

Schedule 57

DEPARTMENT OF VETERANS' AFFAIRS

November 16, 2009

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
57
AGENCY, BOARD OR COMMISSION DEPARTMENT OF VETERANS' AFFAIRS
DIVISION, BUREAU OR OTHER UNIT
Supersedes Edition of May 25, 2000

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

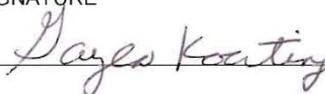
PART I – AGENCY STATEMENT:

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	
TITLE	DIRECTOR, NDVA
DATE	NOV 5 2009

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		DATE	11/6/2009
-----------	---	------	-----------

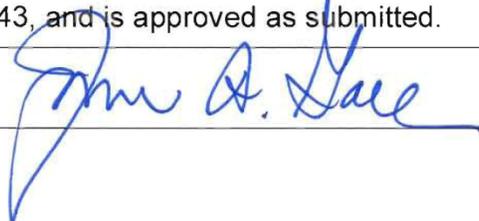
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

SIGNATURE		DATE	11/9/09
-----------	---	------	---------

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		DATE	11/16/09
-----------	---	------	----------

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**

INDEX

SCHEDULE 57 DEPARTMENT OF VETERANS' AFFAIRS

	Item	Page
<u>GENERAL RECORDS</u>	57-1	5
APPLICATIONS FOR TUITION CREDIT	57-1-1	5
COUNTY SERVICE OFFICES FILES	57-1-2	5
DAILY REGISTER – VETERANS AID FUND.....	57-1-3	5
DISCHARGE RECORDS.....	57-1-4	5
GRAVE REGISTRATION CARDS.....	57-1-5	5
KOREA AND VIETNAM DISCHARGE RECORDS	57-1-6	6
NEBRASKA VETERANS AID FILES.....	57-1-7	6
NEBRASKA VETERANS HOME APPLICATION FILES	57-1-8	6
POST VIETNAM DISCHARGE RECORDS.....	57-1-9	6
RECORDS DISPOSITION REPORT (BLANK FORM)		8
STATEMENT OF SERVICE WORLD WAR II (OSSR FORM 4).....	57-1-10	6
WAIVER OF TUITION FILES	57-1-11	6
WAR CASUALTY CARD FILE.....	57-1-12	7
WORLD WAR I DISCHARGE RECORDS.....	57-1-13	7
WORLD WAR II DISCHARGE RECORDS.....	57-1-14	7
<u>STATE SERVICE OFFICES</u>	57-2	7
CORRESPONDENCE FILES/VETERANS.....	57-2-1	7
INDEX CARDS/VETERANS' CORRESPONDENCE (OBSOLETE)..	57-2-2	7
<u>DELETED RECORDS</u>		7

SCHEDULE 57

DEPARTMENT OF VETERANS' AFFAIRS

57-1 GENERAL RECORDS

57-1-1 APPLICATIONS FOR TUITION CREDIT

Typical file contains a copy of the numbered application. Veterans' Affairs certifies the number for each Reservist application. Cannot exceed 200 per year.

Dispose of after 5 years, provided audit has been completed.¹

57-1-2 COUNTY SERVICE OFFICES FILES

County files usually consist of: Quarterly Reports of County Veterans Service Office (DVA Form 8) Appointment information and miscellaneous correspondence.

QUARTERLY REPORTS: Dispose of after 5 years (Obsolete 2006).

RELATED MISCELLANEOUS CORRESPONDENCE: Dispose of after 2 years.

APPOINTMENT INFORMATION: Dispose of 30 days after Service Officer is replaced.

57-1-3 DAILY REGISTER - VETERANS AID FUND

Log book is kept on each application that comes in seeking veterans' aid. The book records the date, decision and amount of aid determined.

Dispose of after 5 years, provided audit has been completed.¹

57-1-4 DISCHARGE RECORDS

The discharge records for any individual that served in the Armed Forces of the United States. Include but not limited to: DD-214-Report of Separation from Armed Forces of the United States; DD-215-Correction to DD-214; SS Form 6-Request for Duplicate Registration Certificate or Notice of Classification; Form 1300 Report of Casualty; SSS Form 721-Transcript of Military Record; DSS Form 166-Home Address Report; NSS Form No. 64-Army of the United States Honorable Discharge; NAV PERS-553-Notice of Separation from United States Naval Services; WD AGO Form 53-55-Enlistment Record and Report of Separation, Honorable Discharge Certificate; D.S.S. Form 167-Report of Separation, Statement of Service World War II (OSSR Form 4); World War I period are made up of a series of 4 x 6 and 3 x 5 cards broken down alphabetically under the following categories: All Service; Marine Corps, including casualties; Army enlisted casualties; Army officers; Army nurses, including casualties; Army officer casualties; and Army enlisted.

