meeting minutes, agendas and correspondence pertinent to the compacts, decrees, and interstate agreements, including information on the Missouri River such as the Master Manual, Missouri River Association of States and Tribes (MORAST) and previous organizations concerning the Missouri River.	ORIGINAL RECORD: Permanent ELECTRONIC DATABASE: Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-004-004-000-000-000-000	INTEGRATED WATER MANAGEMENT - INTERSTATE STREAMS, DISPUTE CASE FILES	Contains all information regarding legal disputes regarding interstate streams (compacts, decrees, interstate agreements and the Missouri River).	ORIGINAL RECORD: Permanent NORTH PLATTE DECREE DATABASE: Update/make corrections as required; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-004-005-000-000-000-000	INTEGRATED WATER MANAGEMENT - STUDIES DATA-INPUT	Data used in different studies that the Department is doing for its own uses or is doing in partnership with other agencies, including precipitation, hydrology, geology, and soils.	ELECTRONIC RECORD: Superseded OR when no longer of reference value as determined by the Division Manger (whichever is later)	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-004-006-000-000-000-000	INTEGRATED WATER MANAGEMENT - STUDIES DATA-ANALYSIS	Includes model runs and other analysis used to calibrate model or provide other information.	ELECTRONIC RECORD: Superseded OR when no longer of reference value as determined by the Division Manger (whichever is later)	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-004-007-000-000-000-000	INTEGRATED WATER MANAGEMENT - STUDIES DATA, OUTPUT OR REPORTS	Includes model runs, reports, spreadsheets, databases, maps and other information based upon models or studies.	ELECTRONIC RECORD: Superseded OR when no longer of reference value as determined by the Division Manger (whichever is later)	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-004-008-000-000-000-000	INTEGRATED WATER MANAGEMENT - STUDIES DATA, ANNUAL MODEL UPDATES	Data used in the annual groundwater model update process.	ELECTRONIC RECORD: Superseded OR when no longer of reference value as determined by the Division Manger (whichever is later)	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-005-001-000-000-000-000	LEGAL - ATTORNEY GENERAL & STAFF LEGAL OPINIONS		See LEGAL OPINIONS AND ADVICE, item 124-073	Contact State Archives to negotiate transfer

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041-005-002-000-000-000-000	LEGAL - CASE RECORDS	All filings in a case (petitions, motions, briefs, hearing transcripts, exhibits, orders and correspondence) concerning any legal proceeding during the course of the proceeding and until the last appeal date has expired.	Scan and retain in Legal for 4 years, then transfer to the appropriate record series based upon the subject matter of the case file (DAM SAFETY - DAM RECORDS, item 041-002-003, INTEGRATED WATER MANAGEMENT - FULLY APPROPRIATED BASIN, item 041-004-002, LEGAL - RULES AND REGULATION, item 041-005-007 PERMITS AND REGISTRATION - GROUND WATER PERMITS, item 041-010-004, PERMITS AND REGISTRATION - GROUND WATER PERMITS, NOTICE OF INDUSTRIAL TRANSFER, item 041-010-006, PERMITS AND REGISTRATION - GROUND WATER PERMITS, MUNICIPAL NOTICE OF INTENT, item 041-010-007, PERMITS AND REGISTRATION - GROUND WATER REGISTRATION, WELL REGISTRATION, item 041-010-012, and PERMITS AND REGISTRATION - SURFACE WATER, APPROPRIATION FILES, item 041-010-015) and follow the disposition schedule which applies to that item.	Neb. Rev. Stat. §84-915.01 (1)
041-005-003-000-000-000-000	LEGAL - DATABASE	Includes summary data and acts as an index to scanned documents.	ELECTRONIC DATABASE: Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-005-004-000-000-000-000	LEGAL - POLICIES AND PROCEDURES		See POLICY AND PROCEDURES - EXECUTIVE, item 124-091	
041-005-005-000-000-000-000	LEGAL - PROPOSED LEGISLATION	Drafts of proposed legislative bills and related correspondence.	See PROPOSED LEGISLATION, item 124-095	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-005-006-000-000-000-000	LEGAL - PUBLIC INFORMATION REQUESTS	Requests for public records and the information submitted in answer to the request.	See COMMUNICATIONS - PUBLIC RECORD REQUESTS, item 124-029 OR COMMUNICATIONS - PUBLIC RECORD REQUESTS - ROUTINE, item 124-129	
041-005-007-000-000-000-000	LEGAL - RULES AND REGULATIONS	Official Department copies.	Permanent	
041-006-001-000-000-000-000	MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, BACKUP DATABASE	Used to run the backups of all other databases for the Department.	Superseded OR when no longer of reference value as determined by the Division Manager (whichever is later)	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-006-002-000-000-000-000	MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN	Information includes the DNR Backup and Recovery Policy and schedules, procedures and scenario information regarding possible disaster as it relates to electronic data. It is maintained on the Department's intranet.	Superseded OR when no longer of reference value as determined by the Division Manager (whichever is later)	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules
