

Schedule 31-8

AGRICULTURE DEPARTMENT ADMINISTRATION/LEGAL

FEBRUARY 26, 1990

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

| | |
|--|---|
| TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA | SCHEDULE NUMBER <p style="text-align: center;">31-8</p> |
| | AGENCY, BOARD OR COMMISSION <p style="text-align: center;">DEPARTMENT OF AGRICULTURE</p> |
| | DIVISION, BUREAU OR OTHER UNIT <p style="text-align: center;">ADMINISTRATION - LEGAL SECTION</p> |
| | Supersedes Edition of March 2, 1984 |

PART I -- AGENCY STATEMENT

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|---|------------------------|
| <p>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.</p> | |
| SIGNATURE * <i>Sharon Kalm</i> | |
| TITLE <i>Records Officer</i> | DATE <i>2-20-90</i> |

PART II -- ARCHIVAL APPROVAL

| | | |
|--|---------------------------------|------------------------|
| <p>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.</p> | | |
| SIGNATURE * <i>Andrea I. Paul</i> | <i>Asst.</i> STATE ARCHIVIST | DATE <i>2/22/90</i> |

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

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|--|---------------|----------------------------------|
| <p>The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.</p> | | |
| SIGNATURE * <i>Allen G. Beerman</i> | ADMINISTRATOR | DATE <i>February 26, 1990</i> |

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***, 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. 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 31-8- AGRICULTURE DEPARTMENT- ADMINISTRATION/LEGAL

31-8-1 CASE FILES

May include notices, pleadings, correspondence, tape recordings, transcripts, orders, and other germane documents.

ORIGINAL RECORD: Microfilm as necessary; transfer to the State Records Center 5 years after case is closed; dispose of 15 years after case is closed, subject to review by the State Archivist before disposal for possible accession.

SECURITY MICROFILM: Transfer to State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

31-8-2 DRAFTS OF LEGISLATIVE BILLS

Drafts of bills the Department of Agriculture is planning to submit to the Legislature.

INTRODUCED LEGISLATION: Dispose of after final disposition of legislation.

UNINTRODUCED LEGISLATION: Dispose of when no longer needed as the basis for future legislative work.

31-8-3 CONTRACTS

Central filing of contracts for all divisions and outside agencies for stated purposes.

ANNUAL: Dispose of 3 years after completion, fulfillment, or voiding of contract provided audit has been completed.¹

PERPETUAL: Dispose of 3 years after superseded or terminated, whichever is sooner, provided audit has been completed.¹

NOTES

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, 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) |
|--|--|
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| | |

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.

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|------|-----------|
| 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.)

| | |
|---|---------------|
| 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 |