

Schedule 50-0

**GAME AND PARKS
COMMISSION**

GENERAL RECORDS

May 4, 2010

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

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

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

SCHEDULE 50-0
AGENCY, BOARD OR COMMISSION GAME AND PARKS COMMISSION
DIVISION, BUREAU OR OTHER UNIT GENERAL RECORDS
Supersedes Edition of February 26, 1990

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>Rex Omark</i>	
TITLE <i>Director</i>	DATE <i>4/27/2010</i>

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 <i>Gayle Koertgen</i>	DATE <i>4/29/2010</i>
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PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

SIGNATURE <i>Deann Haffner</i>	DATE <i>4/29/10</i>
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PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE <i>Jim A. Lane</i>	DATE <i>May 4/2010</i>
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RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review 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**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. 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 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 50-0 – GAME AND PARKS COMMISSION – GENERAL RECORDS

50-0-1 APPLICATIONS (FOR PERMITS OR BOAT CERTIFICATES)

The following application forms allow the public to request permits to hunt or to acquire boat registrations. Permits to hunt big game are granted to those applicants who meet the requirements in Game and Parks Commission policy. May include applications such as Deer-firearm permit, Deer-archery permit, Antelope-firearm permit, Antelope-archery permit, Turkey-firearm permit, Turkey-archery permit, disabled veteran permit, application for boat number and certificate, etc.

Dispose of at the discretion of the responsible Division Administrator; provided audit has been completed on the permits for which fees are charged.¹

50-0-2 FISH AND HUNT PERMITS (ISSUED AND UNISSUED PERMITS/PERMIT BOOKS)

Various permits are sold to the public through vendors located throughout the state. May include such permits as Resident Fish, Resident Hunt, Resident Hunt and Fish, Non-Resident Hunt, Annual Non-Resident Fish, 3-Day Non-Resident Fish, Resident Permit to Trap, Upland Game Bird Stamp, Habitat Stamps, Game Farmer's Sale Permit, etc. The servers for the on-line permit process are located and maintained by the OCIO (Office of the Chief Information Officer). Back-ups follow the disaster recovery in Schedule 124 – GENERAL RECORDS FOR STATE AGENCIES, Item 124-8-2.

PERMITS/PERMIT BOOKS: Dispose of at the discretion of the responsible Division Administrator, provided audit has been completed.¹

ELECTRONIC RECORD: Dispose of at the discretion of the responsible Division Administrator, provided audit has been completed.¹

UPLAND GAME BIRD STAMPS, TROUT STAMPS AND HABITAT STAMPS: Retain one book each year for historical records; dispose of all other copies at the discretion of the responsible Division Administrator.

50-0-4 MONTHLY RECAP SHEET

Compilation of information from Employee Activity Reports.

Dispose of after 3 years, provided audit has been completed.¹

50-0-5 NOTICE OF DENIAL OF SPECIAL HUNTING PERMITS

Notices informing applicants of the denial of their request for special hunting permits.

Dispose of after 1 year.

50-0-6 PERMIT VENDOR INVOICE BOOKS

The permit vendor invoice is used in the initial distribution of the various permits as listed to the vendors in the State. The original and second copy are sent to the vendors, while the third copy is retained. When the vendor receives his permits, he signs the original invoice and returns it to the Permit Section at the Game and Parks Commission. The second copy is kept by the vendor.

USED INVOICES: Dispose of after 3 years, provided audit has been completed.¹

UNUSED INVOICES: Dispose of after audit has been completed.¹

50-0-7 SUMMONS RECORD

Law enforcement officers in the field send in information concerning individuals cited for violation of State game laws.

Dispose of after 2 years, provided audit has been completed.¹

DELETED RECORDS
50-0-3 LEDGER SHEETS (OBSOLETE)

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 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, 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