041-006-003-000-000-000-000	MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DOCUMENTATION OF DATABASES	Information is included within the databases or on the Department's intranet site.	Superseded OR when no longer of reference value as determined by the Division Manager (whichever is later)	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-006-004-000-000-000-000	MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, INTEGRATED WATER INFORMATION PROJECT	Files on the intranet and include all information regarding this long term project. Includes, listings of projects, priorities, minutes of meetings, etc.	Superseded OR when no longer of reference value as determined by the Division Manager (whichever is later)	

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041-006-005-000-000-000-000	MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, SCANNING DATABASE	Database where all scans are maintained and accessed by other databases.	Dispose of following the appropriate record item that applies to the image (ADMINISTRATION - CONTRACTS, item 041-001-002, ADMINISTRATION - DOCUMENT MANAGEMENT DATABASE, item 041-001-003, DAM SAFETY DATABASE, item 041-002-002, FLOODPLAIN MANAGEMENT - DATABASE, 041-003-003, LEGAL - DATABASE, item 041-005-003, MAPPING - DATABASE, item 041-007-001, NATURAL RESOURCES DISTRICTS, item 041-009-001, PERMITS AND REGISTRATION - GROUND WATER PERMITS, DATABASE, item 041-010-005, PERMITS AND REGISTRATION - CONSERVATION RESERVE ENHANCEMENT PROGRAM, ENVIRONMENTAL QUALITY IMPROVEMENT - CONTRACT FILES, item 041-010-003, PERMITS AND REGISTRATION - GROUND WATER REGISTRATION, WELL REGISTRATION DATABASE, 041-010-013, PERMITS AND REGISTRATION - SURFACE WATER, MODS DATABASE, item 041-010-021, PERMITS AND REGISTRATION - SURFACE WATER, SURFACE WATER DATABASE, item 041-010-027, PERMITS AND REGISTRATION - SURFACE WATER, PUBLIC POWER AND IRRIGATION DISTRICT FILES, item 041-010-023, STREAM GAGING - SCAN MANAGEMENT DATABASE, item 041-013-007, WATER ADMINISTRATION NOTICES, item 041-015-011).	
041-007-001-000-000-000-000	MAPPING - DATABASE	Database that lists the map number assigned to a map, the person who submitted the map, and other information concerning a map.	Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002

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041-007-002-000-000-000-000	MAPPING - GIS DATABASE	Includes digitized maps of surface water rights, Conservation Reserve Enhancement Program (CREP) contracted acres, Environmental Quality Incentives Program (EQIP) acres, surfaces water points of diversions, irrigation moratoriums and stays, permitted dams and other maps from throughout the Department.	Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-007-003-000-000-000-000	MAPPING - MAP BOOK	Book is used for assigning numbers to maps which accompany appropriation files. Information includes the map number, application number, date filed, and for whom.	Permanent	Obsolete 1998
041-007-004-000-000-000-000	MAPPING - MAP CROSS REFERENCE BOOK	Contains the same information as the map book except organized by name of applicant and water right.	Permanent	•Obsolete 1998 •Also see MAPPING - DATABASE, item 041-007-004
041-007-005-000-000-000-000	MAPPING - TOWNSHIP PLAT OR QUADRANGLE MAP	Township plats show the compiled location of all surface water appropriations and dams.	Transfer/migrate necessary records to MAPPING - GIS DATABASE, ITEM 041-007-001 and dispose of all other records after 25 Years OR when no longer of reference value as determined by the Division Manager (whichever is later)	Obsolete 2006
041-007-006-000-000-000-000	MAPPING - WATER RIGHT PROJECT MAPS	Mylar maps which are required to be filed by surface water appropriation applicants. Map information is summarized in GIS Database. Old maps are filed in map cabinets. Current maps are now of a size they are included in the surface water appropriation files.	Permanent	Also see PERMITS AND REGISTRATION - SURFACE WATER, APPROPRIATION FILES, item 041-009-015
041-008-001-000-000-000-000	NATURAL RESOURCES COMMISSION - APPOINTMENTS, CAUCUS RECORDS AND LETTERS OF ACCEPTANCE FOR COMMISSION MEMBERS	Consists of letters of appointment for Governor-appointed members and records of caucus proceedings where remaining members are selected as well as their letters of acceptance.	3 years after term is completed	
041-008-002-000-000-000-000	NATURAL RESOURCES COMMISSION - FUNDS, HEARING RECORDS	File may include transcripts, tape recordings, exhibits, notices (proof of publication and individual notices), attendance lists and Commission adopted orders.	4 years after the date of the final order	Neb. Rev. Stat. § 84-915.01(1)

