

Schedule 79

STATE TREASURER

April 7, 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
79
AGENCY, BOARD OR COMMISSION
STATE TREASURER
DIVISION, BUREAU OR OTHER UNIT
Supersedes Edition of December 22, 1994

**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	State Treasurer
DATE	3/29/2010

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	3/30/2010
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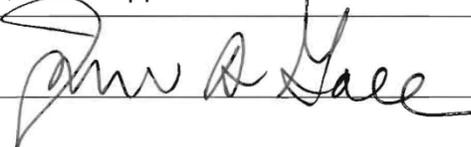
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

SIGNATURE		DATE	4/2/10
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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		DATE	4/7/10
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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 79 – STATE TREASURER

79-1 ACCOUNTING RECORDS

79-1-3 ACH NOTICE OF CHANGE AND RETURNED REPORTS

Information regarding changes of bank information relating to recipients of state payments. Also includes information pertaining to payments returned to state for various reason.

ORIGINAL RECORD: Dispose of after 7 years, provided audit has been completed.¹

ELECTRONIC RECORD: Dispose of after 7 years.

79-1-5 ALL BANK STATEMENTS

Records relating to the reconciliation of the states several depository accounts.

ORIGINAL RECORD: Dispose of after 7 years.

ELECTRONIC RECORD: Dispose of after 7 years.

79-1-6 BAD CHECK ADVICES

Detailed listing of each bad check.

Dispose of after 7 years.

79-1-7 BANK CREDIT AND DEBIT ADVICES – ADJUSTMENTS (FORMERLY BANK CREDIT AND DEBIT ADVICES)

Listing from various bank accounts and the amount that has been credited or debited.

Dispose of after 7 years following the end of the fiscal year to which the record pertains, provided audit has been completed.¹

79-1-9 BANK WIRE TRANSFERS AND ELECTRONIC FUND TRANSFERS (FORMERLY CLEARING BANK WIRE TRANSFERS AND ELECTRONIC FUND TRANSFERS)

Each day's activity relating to the transferring of funds between the State's bank accounts and into OIP, including the daily posting packet.

Dispose of after 7 years.

79-1-10 ELECTRONIC WARRANT CLEARING FILES (FORMERLY WARRANT TAPES)

Electronic files received from banks, reporting the dollar amount of State Warrants processed that day.

Dispose of after 7 years, provided audit has been completed.¹

79-1-11 END OF MONTH ALLOCATIONS (FORMERLY WORKSHEETS)

Various Excel worksheets used in the computation of reports or information projects.

PAPER COPY: Dispose of after 10 years.

ELECTRONIC RECORD: Dispose of 10 years after the completion and acceptance of final report, provided project and audit has been completed.¹

79-1-12 FORGERY FILES

Includes copy of affidavit, claim supplementary form, copy of forged warrant, correspondence, etc.

Dispose of 10 years after release date.

**79-1-13 INTRASTATE BILLING TRANSACTION (IBT) DOCUMENT
(FORMERLY INTRASTATE TRANSACTION DOCUMENT
(DAS-02-12))**

Form records the revenues and expenditures associated with goods and/or services provided by one state agency to another state agency or department.

See Schedule 124-General Records for State Agencies, item 124-3-30.

**79-1-14 OPERATING INVESTMENT POOL (OIP) RECORD (FORMERLY
SHORT TERM INVESTMENT POOL - STIP - RECORD)**

Records relating to investments within the OIP. Daily Investment Council faxes to Treasurer's Office regarding purchase and maturity of investments. Copies of information from DAS regarding the OIP and monthly journal entries.

Dispose of after 7 years following the end of the fiscal year to which the record pertains, provided audit has been completed.¹

**79-1-15 RECEIPTS LEDGER/TREASURER'S LEDGER (FORMERLY
DAILY DEPOSIT TAPES)**

Information recorded daily to determine total receipts received by each agency. Record on server and daily ledger packets (Treasurer's ledger, Receipts ledger).

RECEIPTS LEDGER (ELECTRONIC ONLY): Dispose of after 7 years.

TREASURER'S LEDGER:

PAPER COPY: Dispose of after 7 years.

ELECTRONIC RECORD: Dispose of after 7 years.

79-1-16 STOP PAYMENT REQUESTS

Requests from agencies to stop a warrant for various reasons to reissue.

