

NEBRASKA STATE HISTORICAL SOCIETY COMMUNICATIONS/CORRESPONDENCE GUIDELINES FOR NEBRASKA STATE RECORDS

	Agency Head/CEO/Elected Official/Commission Chair	Administrator/Deputy Administrator	Managerial & Professional/Specialist Staff	General & Support Staff
SHORT-TERM (EPHEMERAL)	None	None	None	None
MEDIUM-TERM	Subject to Review by State Archives for Possible Accession.	None	None	None
LONG-TERM	State Archives	Subject to Review by the State Archives for Possible Accession.	None	None
PROJECT-RELATED	Subject to Review by State Archives for Possible Accession.	Subject to Review by the State Archives for Possible Accession.	None	None

Instructions for using this guide:

- 1) The 'grey' highlighted fields represent communications that should be sent to the State Archives or is subject to State Archives review once they have met the retention requirements on approved retention schedules. Contact the State Archives to negotiate the transfer.
- 2) Any communicationS that will not be accessioned by the State Archives may be disposed of once the retention requirements have been met based on approved retention schedules.

Contact the State Archives with questions related to using this guide:

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