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041-008-003-000-000-000-000	NATURAL RESOURCES COMMISSION - FUNDS, INTERRELATED WATER MANAGEMENT PROGRAM	Includes grant applications, correspondence, project ranking, copies of contracts and quarterly and semi annual reports. Fund is to facilitate and help fund the duties of the NRD's under the Nebraska Ground Water Management and Protection Act. The fund functions as a grant program with a minimum local match of 20%. Grants are one year in duration, although projects may span several years, and are awarded by the NRC.	See GRANTS, item 124-063	
041-008-004-000-000-000-000	NATURAL RESOURCES COMMISSION - FUNDS, NATURAL RESOURCES WATER QUALITY FUND	Includes general correspondence, yearly expenditures and reports.	5 years	
041-008-005-000-000-000-000	NATURAL RESOURCES COMMISSION - FUNDS, NEBRASKA RESOURCE DEVELOPMENT FUND - ANNUAL PROJECT PRIORITY MEETING INFORMATION	Files include correspondence data, reports associated with the annual Priority Meeting.	10 years	First meeting held in 1979
041-008-006-000-000-000-000	NATURAL RESOURCES COMMISSION - FUNDS, NEBRASKA RESOURCE DEVELOPMENT FUND - PROJECT AGREEMENTS	Includes agreements between the NRC and project sponsors that receive NRDF monies. Amendments to the agreements and any associated agreements (i.e. between co-sponsors).	WITHDRAWN OR TERMINATED PROJECTS: 5 years ALL OTHERS: 50 years OR when no longer of reference value as determined by the Division Manager (whichever is later)	
041-008-007-000-000-000-000	NATURAL RESOURCES COMMISSION - FUNDS, NEBRASKA RESOURCE DEVELOPMENT FUND - PROJECT PROPOSALS, APPLICATIONS, FEASIBILITY REPORTS, ENGINEERING PLANS AND ASSOCIATED PROJECT FILES	Includes proposals, applications, feasibility reports, correspondence, recommendations, contracts, quarterly reports, data and miscellaneous information regarding projects for which NRDF assistance has been requested and/or provided.	WITHDRAWN OR TERMINATED PROJECTS: 5 years ALL OTHERS: 50 years OR when no longer of reference value as determined by the Division Manager (whichever is later)	
041-008-008-000-000-000-000	NATURAL RESOURCES COMMISSION - FUNDS, NEBRASKA SOIL AND WATER CONSERVATION FUND	Provides for cost-share payments to private landowners for soil and water conservation practices. Records consist of cost-share assistance application, payment claim and agreement along with attached documentation and receipts.	10 years after last agreement payment	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-008-009-000-000-000-000	NATURAL RESOURCES COMMISSION - FUNDS, SMALL WATERSHEDS FLOOD CONTROL FUND	Records associated with a revolving fund plus appropriated funds the NRC uses to provide financial aid to purchase land rights upon which flood control and grade stabilization structures are to be built. The land purchased must be sold by the local subdivision within 10 years of its purchase. Proceeds from the sale are returned to this fund. Files for each local entity may include agreements, warranty deeds and easements, vouchers, appraisals, attorney's opinion, purchase agreements, affidavit of state interest, affidavit of expiration of state interest, conservation plans, maps, correspondence, financial reports and leases.	5 years after the sale date of the land, subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer
041-008-010-000-000-000-000	NATURAL RESOURCES COMMISSION - FUNDS, WATER WELL DECOMMISSIONING FUND	Includes general correspondence, yearly agreements and paid claims.	5 years	
041-008-011-000-000-000-000	NATURAL RESOURCES COMMISSION - MINUTES OF STANDING AND SPECIAL COMMITTEES	Committees have authority to consider matters and make recommendations only if delegated such authority by the Commission.	See MEETING MINUTES AND MATERIALS, item 124-078	
041-008-012-000-000-000-000	NATURAL RESOURCES COMMISSION - POLICY STATEMENTS		See POLICY AND PROCEDURES - EXECUTIVE, item 124-091	
041-009-001-000-000-000-000	NATURAL RESOURCES DISTRICTS	Contains information related to the Department from and about NRD's, including ground water management plans, integrated water management plans and Special Protection Areas (SPA).	AUDITS: 2 years BUDGETS: 2 years MASTER PLANS: Superseded; subject to review by the State Archives for possible accession LONG RANGE IMPLEMENTATION PLANS: 5 years, subject to review by the State Archives for possible accession FINAL ORDERS AND GROUND WATER MANAGEMENT OR INTEGRATED MANAGEMENT PLANS: Permanent ALL OTHER RECORDS: 2 years OR when no longer of reference value as determined by the appropriate Division Managers (whichever is later)	•Contact State Archives to negotiate transfer •Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-010-001-000-000-000-000	PERMITS AND REGISTRATION - CONTACTS DATABASE	This is a database maintained for use with surface water, ground water, dam safety and other databases.	Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-010-002-000-000-000-000	PERMITS AND REGISTRATION - CONSERVATION RESERVE ENHANCEMENTS PROGRAM, ENVIRONMENTAL QUALITY IMPROVEMENT - PROGRAM FILES	Files consist of agreements with Farm Service Area (FSA) and other partners, correspondence, reports, agendas and minutes concerning the program.	5 years after completion of program, subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer
041-010-003-000-000-000-000	PERMITS AND REGISTRATION - CONSERVATION RESERVE ENHANCEMENT PROGRAM, ENVIRONMENTAL QUALITY IMPROVEMENT - CONTRACT FILES	Files contain all the information related to a request for a water use contract from the State and the final contract. The database maintains information related to the contract and the GIS coverage contains coverage of lands that are included under the current contracts.	ORIGINAL RECORD: 5 years after completion of the program, subject to review by the State Archives for possible accession ELECTRONIC DATABASE: Update as needed; 5 years after completion of the program GIS COVERAGE: 20 years or when no longer of reference value as determined by the Division Manager (whichever is later)	•Contact State Archives to negotiate transfer •Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-010-004-000-000-000-000	PERMITS AND REGISTRATION - GROUND WATER PERMITS	Contains all information regarding all ground water permits issued by the Department. Examples are geothermal, industrial transfers, municipal and rural domestic transfers, transfers across state lines, and spacing permits.	Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-010-005-000-000-000-000	PERMITS AND REGISTRATION - GROUND WATER PERMITS, DATABASE	Used to access information on ground water permits.	Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-010-006-000-000-000-000	PERMITS AND REGISTRATION - GROUND WATER PERMITS, NOTICE OF INDUSTRIAL TRANSFER	Industrial ground water users must file a Notice of Industrial Transfer if less than 150 acre-feet of ground water is withdrawn and transferred off overlying lands.	Permanent	
041-010-007-000-000-000-000	PERMITS AND REGISTRATION - GROUND WATER PERMITS, MUNICIPAL NOTICE OF INTENT	Notices and correspondence filed by municipalities regarding potential well fields.	Permanent	
041-010-008-000-000-000-000	PERMITS AND REGISTRATION - GROUND WATER REGISTRATION, NRD PERMIT FILE	Permits are required prior to well construction in management areas. Permit is filed in the well registration file when the well is registered. Voided permits are returned to the NRD's with all relevant information.	VOIDED PERMITS: Return to NRD of origin without scanning or microfilming ALL OTHERS: Scan and microfilm; destroy after image verification SECURITY MICROFILM: Transfer to the State Archives MICROFILM WORK COPY: Permanent ELECTRONIC RECORD: Permanent	•Records received in both paper and electronically •Paper files are in legal description order
041-010-009-000-000-000-000	PERMITS AND REGISTRATION - GROUND WATER REGISTRATION, RURAL WATER DISTRICT FILES	Rural water district formation files were once a function of the Department of Water Resources. New water district filings are made with the Natural Resources Districts. Changes to existing files are still maintained by Natural Resources.	AFTER 1998 CHANGES: Microfilm and destroy SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent	•Obsolete 1998 •Only changes to existing files will be microfilmed
041-010-010-000-000-000-000	PERMITS AND REGISTRATION - GROUND WATER REGISTRATION, UNREGISTERED WELLS DECOMMISSIONING FILES	Notice of well decommissioning forms and letters for wells that have not been registered are required to be submitted to the Department. Indexed through groundwater registration database.	ORIGINAL RECORD: Microfilm and destroy SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent ELECTRONIC RECORD: Permanent	Paper files are in legal description order

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-010-011-000-000-000-000	PERMITS AND REGISTRATION - GROUND WATER REGISTRATION, WATER WELL CONTRACTOR REPORT	Report of any water well drilled during the previous year is to be supplied to the Department by the Water Well Contractors by January 31 of each year.	SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent	Obsolete 2001
041-010-012-000-000-000-000	PERMITS AND REGISTRATION - GROUND WATER REGISTRATION, WELL REGISTRATION	All new wells are registered with the Department. Files may include, but are not limited to: well registrations, correspondence, modifications, change of ownerships, and notice of decommissioning.	ORIGINAL RECORD: Scan and/or upload to network; microfilm and destroy SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent ELECTRONIC RECORD: Permanent	<ul style="list-style-type: none"> •Records received both in paper and electronically •For convenience all microfilm records were electronically migrated