Dispose of after 7 years.

**79-1-18 TREASURER DEPOSIT DOCUMENTS AND JOURNAL ENTRIES
(FORMERLY GENERAL DOCUMENT (DAS-02-11))**

Form used to record receipts, correct entries, and record interfund transactions. The base of these are reports from NIS, but include additional notation and documentation unique to the work performed in the Treasurer's Office.

Dispose of 7 years following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

**79-1-19 TREASURER WARRANT REPORTS (PAYROLL AND
ACCOUNTS PAYABLE)(FORMERLY VALID WARRANTS)**

Daily reports relating to cleared warrant information from clearing banks. This includes warrants rejected for various reasons, an AP/payroll split and complete lists of payroll and AP warrants cleared on given day. The bases of these are reports run from NIS, but include additional notation and documentation unique to the work performed in the Treasurer's office.

ORIGINAL RECORD: Dispose of after 7 years.

ELECTRONIC RECORD: Dispose of after 7 years.

79-1-20 TRUST STATEMENTS (OBSOLETE 2003)

Statement of monies held in trust by the State Treasurer.

Immediately dispose of obsolete records.

**79-1-21 VOUCHER DOCUMENTS/MANUAL PAYMENT DOCUMENTS
(FORMERLY DISBURSEMENT DOCUMENT (DAS-02-09))**

Form initiates payment to vendor for goods and services, employees for reimbursement of expenses, to refund revenue other than to state agencies and other situations where a warrant needs to be issued.

AGENCY COPY: Dispose of after 3 years, provided audit has been completed.¹
ALL OTHER COPIES: Dispose of after no longer of reference value.

79-1-22 WARRANT COPY REQUEST FORMS

Requests submitted from agencies for copies of paid state warrants.

Dispose of 6 months after IBT goes to agency.

**79-1-23 WARRANT REGISTERS/WARRANTS WRITTEN (FORMERLY
WARRANT REGISTERS/WARRANTS WRITTEN NWR 060)**

Listing of all State issued warrants.

ELECTRONIC RECORD: Dispose of after 10 years.

SECURITY MICROFILM: Dispose of after 10 years.

MICROFILM WORKCOPY: Dispose of after 10 years.

79-1-24 WARRANTS

State issued guarantees of payment, which may be one of several types depending on the warrant status.

79-1-24-1 CANCELLED WARRANTS

Warrants which are uncashed and were never issued to the payee.

Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

**79-1-24-2 OUTSTANDING WARRANTS OVER ONE YEAR
OLD (NWR 310-2) (FORMERLY OUTSTANDING
WARRANTS DELETED (INVALID) (NWR 310-2)
(OBSOLETE WITH NIS IMPLEMENTATION,
MARCH 2003)**

Listing of outstanding warrants that are over one year old and are written off into the general fund.

ORIGINAL RECORD (NWR 310-2, NIS R5509315): Dispose of after 50 years, provided audit has been completed.¹

ELECTRONIC RECORD (NWR 310-2): Dispose of after 50 years, provided audit has been completed.¹

**79-1-24-3 OUTSTANDING WARRANTS (VALID) (NWR310) –
(OBSOLETE MARCH, 2003)**

Listing of valid warrants that have not made the paid, cancelled, or void file. Microfiche copy was received until March, 2004, one year after NIS Implementation.

ORIGINAL RECORD: Dispose of after 10 years provided audits of the State Treasurer’s Office and issuing agency have been completed.¹

SECURITY MICROFILM: Dispose of after 10 years provided audits of the State Treasurer’s Office and issuing agency have been completed.¹

MICROFILM WORKCOPY: Dispose of after 10 years provided audits of the State Treasurer’s Office and issuing agency have been completed.¹

79-1-24-4 VOID WARRANTS

Result from irregularities in printing, incorrect numbering (skips), etc. They are stamped VOID across the face of the instrument.

Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

**79-2 NEBRASKA CHILD SUPPORT PAYMENT CENTER
RECORDS**

79-2-1 BACK-UP MATERIAL FOR CHILD SUPPORT PAYMENTS

All paperwork received or generated pertaining to any payments made to the NCSPC. This includes Change of Address Forms, Payment Coupons, Direct Deposit Forms, Autowithdrawl Forms, EPC Forms and Adjustment Forms.

