

# **Schedule 73**

# **BOARD OF BARBER EXAMINERS**

**July 11, 2013**

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

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

SCHEDULE

**73**

AGENCY, BOARD OR COMMISSION

**BOARD OF BARBER EXAMINERS**

DIVISION, BUREAU OR OTHER UNIT

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

**Supersedes Edition of May 6, 2005**

**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

*Ronald J. Lee*

TITLE

*Director*

DATE

*6/27/2013*

**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 Kocurek*

DATE

*6/28/2013*

**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 Hauffman*

DATE

*7/2/2013*

**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

*John A. Lee*

DATE

*7/11/13*

## 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 2<sup>nd</sup> 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 73  
BOARD OF BARBER EXAMINERS**

July 11, 2013

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

Supersedes Edition of May 6, 2005

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
073-001-000-000-000-000-000	BARBER SCHOOL - APPLICATION FOR LICENSE TO OPERATE A SCHOOL OF BARBERING	Application submitted to the Board of Barber Examiners requesting license to conduct a school or college of barbering.	15 years after issuance or denial of license	
073-002-000-000-000-000-000	BARBER SCHOOL - ASSISTANT INSTRUCTOR APPLICATION	Application of a licensed barber who wishes to become an assistant instructor in a barbering school. Record includes date and state of current barbering license, college credit earned location of college, and statements of intent for continuing education.	After achievement of instructor status OR 6 years (whichever is sooner)	
073-003-000-000-000-000-000	BARBER SCHOOL - BONDS	Affidavit attesting that a barbering school or college continuously maintains a surety bond, as required by state statutes.	10 years after release, replacement, or expiration	Exceptions - Nebr. Rev. Stat. §71-208.04
073-004-000-000-000-000-000	BARBER SCHOOL - INSPECTION REPORT	Annual inspection report of the prescribed sanitary requirements for a school or college of barbering. A written report of each such inspection is left with the school and a copy is filed in the Examiner's Office.	5 years after all violations have been corrected	
073-005-000-000-000-000-000	BARBER SCHOOL - OUTLINE OF CURRICULUM	Synopsis of the course and practical study being offered at a barber school or college. This material must be approved by the Examining Board before being offered as part of instruction.	Superseded	
073-006-000-000-000-000-000	BARBER SCHOOL - STUDENT HOURS EARNED AND CLINICAL SERVICES PERFORMED	Index card of monthly student hours and clinical services performed.	<b>LICENSED:</b> After graduation, data entry to GENERAL - STUDENT HOURS, INDEX, item 073-021 and dispose of after all licensing requirements have been met <b>NOT LICENSED:</b> After 30 days, data entry to GENERAL - STUDENT HOURS, INDEX, item 073-021 and destroy	
073-007-000-000-000-000-000	BARBER SHOP - INSPECTION (CHANGE OF LOCATION)	Application for the inspection of a barber shop change of location. Form lists information relative to the ownership, equipment and physical characteristics of the facility and is signed by the barber shop owners and notarized.	5 years after barber shop ceases operation	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
073-008-000-000-000-000-000	BARBER SHOP - INSPECTION (NEW LICENSE)	Application for the inspection of a new barber shop prior to receiving a Barber Shop License. Form lists information relative to the ownership, equipment, and physical characteristics of the facility, signed by the barber shop owners and notarized.	5 years after barber shop ceases operation	
073-009-000-000-000-000-000	BARBER SHOP - INSPECTION LOG SHEET	Record of the total number of barber workstations and/or shops inspected during the fiscal year. This information is used to prepare the Annual Report to the Governor. Data includes: licensee's name, date inspected, units inspected, compliance issued, violation issued, license number, city, etc.	5 years after completion of the annual report	
073-010-000-000-000-000-000	BARBER SHOP - INSPECTION REPORT	Annual inspection report of the prescribed sanitary requirements for barber shop. A written report of each such inspection is left with the barber shop and a copy is filed in the Examiner's Office.	5 years after all violations have been corrected	
073-011-000-000-000-000-000	BARBER SHOP - TRANSFER REGISTRATION NUMBER	Application is made to transfer barber shop registration number to another owner. Information includes: name and address, shop manager/supervisor, days and hours of operation, and is signed by applicant and notarized. Also contains a release of Certificate of Registration for Transfer.	5 years after barber shop ceases operation	
073-012-000-000-000-000-000	BI-ANNUAL LICENSING REPORT/LIST	Report and/or list generated for the Nebraska State Historical Society on all current barber shop licenses and booth rental permits issues on or before June 30th of each even-numbered year.	ELECTRONIC RECORD: Transfer to the State Archives	Contact State Archives to negotiate transfer
073-013-000-000-000-000-000	COMPLAINT FORMS	Formal form used to submit complaints to the board regarding licensed barbers, instructors or owner of a barber shop or school.	After resolution by public hearing OR 2 years after last activity (whichever is sooner)	
073-014-000-000-000-000-000	GENERAL - CALL BACK INSPECTION FORM	Form used when an inspector has to re-inspect a barber shop or barber school to determine if a violation has been corrected. A fee is assessed to the barber or barber shop owner for the callback inspection.	5 years after inspection	
073-015-000-000-000-000-000	GENERAL - DEPOSIT RECEIPTS	Verification of renewal fee payments from all licensees. Computer report consists of received date, license number, renewal receipt number and total amounts paid, found in the database.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
073-016-000-000-000-000-000	GENERAL - MASTER MAILING LIST	Computer reports consist of barber shops, barbers, barber schools and barber instructors.	<b>ORIGINAL REPORT: Superseded OR obsolete (whichever is sooner)</b> <b>ELECTRONIC RECORD: Superseded OR obsolete (whichever is sooner)</b>	
073-017-000-000-000-000-000	GENERAL - NOTICE OF PUBLIC HEARING	Notice of public hearings of the Board of Barber Examiners to resolve point(s) in question. Information includes purpose of hearing, time, place and concerned parties.	<b>2 years after date of hearing</b>	
073-018-000-000-000-000-000	GENERAL - PETITIONS	Formal list of registered barbers, representing a substantial portion of the profession, petitioning the Nebraska Board of Barber Examiners to give consideration to or investigate a particular issue.		See GENERAL - TRANSCRIPT OF HEARING, item 073-021
073-019-000-000-000-000-000	GENERAL - RENEWAL BOOK	Listing of renewal activity for barbers, barber shops, instructors, assistants and schools. Information may include add-ons, fees or prices, receipt number, renewal number, etc.	<b>5 years</b>	
073-020-000-000-000-000-000	GENERAL - ROUTE HISTORY REPORTS	Annual report contains shop name and owner, license number, date of last inspection, rating received, compliance and violations issued and inspection comments.	<b>ORIGINAL REPORT: Superseded</b> <b>ELECTRONIC RECORD: Superseded</b>	
073-021-000-000-000-000-000	GENERAL - STUDENT HOURS, INDEX	Index of barber students, school of enrollment and the total number of accredited hours.	<b>ORIGINAL REPORT: After all licensing requirements are met</b> <b>ELECTRONIC RECORD: After all licensing requirements are met</b>	
073-022-000-000-000-000-000	GENERAL - TRANSCRIPT OF HEARING	Original transcript of public hearing before the Board of Barber Examiners. Record includes attending board members, counsel, defendant, Notice of Public Hearing, Petition, testimony, exhibits, transcribers' certificate and receipt of postal delivery.	<b>15 years after date of hearing</b>	
073-023-000-000-000-000-000	GENERAL- RENEWAL NOTICE	Notification to licensee of the expiration date and fees for license renewal.	<b>5 years</b>	
073-024-000-000-000-000-000	PROFESSIONAL LICENSURE - EXAMINATION BOOKLETS AND ANSWER SHEETS	Quarterly written test to determine the educational fitness of barber applicants and registered barber instructor applicants.	<b>2 years after examination</b>	
073-025-000-000-000-000-000	PROFESSIONAL LICENSURE - EXAMINATION GRADE SHEETS	Record of practical examination grades administered to barber and barber instructor applicants.	<b>Data entry grades into PROFESSIONAL LICENSURE - LICENSE OF BARBERS LOGBOOK, item 073-027 and destroy</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
073-026-000-000-000-000-000	PROFESSIONAL LICENSURE - EXAMINATION QUESTIONS	Written examination questions are administered by the Board of Barber Examiners for licensing registered barbers and instructors.	<b>EACH EXAMINATION ADMINISTERED: Retain one set of questions 10 years OR 5 years after superseded (whichever is later)</b>	
073-027-000-000-000-000-000	PROFESSIONAL LICENSURE - JACKETS	Confidential jacket containing essentially the same documents for all barbers. Jacket cover data may include license number, profession, name, address, school, graduation date, examination dates, date of certification, and remarks. Documents within the jacket may include: photographs of applicant, Application for Certificate to Practice Barbering, Examination Report, Student Entrance Notification, Examination Identification Card, Barbering School Diploma (copy), High School Diploma (copy), Birth Certificate (copy), etc.	<b>After verification of death OR 100 years after date of birth (whichever is sooner)</b>	
073-028-000-000-000-000-000	PROFESSIONAL LICENSURE - LICENSE OF BARBERS LOGBOOK	Record of registered barbers by license number. Information includes: license number, name, address, barbering school, graduation date, examination date and grades, license issuance date, etc. For instructors, the license number, name, address, examination date, grades and license issuance date are listed.	<b>ORIGINAL RECORD:</b> Microfilm for security, permanent <b>SECURITY MICROFILM:</b> Transfer to the State Records Center <b>MICROFILM WORK COPY:</b> Permanent	
73-1-4	LICENSE LISTING	Listing of active and inactive barbers.	<b>Immediate disposal</b>	Obsolete record - 2000

# RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	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.)**

<b>Container</b>	<b>Cubic Feet</b>	<b>Weight (lbs)</b>	<b>Sheets of Paper (8.5" x 11")</b>	<b>Electronic Data Equivalent</b>
			<b>1</b>	<b>20 Kb</b>
			<b>52</b>	<b>1 Mb (1024 Kb)</b>
			<b>53,687</b>	<b>1 Gb (1024 Mb)</b>
<b>N/A</b>	<b>N/A</b>	<b>2,204 lbs (1 metric ton)</b>	<b>220,000</b>	<b>4.1 Gb</b>
<b>Records center carton</b>	<b>1 Cu. Foot</b>	<b>16.66 lbs</b>	<b>1,667</b>	<b>32 Mb</b>
<b>Vertical File Cabinet, 4 drawer letter- size</b>	<b>6 Cu. Feet</b>	<b>100 lbs</b>	<b>10,000</b>	<b>190 Mb</b>
<b>Vertical File Cabinet, 4 drawer legal- size</b>	<b>8 Cu. Feet</b>	<b>133.3 lbs</b>	<b>13,333</b>	<b>254 Mb</b>
<b>About a pickup load</b>	<b>50 Cu. Feet</b>	<b>7,500 lbs</b>	<b>748,638</b>	<b>14 Gb</b>