041-010-013-000-000-000-000	PERMITS AND REGISTRATION - GROUND WATER REGISTRATION, WELL REGISTRATION DATABASE	Database used to provide information to public on well registrations and used as index to scans.	Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-010-014-000-000-000-000	PERMITS AND REGISTRATION - GROUND WATER REGISTRATION, WELL REGISTRATION REPORTS	Reports of groundwater well registration activity prepared for administration and the public.	Permanent	
041-010-015-000-000-000-000	PERMITS AND REGISTRATION - SURFACE WATER, APPROPRIATION FILES	Permits are issued when surface water is to be used for irrigation, storage, or any other beneficial use. File documents include, but are not limited to: applications, approvals, orders, field investigations, hearing notices, transcripts, exhibits, power leases, correspondence and memos.	PAPER RECORD: Scan, microfilm after files cancelled; destroy SECURITY MICROFILM: Transfer to the State Archives MICROFILM WORK COPY: Permanent ELECTRONIC RECORD: Permanent	<ul style="list-style-type: none"> •Includes legal cases prior to 2007 •Records are found in paper and electronically prior to microfilming •Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-010-016-000-000-000-000	PERMITS AND REGISTRATION - SURFACE WATER, CONDUCT WATER APPLICATIONS	Contains the applications, orders, correspondence and maps regarding requests to conduct surface water or ground water in the State's streams.	Permanent	
041-010-017-000-000-000-000	PERMITS AND REGISTRATION - SURFACE WATER, DRAINAGE DISTRICT RECORDS	Files include approval of districts by the former State Board of Irrigation, Highways and Drainage, blueprints and correspondence regarding district projects.	SECURITY MICROFILM: Transferred to the State Archives MICROFILM WORK COPY: Permanent	•Obsolete 1998
041-010-018-000-000-000-000	PERMITS AND REGISTRATION - SURFACE WATER, FIELD REPORTS & PDNU DATA DATABASE	Database used to track field reports and Preliminary Determination of Non-Use (PDNU) actions.	Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-010-019-000-000-000-000	PERMITS AND REGISTRATION - SURFACE WATER, GENERAL INDEX	Books were discontinued and all new information is now in the surface water database. Books contained entries to indicate the location of permanent record copies. Each application for a new water right was assigned a number in this book. Index information includes number, name of stream, claimant, canal, use to which applied, location of head gate, date filed, approved, dismissal, completion of works, and extension of time and map numbers.	BOOKS: Permanent SECURITY MICROFILM: Transfer to the State Archives MICROFILM WORK COPY: Permanent	•Obsolete 2007 •Microfilmed for security, last microfilmed in the 1990's
041-010-020-000-000-000-000	PERMITS AND REGISTRATION - SURFACE WATER, JOURNAL INDEX TO RECORD OF APPLICATION	Water right application entered on a page in the journal. Each subsequent item entering the office pertaining to that application was entered into the journal.	SECURITY MICROFILM: Transferred to the State Archives MICROFILM WORK COPY: Permanent	Obsolete 1979

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-010-021-000-000-000-000	PERMITS AND REGISTRATION - SURFACE WATER, MODS DATABASE	Database is used to track all the modifications to the surface water appropriation or to track other types of applications of the Department, such as conduct water.	Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-010-022-000-000-000-000	PERMITS AND REGISTRATION - SURFACE WATER, POWER LEASES	Bound book of original leases. As they were renewed they were filed in the appropriation files.	SECURITY MICROFILM: Transferred to State Archives MICROFILM WORK COPY: Permanent	Obsolete 1955
041-010-023-000-000-000-000	PERMITS AND REGISTRATION - SURFACE WATER, PUBLIC POWER AND IRRIGATION DISTRICT FILES	Includes district formation petitions, petitions for inclusion and exclusion, hearing transcripts and orders relating to the formation of the district. Records scanned and indexed through the surface water database.	NOT DISSOLVED : Permanent DISSOLVED: Microfilm and destroy SECURITY MICROFILM: Transfer to the State Archives MICROFILM WORK COPY: Permanent	
041-010-024-000-000-000-000	PERMITS AND REGISTRATION - SURFACE WATER, RECORD OF CERTIFICATES-NOTICE OF HEARINGS	Bound volumes record hearing data. May include, but not limited to: "Record of Certificates", "Notice of Hearings", and record of hearings. Documents are now in appropriation files rather than bound books.	Permanent	Obsolete 1998