ORIGINAL RECORD: Scan to server, dispose of after 90 days.

ELECTRONIC RECORD: Dispose of after 5 years.

79-2-4 CHILD SUPPORT BAD CHECK ADVICES

Detailed listing of each bad check relating to child support payments.

Dispose of after 5 years.

79-2-5 CHILD SUPPORT BANK CREDIT AND DEBIT ADVICES

Listing of various bank accounts and the amount that has been credited or debited for child support payments.

Dispose of after 5 years.

**79-2-6 CHILD SUPPORT CLEARING BANK WIRE TRANSFERS AND
ELECTRONIC FUND TRANSFERS**

Each day’s activity relating to the transferring of funds to the clearing banks for child support payments.

Dispose of after 5 years.

79-2-7 CHILD SUPPORT DEPOSIT DOCUMENTS AND JOURNAL ENTRIES

Form is used to create or liquidate encumbrances, cancel child support warrants, record child support receipts, correct child support entries, and record interfund transactions. The bases of these are reports run from NIS, but include additional notation and documentation unique to the work performed in the Child Support Payment office.

Dispose of after 5 years following the end of the fiscal year to which the record pertains, provided audit has been completed.¹

79-2-8 CHILD SUPPORT FORGERY FILES

Includes copy of affidavit, claim supplementary form, copy of forged child support warrant, correspondence, etc.

Dispose of 10 years after release date.

79-2-9 CHILD SUPPORT REVENUE DISTRIBUTION REPORTS

Reports of revenue distribution for the State Treasurer's child support disbursements.

Dispose of after 5 years.

79-2-10 CHILD SUPPORT STOP PAYMENT REQUESTS

Requests from individuals to stop child support warrant for various reason to either reissue or cancel.

Dispose of after 1 year following the end of the fiscal year to which the record pertains, provided audit has been completed.¹

79-2-11 CHILD SUPPORT WARRANTS

State issued child support guarantees of payment, which may be one of several types depending on warrant status.

79-2-11-1 CANCELLED CHILD SUPPORT WARRANTS

Child Support warrants which are uncashed and were never issued to the payee.

Dispose of after 1 year following the end of the fiscal year to which the record pertains, provided audit has been completed.¹

79-2-11-2 OUTSTANDING CHILD SUPPORT WARRANTS (VALID)

Listing of valid child support warrants that have not made the paid cancelled, or void file.

Dispose of 2 years following the end of the fiscal year to which the records pertains, provided audit has been completed.²

79-2-11-3 PAID CHILD SUPPORT WARRANTS

Child Support warrants that have been honored for payment.

ORIGINAL RECORD: Scan to server, dispose of 6 months from bank cleared date.

ELECTRONIC RECORD: Dispose of after 10 years.

79-2-11-4 RETURNED CANCELLED – EXPIRED CHILD SUPPORT WARRANTS

Child Support warrants which are uncashed and are cancelled prior to expiration.

Dispose of after 1 year following the end of the fiscal year to which the record pertains, provided audit has been completed.¹

79-2-11-5 VOID CHILD SUPPORT WARRANTS

Result from irregularities in printing, incorrect numbering (skips), etc. They are stamped VOID across the face of the instrument.

Dispose of after 1 year following the end of the fiscal year to which the record pertains, provided audit has been completed.¹

79-2-12 COMPUTER LEDGER RECORDS

Records detail financial information on individual child support related accounts, i.e. banks, agencies, etc. All ledger records will be kept until reconciliation variance is resolved.

ORIGINAL RECORD: Scan to server and dispose of after audit has been completed, subject to review by the State Auditor before disposal.¹

ELECTRONIC RECORD: Dispose of after 5 years or resolution, whichever later.

79-2-13 DAILY DEPOSIT TAPES

Tapes are tabulated daily to determine total child support receipts received. Also all related child support deposit material.

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

79-2-14 DAILY WARRANT CASH LETTER

Cash letters from banks that have processed State issued child support warrants.

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

79-2-15 WARRANT REGISTERS/WARRANTS WRITTEN

Listing of all State issued child support warrants.

ORIGINAL RECORD: Scan to server, dispose of immediately.

