

Schedule 87

ACCOUNTABILITY AND DISCLOSURE COMMISSION

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 NUMBER	87
AGENCY, BOARD OR COMMISSION	Accountability and Disclosure Commission
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of February 3, 1998	

**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	Executive Director	DATE June 24, 1999

PART II - ARCHIVAL APPROVAL

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 *	Andrea I. Faling	DATE June 25, 1999
	STATE ARCHIVIST	

PART III - APPROVAL BY 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 *		
	ADMINISTRATOR	DATE 7-1-99

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, regardless of the media on which they reside. 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. 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 Consultant 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 Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that 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 Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, 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 87 - ACCOUNTABILITY AND DISCLOSURE COMMISSION

87-11 AUDIT FILES

Files pertaining to audits performed by staff auditors, both in office and field audits.
Dispose of 3 years after committee has dissolved or candidate has left office, whichever applies.

87-19 CFLA (CAMPAIGN FINANCIAL LIMITATIONS ACT) FORMS

All reports filed in conjunction with the Campaign Financial Limitations Act.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-1 CAMPAIGN STATEMENTS

Committee CAMPAIGN STATEMENTS showing committee receipts and expenditures pursuant to the Political Accountability and Disclosure Act. Includes separate statements for political parties and all other political committees. These records are duplicated in the offices of the election commissioners or county clerks.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-16 CAMPAIGN STATEMENTS OF INDEPENDENT COMMITTEES

CAMPAIGN STATEMENT OF INDEPENDENT COMMITTEES provides a reporting mechanism for Independent Committees (a political committee other than a candidate, ballot question, or political party committee) pursuant to the provisions of Nebraska Statute § 49-1455.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-15 CAMPAIGN STATEMENTS OF POLITICAL PARTY COMMITTEES CAMPAIGN

STATEMENT OF POLITICAL PARTY COMMITTEES provides a reporting mechanism for Political Party Committees (a state, central, district, or county committee of a political party) pursuant to the provisions of Nebraska Statute § 49-1455.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly; Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-17 COMPLAINTS

COMPLAINTS are documents that contain the sworn complaints of individuals who allege that violations have occurred which precipitate an investigation by the Commission.

Dispose of one year after investigation is completed.

87-21 CONTRACTUAL INTEREST STATEMENT

Forms provided by the Nebraska Political Accountability and Disclosure Commission for governmental officers to file with the custodian of the records (usually a city or county clerk) in the respective jurisdiction where original contracts are filed. There is no requirement to file with the Nebraska Political Accountability and Disclosure Commission.

Dispose of upon receipt.

87-12 EDUCATIONAL MANUALS

Manuals developed by the agency designed for education of candidates, treasurers, political action committees and lobbyists. Manuals of both a general nature and those specifically for a given election.

Dispose of after superseded or after the pertinent election is completed, whichever is sooner.

87-22 EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS DISCLOSURE STATEMENT

Forms provided by the Nebraska Political Accountability and Disclosure Commission for governmental officers to file with the custodian of the records (usually a city or county clerk) in the respective jurisdiction where the governmental officer has the authority to hire, recommend the hiring, or possibly the direct supervision of an immediate family member. There is no requirement to file with the Nebraska Political Accountability and Disclosure Commission.

Dispose of upon receipt.

87-2 FINANCIAL INTEREST STATEMENTS

Statements of financial interest of public officials or employees which are required to be filed by the Political Accountability and Disclosure Act. Includes original filing and updates. These records are duplicated in the offices of the election commissioners or county clerks.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-18 LOBBYIST REPORTS

The following reports are duplicative reports filed with the Commission. These reports have also been filed with the Clerk of the Legislature who assumes control of the original record:

APPLICATION FOR REGISTRATION AS A LOBBYIST
NEBRASKA REGISTERED LOBBYIST MONTHLY AND INTERIM REPORT
NEBRASKA PRINCIPAL MONTHLY AND INTERIM REPORT
NEBRASKA LOBBYIST STATEMENT OF ACTIVITY
EXEMPTION TO MONTHLY AND INTERIM REPORTS
TERMINATION OF LOBBYISTS REGISTRATION

Dispose of after 5 years.

87-20 OUT OF STATE CONTRIBUTION REPORT

Reports filed by corporations, unions, industry associations, trade associations, or professional associations which are not organized under the laws of the State of Nebraska and which make contributions or expenditures totaling more than \$10,000 in any calendar year.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-4 POTENTIAL CONFLICT OF INTEREST STATEMENT

Describes potential conflict of interest; shows nature of financial benefits and persons involved.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-10 REPORTS OF EARMARKED CONTRIBUTION

Filings made by persons acting as an intermediary or agent for an earmarked contribution pursuant to 49-1479.01, R.S. Supp. 1987. These records are duplicated in the offices of the election commissioners or county clerks.

ORIGINAL RECORD: Microfilm current filings weekly; Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-5 REPORTS OF INDEPENDENT EXPENDITURE

Reports of expenditures by a person other than a committee, which are required to be filed by the Political Accountability and Disclosure Act. These records are duplicated in the offices of the election commissioners or county clerks.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-6 REPORTS OF LATE CONTRIBUTIONS

Shows name and address of contributor and political committee; also amount and nature of contribution. Filed by political committee receiving any late contributions. These records are duplicated in the offices of the election commissioners or county clerks.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-7 REPORTS OF POLITICAL CONTRIBUTIONS OF CORPORATIONS, UNIONS AND OTHER ASSOCIATIONS

Shows contributions, expenditures and personal services provided for candidates or political committees. Filed by contributor and only with the Nebraska Accountability and Disclosure Commission.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-13 SPECIAL REPORTS

Special reports as published by the Accountability and Disclosure Commission (e.g., Special Report on Use of Campaign Funds, etc.)

Transfer 4 copies to the Library Commission Publications Clearinghouse; Dispose of other copies after no longer of administrative value.

87-8 STATEMENTS OF DISSOLUTION

STATEMENTS OF DISSOLUTION of committees which are filed pursuant to the Political Accountability and Disclosure Act. These records are duplicated in the offices of the election commissioners or county clerks.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-9 STATEMENTS OF ORGANIZATION

STATEMENTS OF ORGANIZATION of candidate committees, ballot question committees, political party committees, and other committees. Filed pursuant to the Political Accountability and Disclosure Act. These records are duplicated in the offices of the election commissioners or county clerks.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly; Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage; Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-14 SUMMARIES OF ELECTIONS

Reports of the summary of elections as filed with and compiled by the Accountability and Disclosure Commission.

Transfer 4 copies to the Library Commission Publications Clearinghouse;

Dispose of other copies after no longer of administrative value.

87-23 AGENT'S EXPENDITURE REPORT

An AGENT'S EXPENDITURE REPORT is required to be filed by an agent or independent contractors or by individuals or entities gathering petition signatures who make expenditures to "third party payees" when committees do not report the "third party payee" transaction.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly; Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage; Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

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.)

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal size	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load	50 cubic feet