041-010-025-000-000-000-000	PERMITS AND REGISTRATION - SURFACE WATER, RECORD OF TRANSFER	Loose-leaf notebook records transfers of land (ownership) with regard to water rights. Information includes: application number, docket number, grantee address, grantor address, kind of deed, date of transfer, stream, name of ditch, and land description. Information is maintained in appropriation file.	Permanent	•Obsolete 1998 •1999 Forward - See PERMITS AND REGISTRATION - SURFACE WATER, APPROPRIATION FILES, item 041-009-015
041-010-026-000-000-000-000	PERMITS AND REGISTRATION - SURFACE WATER, REPORTS OF APPLICATIONS FILED	Summaries of new applications filed in the Department.	See REPORTS AND STUDIES, item 124-103	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-010-027-000-000-000-000	PERMITS AND REGISTRATION - SURFACE WATER, SURFACE WATER DATABASE	Database that lists important aspects of appropriation and acts as index to scanned images.	Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-010-028-000-000-000-000	PERMITS AND REGISTRATION - SURFACE WATER, VARIANCES	Contain applications, correspondence, orders and maps concerning requests for variances to file a surface water right or some other type of application in an area included in a stay or moratorium.	Permanent	
041-011-001-000-000-000-000	PHOTOGRAMMETRY - AERIAL PHOTOGRAPH NEGATIVES	Photograph negatives which are shot by firms contracted by the agency or local sponsors for planning purposes. Photographic Plates and Contract prints are made directly from this negative.	NEGATIVES: 10 years CONTACT PRINTS: 25 years OR until no longer of reference value as determined by the Division Manager (whichever is later)	•Obsolete 2006 •Plates were disposed of in 2006
041-011-002-000-000-000-000	PHOTOGRAMMETRY - BLUE-LINE PRINTS	Positive copies reduced one-half from the Map Tracings. Blue-line prints are made from these positives	10 years	Obsolete 2010
041-011-003-000-000-000-000	PHOTOGRAMMETRY - FLOOD PLAINS DELINEATIONS	Digital elevation model (DEM) and contours delineated from DEM's.	25 years OR when no longer of reference value as determined by the Division Manager (whichever is later)	
041-011-004-000-000-000-000	PHOTOGRAMMETRY - POSITIVE PRINTS	Positive copies reduced one-half of the Map Tracings. Blue-Line Prints are made from these positives.	10 years	Obsolete 2006
041-011-005-000-000-000-000	PHOTOGRAMMETRY - STEREO COMPILATION OF TOPOGRAPHIC MAPS	Digital elevation model (DEM) and contours delineated from DEM's.	25 years OR when no longer of reference value as determined by the Division Manager (whichever is later)	CD's or DVD's
041-011-006-000-000-000-000	PHOTOGRAMMETRY - SURVEY, BENCHMARKS DATABASE	All survey benchmark information in Nebraska that was produced by the National Geodetic Survey (NGS), the U.S. Geological Survey (USGS), and the Department.	Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-011-007-000-000-000-000	PHOTOGRAMMETRY - VALLEY CROSS SECTIONS	Digital description of elevations across valley	25 years OR when no longer of reference value as determined by the Division Manager (whichever is later)	•Notebooks •CD's

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-012-001-000-000-000-000	PLANNING - NATIONAL HYDROGRAPHY DATASET	1:24,000 vector hydrography of Nebraska and surrounding areas including feature based metadata. Included are maintenance versions and source materials from the development process.	ELECTRONIC DATABASE: Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-012-002-000-000-000-000	PLANNING - NeRAIN DATABASE	Rainfall data gathered by observation station and date.	Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-012-003-000-000-000-000	PLANNING - SECTION CORNER DATA	GIS location of section corners.	ELECTRONIC DATABASE: Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-012-004-000-000-000-000	PLANNING - STATE WATER ISSUES	Contain information on miscellaneous topics that have been investigated or worked on by the Department.	25 years OR when no longer of reference value as determined by the Planning Coordinator (whichever is later)	Organized by topic
041-012-005-000-000-000-000	PLANNING - WATERSHED PLAN FILES	Contains information on watershed plans compiled under Public Law (PL) 566.	5 years after dams constructed under plans are no longer in existence	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-013-001-000-000-000-000	STREAM GAGING - ANNUAL STATION FILES	Consist of stream flow data collected at a gaging station in one year. Files are the source of the published discharge record and contain both raw data and computations. Much hydrologic data is not published in the Hydrographic Report and the Stream Gage Annual Station files are the only source of this information. Station documents, including record working documents, station description, station analysis, measurement listings, level summaries, plotting and other supporting documents and measurements if stored electronically, are now included in the database.	10 years OR when no longer of reference value as determined by the Records Manager (whichever is later)	Obsolete 2003 & 2004