ELECTRONIC RECORD: Dispose of after 10 years, provided audit has been completed.¹

79-2-16 WARRANT TAPES

Tapes and reports received from banks, reporting the dollar amount of State Child Support Warrants processed that day.

Dispose of after 1 year following the end of the fiscal year to which the record pertains, provided audit has been completed.¹

79-2-17 WORKSHEETS

Various worksheets used in the computation of reports or information projects.

Dispose of 5 years after the completion and acceptance of final report or project.

79-3 UNCLAIMED PROPERTY RECORDS

79-3-1 AUCTION INVENTORY

Inventory of all items auctioned which includes the appraisal, to whom sold and price, etc.
Dispose of 3 years after sell date, provided audit has been completed.¹

79-3-2 AUDIT REPORTS AND WORKPAPERS

Reports are supplied to holders of unclaimed property summarizing the findings of the compliance audit. The work papers are the supporting documentation detailing the findings that are summarized in the audit report.

ELECTRONIC REMITTANCES: Retain permanently.

PAPER REPORT: Retain permanently.

79-3-3 NEGATIVE PROPERTY FILE

File of companies that have no property to be reported as abandoned.

Dispose of after 3 years due to statutory authority to audit company records, following the end of the fiscal year to which the record pertains, provided audit has been completed.¹

79-3-4 REPORTED PROPERTY FILE

File of companies that have reported property presumed to be abandoned.

ELECTRONIC REMITTANCES: Retain permanently.

PAPER REPORT: Retain permanently.

79-3-5 REPORTED PROPERTY INDEX FILE

Listing of private individuals having unclaimed property as reported by banks, insurance companies, and other firms.

ELECTRONIC REMITTANCES: Retain permanently.

PAPER REPORT: Retain permanently.

79-3-6 UNCLAIMED PROPERTY CUSTODY INDEX

Listing of unclaimed property which is in the custody of the State and stored in the Treasurer's vault.

Dispose of 5 years after property has been claimed or auctioned, provided audit has been completed.¹

79-3-7 UNCLAIMED PROPERTY CUSTODY RECORDS

Unclaimed property which is in the custody of the State and stored in the Treasurer's vault.

OTHER UNCLAIMED PROPERTY: Dispose of 3 years after auction, provided audit has been completed.¹

U.S. SAVINGS BONDS: Retain Permanently.

79-3-8 UNCLAIMED PROPERTY REFUNDS FILE

Records of property that has been claimed and refunded to owners, beneficiaries or heirs.

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

79-4 DISASTER RECOVERY

Back-ups will be performed by the Treasurer's Office for the purpose of disaster recovery. These back-ups are to be maintained for system restoration in the event of a disaster or system failure. They are never to be used or considered for records access or management purposes.

DAILY BACK-UPS: Back-ups occur Monday through Thursday starting at 11:55 p.m. Back-up media will be reused, recycled or deleted after one week.

OFF-SITE BACK-UPS: Back-ups occur on Friday starting at 11:55 p.m. Back-up media will be stored at a secure offsite location for a period of one week, then moved on-site for one week, before being reused, recycled or deleted.

WEEKLY BACK-UPS: Back-ups occur on Saturday starting at 11:55 p.m. Back-up media will be stored on-site. Back-up media will be reused, recycled or deleted after one calendar month.

MONTHLY BACK-UPS: Back-ups occur on the first Saturday of each month starting at 11:55 p.m. Back-up media will be stored at a secure off-site location for a period of six months before being reused.

DELETED RECORDS

- 79-1-1 BATCH CONTROL (FORM) (DAS 02-16) (OBSOLETE WITH NIS IMPLEMENTATION, DECEMBER 2002)
- 79-1-2 COMPUTER LEDGER RECORDS (OBSOLETE WITH NIS IMPLEMENTATION, DECEMBER 2002)
- 79-1-4 DAILY WARRANT CASH LETTER (OBSOLETE 2005)
- 79-1-8 INVESTMENT AND TRANSFER LOGBOOK (OBSOLETE 1996)
- 79-1-17 REVENUE DISTRIBUTION REPORTS (OBSOLETE WITH NIS IMPLEMENTATION, DECEMBER 2003)
- 79-2-2 LEGAL NOTICES FILE (OBSOLETE JULY 2003)
- 79-2-3 NOTIFICATION LETTER, RETURNED (OBSOLETE JULY 2003)

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
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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