Schedule 72-3

DEPARTMENT OF BANKING AND FINANCE

INSTALLMENT LOAN AND SALES FINANCE COMPANIES

January 6, 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	SCHEDULE 72-3
	AGENCY, BOARD OR COMMISSION DEPARTMENT OF BANKING AND FINANCE
TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	DIVISION, BUREAU OR OTHER UNIT INSTALLMENT LOAN AND SALES FINANCE COMPANIES
	Supersedes Edition of January 4, 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	
TITLE Director	DATE December 16, 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
Gayle Koeting	12/18/2009

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
Deann Haffner	12/18/09

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
John D. Gale	1/4/10

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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INSTALLMENT LOAN AND SALES FINANCE COMPANIES

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SCHEDULE 72-3 – DEPARTMENT OF BANKING AND FINANCE – INSTALLMENT LOAN AND SALES FINANCE COMPANIES

72-3-1 INSTALLMENT LOAN COMPANIES

72-3-1-1 CORPORATE FILES (FORMERLY COMPANY FILES)

Files include applications for license, surety bonds, receipts for fees, correspondence, Orders for change of address or for cancellation of the license, copies of annual reports filed by licensee, copies of renewal applications and licenses, and a Financial or Operating Statement.

Transfer previous renewal applications and financial statement to State Records Center as needed; dispose of 6 years after cancellation or expiration of last license issued.

72-3-1-2 CORRESPONDENCE FILES

Files include correspondence for the calendar year indicated, licensee response to each examination and the Report of Officials (list of officers).

Transfer to the State Records Center after 1 year; dispose of after 10 years.

72-3-1-3 EXAMINATION FILES

Files include Reports of Examination conducted as of the close of business during the calendar year indicated.

Transfer all but the two most recent state and federal examinations to State Records Center annually; dispose of 10 years after examination date.

72-3-1-4 EXAMINATION ASSESSMENT/LICENSE RENEWAL REGISTER

COMPANY FILES: See item 72-3-1-1 or 72-3-2-1.

FEE PAYMENTS: See Retention Schedule 124 General Records for State Agencies – item 124-3-52.

72-3-1-5 EXAMINER WORK PAPERS

Files contain original documentation and raw data gathered by field examiners during the process of examination. Such documentation includes individual loan analyses, daily statements, balance sheets and general ledger figures.

ORIGINAL RECORD: Scan to network and dispose of after 60 days OR transfer to the State Records Center as needed; dispose of 10 years after examination date.

ELECTRONIC RECORD: Dispose of 10 years after examination date.

72-3-1-6 HEARING FILES WITH TRANSCRIPTS

Files may include Notice of Publication, Proof of Publication, protests to granting of application, hearing transcripts and exhibits.

Transfer to the State Records Center after 5 years; dispose of after 20 years, subject to review by the State Archives for possible accession.

72-3-2 SALES FINANCE COMPANIES

72-3-2-1 CORPORATE FILES (FORMERLY COMPANY FILES)

Files include applications for license, surety bonds, receipts for fees, correspondence, audited Corporate Financial Statements and/or parent company's audited Corporate Financial Statements, copies of original license and Renewal licenses, Renewal application and original written consent of the registered agent.
Transfer previous renewal applications and financial statements to the State Records Center as needed; dispose of 6 years after cancellation or expiration of last license issued.

72-3-3 BACK-UP COPIES OF ELECTRONIC RECORDS

The Department of Banking & Finance contracts with the Office of the Chief Information Officer (OCIO) to provide back-up services for electronic records. The data is only to be used for the purposes of business continuity which includes disaster recover (not for archiving). Tapes will be maintained by the OCIO, then overwritten or destroyed following retention requirements found in Schedule 124 – General Records for State Agencies, items 124-8-2 & 124-8-3.

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