041-013-002-000-000-000-000	STREAM GAGING - CANAL AND PUMP MEASUREMENT NOTES, MISCELLANEOUS SITES	A canal or pump measurement note is a record of the amount of water being diverted at a specific point in time. Data defined on a Canal or Pump Measurement Note is similar to the information contained on Stream Flow Measurement notes. It is a legal record of the use of an appropriator's water right.	10 years	
041-013-003-000-000-000-000	STREAM GAGING - CANAL GAGE RECORDER CHARTS AND MEASUREMENT NOTES	Charts and notes are the basic record of canal stage data collected in one year. Unpublished information is contained in the charts and notes which can be of legal importance.	Transfer to individual irrigation district after 1 year, if requested, OR dispose of after 10 years	
041-013-004-000-000-000-000	STREAM GAGING - DAILY VISITATION SHEETS	Daily form for recording stage readings taken at canal gaging stations. Includes time of reading, amount of water in or out of the canal and average daily discharge.	10 years	
041-013-005-000-000-000-000	STREAM GAGING - DESCRIPTION FILES	Include the summary of the station record including station description, station analysis, station safety plan, levels summary, level notes and discharge measurement notes for the station.	Superseded	
041-013-006-000-000-000-000	STREAM GAGING - INPUT DATABASE	Used to input historical paper records into database.	Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-013-007-000-000-000-000	STREAM GAGING - SCAN MANAGEMENT DATABASE	Used to access information on stream gaging records.	Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-013-008-000-000-000-000	STREAM GAGING - STREAM FLOW MEASUREMENTS NOTES MISCELLANEOUS SITES	Discharge measurement note is the actual record of a flow measurement. It defines the site name, legal description, date and time of measurement. Additionally, the measured data defines the velocity distribution of the measured section.	10 years OR when no longer of reference value as determined by the Records Manager (whichever is later)	
041-013-009-000-000-000-000	STREAM GAGING - WISKI DATABASE	Used to maintain the stage and discharge records.	Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-014-001-000-000-000-000	SURVEY - BENCH MARK LEVEL INFORMATION	Includes data from field survey and is in field note books.	Permanent	
041-014-002-000-000-000-000	SURVEY - FIELD BOOKS	Includes field notes from surveys and data.	10 years OR when no longer of reference value as determined by the Division Manager (whichever is later)	
041-014-003-000-000-000-000	SURVEY - FLOOD PLAIN DELINEATION MAPS	Includes data from field checking photogrammetric maps.	50 years OR when no longer of reference value as determined by the Division (whichever is later)	CD's or DVD's
041-014-004-000-000-000-000	SURVEY - STATE GAME REFUGE FILES	Includes notes, correspondence and presentation materials related to the determination of the refuge boundaries. Also includes GIS information and maps.	Life of refuge; subject to review by the State Archives for possible accession	Neb. Rev. Stat. §37-706 & §37-707
041-014-005-000-000-000-000	SURVEY - TOPOGRAPHIC MAPS	Survey data from field checking dams.	Permanent	CD's or DVD's
041-015-001-000-000-000-000	WATER ADMINISTRATION - ACREAGE REPORTS	Annual "Irrigation Acreage Report" indicates what land is to be irrigated for the coming year. Used in compiling a "Delivery Schedule" which is used to distribute water.	After 3 years transfer to the State Records Center; 10 years OR when no longer of reference value as determined by the Field Office Supervisor (whichever is later)	Obsolete 2006

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-015-002-000-000-000-000	WATER ADMINISTRATION - ACRES IRRIGATED CARDS	Cards from 1983 to 1990 showing actual acres irrigated.	After 3 years transfer to the State Records Center; 10 years OR when no longer of reference value as determined by the Field Office Supervisor (whichever is later)	Obsolete 1990
041-015-003-000-000-000-000	WATER ADMINISTRATION - CANAL WATER ORDERS	Includes requests for storage water from the different canals in the North Platte and Platte River Basin.	After 3 years transfer to the State Records Center; 10 years OR when no longer of reference value as determined by the Field Office Supervisor (whichever is later)	
041-015-004-000-000-000-000	WATER ADMINISTRATION - COMPLAINT FILE	File is kept regarding complaints, investigations and actions about water administration that are not associated with a surface water appropriation.	10 years OR when no longer of reference value as determined by the Field Office Supervisor (whichever is later)	
