

Schedule 134

LINCOLN COMMISSION ON HUMAN RIGHTS

August 30, 2012

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	134
AGENCY, BOARD OR COMMISSION	LINCOLN COMMISSION ON HUMAN RIGHTS
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of June 5, 1995	

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

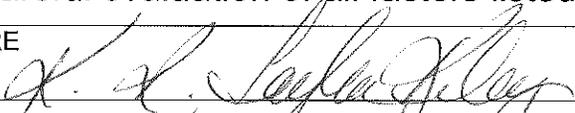
PART I – AGENCY STATEMENT:

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

DATE



Dir. Equity and Diversity

24 Aug 12

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



8/28/2012

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



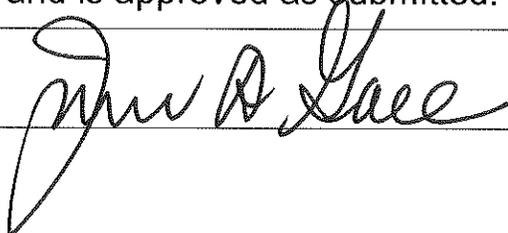
8/28/12

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



8/30/12

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 Local Agencies General Records Schedule #24 contains those records common to most local 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 General Records Schedule #24 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**

**SCHEDULE 134
CITY OF LINCOLN
COMMISSION ON HUMAN RIGHTS
August 30, 2012**

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

Supersedes Edition of June 5, 1995

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
134-001-000-000-000-000-000	CASE DATA SUMMARY	Includes pertinent information on cases filed including: Case name, case number, type of case, basis filed, investigator information, determination, conciliation, Public Hearing, and litigation information.	Permanent	
134-002-000-000-000-000-000	CASE DATABASE (MASTER)	Access database which includes cases filed and inquiries that could have resulted in a complaint being filed. Database includes: case number, case name, date filed, type of case, basis, investigator, date assigned to investigator, date of response, race and gender of Charging Party (CP), date closed, number of days open, closure type, settlement terms, storage information, and address information for both parties and their counsel.	Permanent	
134-003-000-000-000-000-000	CONTRACT COMPLIANCE REVIEW FILES	Each review file contains information regarding a city contract of more than \$10,000.00 with a business, prime contractor, supplier, manufacturer, vendor subcontractor or consultant. Files will include Affirmative Action forms. Files may also include but not limited to employment records, employment statistical reports, form EEO-1 and Office of Federal Contract Compliance Program review results.	5 years after last activity	
134-004-000-000-000-000-000	EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATION INVESTIGATION CASE FILES	Confidential investigation files dealing with alleged discrimination in employment, housing and public accommodations. Files may include, but not limited to: "Charges of Discrimination", complaints, investigation data, filings pleadings, decision letters, recommendation orders, rulings, transcripts, miscellaneous forms, public hearings, civil actions, District Court proceedings, and "Final Investigation Reports."	6 years after case is closed	
134-005-000-000-000-000-000	INTAKE FILES NOT RESULTING IN A COMPLAINT	Form provides details on alleged discriminatory act which does not result in a Commission complaint.	2 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
134-006-000-000-000-000-000	PRELIMINARY CHARGE FILE - NO JURISDICTION	File maintained of preliminary charges which were investigated and it was found that the Commission had no jurisdiction in the matter.	2 years	
134-007-000-000-000-000-000	PUBLIC HEARING CASE FILES	Investigation files dealing with alleged discrimination in employment, housing and public accommodations where the case resulted in a Public Hearing.	Permanent	Lincoln Municipal Code, Title 11
134-1	CASE ACTIVITY (MONTHLY AND ANNUALLY)	Reports indicate new cases filed, information on cases closed, information on cases assigned to individual field investigators, their status and length of time in their possession.	Immediate disposal	Obsolete 2012
134-2	CASE ASSIGNMENT SHEETS	Forms which show the date a case is assigned for investigation and to whom it's assigned.	Immediate disposal	Obsolete 2012
134-4	CASE PROCESSING LOGS	Logs list information about a case which is entered into the computer	Immediate disposal	Obsolete 2012
134-5	EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATION CASE FILE LOG	Each case file is entered by number into a log which lists name of complainant and respondent, alleged discrimination, race/color, religion, sex, etc.	Immediate disposal	Obsolete 2012
134-7	INVESTIGATION CARD FILES	Card file is maintained on each discrimination case file. Provides name, addresses, and final disposition of case.	Immediate disposal	Obsolete 2012
134-8	MONTHLY INTAKE REPORTS	Report showing the breakdown of the types of discrimination charges taken in each month.	Immediate disposal	Obsolete 2012
134-9	NOTICE OF COMMISSION DECISION AND ORDER	Copy of form sent to those against whom the discriminatory act was alleged, giving the result of the Commission decision.	Immediate disposal	Obsolete 2012

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 TH 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