ORIGINAL RECORD: Microfilm and destroy.

ELECTRONIC RECORD: Retain permanently.

CD WORK COPY: Dispose of after 5 years.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

57-1-5 GRAVE REGISTRATION CARDS

Cards (3 x 5) indicate burial plots of veterans from the Civil War to present.

ORIGINAL RECORD: Microfilm and destroy.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

**57-1-6 KOREA AND VIETNAM DISCHARGE RECORDS
(SEE ITEM 57-1-4)**

57-1-7 NEBRASKA VETERANS AID FILES

Files are for Nebraska veterans or their dependents in need of emergency financial aid. A typical file may contain: Application for Aid, Nebraska Veterans Aid Fund; Summary sheets; Copy of discharge; Allowance Sheet, related financial information.

VETERANS WITH DEPENDENTS: Dispose of 15 years after last activity, provided audit has been completed or when all dependants are no longer eligible, whichever is sooner.¹

VETERANS WITHOUT DEPENDENTS: Dispose of after veteran is deceased, provided audit has been completed or 15 years after last activity, whichever is sooner.¹

DISCHARGES: ORIGINAL RECORD: Microfilm and destroy.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

57-1-8 NEBRASKA VETERANS HOME APPLICATION FILES

Typical file contains: Application; Financial Report (annual or more often as needed); I & R Form; BM-13A - Member financial report adjustment, Release or expiration of veteran, letter from the Veterans home; Discharge of veteran from the service, other correspondence/communications to include written and electronic correspondence/communications, voicemail and instant messaging. Filed alphabetically, the Veterans Home has the original files of the veterans accepted in the home. Veteran and/or spouse are eligible to be admitted to the Veterans Home.

ORIGINAL APPLICATION/RELATED DOCUMENTS: Forward to the applicants preferred Veterans Home.

COPY OF FILE: Dispose of 2 years after transfer of original file to Veterans Home, or after eligible veteran and/or widow(er) is deceased, whichever is sooner.

DISCHARGES: ORIGINAL RECORD: Microfilm and destroy.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

57-1-9 POST VIETNAM DISCHARGE RECORDS (SEE ITEM 57-1-4)

**57-1-10 STATEMENT OF SERVICE WORLD WAR II (OSSR Form 4)
(SEE ITEM 57-1-4)**

57-1-11 WAIVER OF TUITION FILES

Typical file may contain: Application for Waiver of Tuition Form from the Veteran's Child or Spouse; Copy of Discharge of the Veteran; Copies of all Waivers; Affidavit on Residence of Applicant, Birth Certificate, Death Certificate, School Eligibility Certificate.

DISCHARGES: ORIGINAL RECORD: Microfilm and destroy.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

VETERAN'S CHILDREN FILE: Dispose of 15 years after last activity, provided audit has been completed.¹

VETERAN'S SPOUSE FILE: Dispose of after spouse's death or 15 years after last activity, whichever is sooner, provided audit has been completed.¹

57-1-12 WAR CASUALTY CARD FILE

Cards (3 x 5) list war casualties of Nebraska for World War II, Korea and Vietnam. Cards give name, rank and branch of service.

ORIGINAL RECORD: Microfilm and destroy.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

57-1-13 WORLD WAR I DISCHARGE RECORDS (SEE ITEM 57-1-4)

57-1-14 WORLD WAR II DISCHARGE RECORDS (SEE ITEM 57-1-4)

57-2 STATE SERVICE OFFICES

57-2-1 CORRESPONDENCE FILES/VETERANS

Correspondence from the veterans or their service office regarding any problem with a claim, copies of submission forms indicating documents sent to Veterans' Administration, and a power of attorney form naming the State Service Office as their representative.

The service office represents the veteran and works with the Veterans' Administration to work out any problems.

Dispose of 2 years after the eligible veteran and/or widow(er) is deceased or has transferred to another state, OR, after the power of attorney is revoked, OR, after the last activity, whichever is sooner.

57-2-2 INDEX CARDS/VETERANS' CORRESPONDENCE (OBSOLETE 2008)

Index cards (3 x 5) list the name, address and claim number for the veteran.

Immediately dispose of obsolete records.

DELETED RECORDS

57-1-15 TUITION LOAN LEDGER CARDS (OBSOLETE 2000)

57-1-16 VETERANS TUITION LOAN FILES (OBSOLETE 2000)

57-1-8 ON-THE-JOB TRAINING AND APPRENTICESHIP FILES (OBSOLETE 2000)

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.

--

DATE	SIGNATURE
------	-----------

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