041-015-005-000-000-000-000	WATER ADMINISTRATION - DAILY MEAN STREAM FLOW DIARY	Records of preliminary gauge readings used by the Lincoln office to track trends in stream flow for purposes of administration. Includes notes as to why administration was or wasn't initiated.	After 3 years transfer to the State Records Center; 10 years OR when no longer of reference value as determined by the Field Office Supervisor (whichever is later)	
041-015-006-000-000-000-000	WATER ADMINISTRATION - DAILY VISITATION SHEETS	Visitation sheets are made when investigating compliance with orders.	After 3 years transfer to the State Records Center; 10 years OR when no longer of reference value as determined by the Field Office Supervisor (whichever is later)	
041-015-007-000-000-000-000	WATER ADMINISTRATION - DATABASE	Bridgeport office database used for purposes of issuing notices as described in WATER ADMINISTRATION - NOTICES, item 041-014-015.	Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-015-008-000-000-000-000	WATER ADMINISTRATION - DELIVERY SCHEDULE	Schedule is compiled annually from acreage reports and is an administrative tool used in time of drought.	After 3 years transfer to the State Records Center; 10 years OR when no longer of reference value as determined by the Field Office Supervisor (whichever is later)	Obsolete 2006
041-015-009-000-000-000-000	WATER ADMINISTRATION - FIELD INVESTIGATION NOTES	Field notes accumulated in the course of water right appropriation investigations.	5 years OR when no longer of reference value as determined by Records Manager and Field Office Supervisor (whichever is later)	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
041-015-010-000-000-000-000	WATER ADMINISTRATION - LOUP BASIN PUMP DIVERSION RECORDS	Summaries of the amount of water recorded in pump books sent to certain Loup River appropriators used to determine how much water is owed to Loup River Public Power District.	10 years	Obsolete 2008
041-015-011-000-000-000-000	WATER ADMINISTRATION - NOTICES	Includes closing, opening and regulating notices which are sent to surface water appropriations during times of shortages. Created from the Department's databases.	10 years	
041-015-012-000-000-000-000	WATER ADMINISTRATION - PLATTE WATER ACCOUNTING PROGRAM DATABASE	Compilation of data taken from the surface water rights data, the stream flow measurements data, the canal diversions data and tracks water through the North Platte and Platte River system.	Update as needed; permanent	Contact the DNR Records Officer for current copy of the DNR Backup and Recovery Policy and schedules, see MANAGEMENT SERVICES - INFORMATION TECHNOLOGY, DISASTER RECOVERY PLAN, item 041-006-002
041-015-013-000-000-000-000	WATER ADMINISTRATION - PLATTE WATER ACCOUNTING PROGRAM RUN (PWAP)	Used in the administration of natural flow streams for Wyoming and Nebraska. Daily reports are printed from database of the amounts and source of water in the river and amounts and kind of water diverted by canals.	Permanent	Maintained as directed by the U.S. Supreme Court
041-015-014-000-000-000-000	WATER ADMINISTRATION - PUMP RECORD BOOK (IRRIGATION)	Booklet sent to farmers by Department to be completed during the irrigation season. Lists pumping time in hours, number of sprinklers, pound of pressure and acre feet irrigated daily. Booklet is returned to Department at the end of the season and is used in compiling reports.	10 years	
041-015-015-000-000-000-000	WATER ADMINISTRATION - REPUBLICAN RIVER IRRIGATION REPORTS	Reports mailed to the individual appropriators for them to report the number of acres irrigated and the amount of water diverted as shown on their meter reports.	Permanent	
041-015-016-000-000-000-000	WATER ADMINISTRATION - RESERVOIRS	Contains reports on the amount of water in reservoirs.	10 years	
041-015-017-000-000-000-000	WATER ADMINISTRATION - WATER SUPPLY, WYOMING	Includes daily information received from the U.S. Bureau of Reclamation (USBR) about water supply and deliveries from the reservoirs in Wyoming.	5 years	
42-3-10	OWNERS OF PERMITS CARD FILE	information includes owner, address, date filed, permit number, and notes on action taken prior to registration.	Immediate disposal	Obsolete 1984

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
42-3-15	WELL REGISTRATION PRINTOUT	Computer printouts of well registration information listed by registration number, by county/legal order, and owners last name, first name order.	Immediate disposal	Obsolete 2013
42-6-1	FEE BOOK	Receipt record book. Lists receipt number, date, name, registration application or permit number and amount.	Immediate disposal	Obsolete 2005
41-6-4	MAP TRACING	Tracings of the Topographic Manuscripts. Positive Prints are made from these tracings.	Immediate disposal	Obsolete 2006
41-6-5	PHOTOGRAPHIC PLATES	Glass photographic plates made from the Aerial Photograph Negatives. These glass plates are used to make Topographic Manuscripts.	Immediate disposal	Obsolete 2006

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.

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