

Schedule 43-2

Dept. of Administrative Services State Building Division



Nebraska Records Management Division

REQUEST FOR APPROVAL OF
RECORDS RETENTION & DISPOSITION SCHEDULE

| | |
|---|---------------------------------------|
| SCHEDULE NUMBER | 43-2 |
| AGENCY, BOARD OR COMMISSION | DEPARTMENT OF ADMINISTRATIVE SERVICES |
| DIVISION, BUREAU OR OTHER UNIT | STATE BUILDING DIVISION |
| Supersedes Edition of December 15, 1977 | |

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

Administrative Assistant

DATE

8-24-88

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

Assistant
STATE ARCHIVIST

DATE

8/25/88

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

Aug 29, 1988

Instructions for using this Schedule

Records retention and disposition schedules are designed to serve as your records management guidelines for disposing, storing, and microfilming office records. This schedule was written specifically for records unique to your office and the 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

Here's all you have to do to get rid of records:

1. Check your schedules to see what the retention period is. **Note:** Your agency's unique schedule will take precedence over the general schedule for any items which have discrepancies in retention.
2. Get rid of records that have met their retention periods.
3. Fill out a half-page Records Disposition Report for the records you get rid of. You can get blank copies of the form and instructions for filling them out from Records Management.
4. Send the top copy of the completed report to Records Management and keep the bottom copy for your records for one year. This report establishes that the destruction was done in your normal course of business.

NON-SCHEDULED RECORDS

What about records that aren't on a retention and disposition schedule? There shouldn't be many. Give your Records Analyst at Records Management a call to see whether the records will fit under an item already on a schedule. If they don't, we'll add them to the next revision of your schedule.

For obsolete or one-time records an Application for Authority for Records Action form can be submitted to the State Records Board for approval to destroy.

UPDATING SCHEDULE

It's the responsibility of each agency to periodically update their schedule. Your Records Analyst at 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 Analyst at 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, etc.

Records Management Division
NSOB, Lower Level
471-2559

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SCHEDULE NO. 43-2 - DEPARTMENT OF ADMINISTRATIVE SERVICES, STATE BUILDING DIVISION

43-2-1 ADMINISTRATION RECORDS

43-2-1-1 ACCIDENT REPORTS

Written reports of incidents in and around the capitol such as people falling, fainting, etc.

Dispose of after 2 years.

43-2-1-2 CAPITOL PROJECTS AND PROGRAM FILE

Files are maintained on projects around the capitol. Topics include renovation, capitol furniture, interior courtyard and restoration. May include work requests by agencies and brochures.

Dispose of 1 year after the project is completed, subject to review by the State Archivist before disposal.

43-2-1-3 CHANGE ORDERS

Change orders include correspondence, memoranda and drawings between the building division and the parties executing the change orders in State construction projects.

Dispose of after 5 years provided audit has been completed.

43-2-1-4 CONSTRUCTION AND FIELD REPORTS

Includes evaluations of progress to date and copies of contracts.

Dispose of after 5 years.

43-2-1-5 ELEVATOR INSPECTION REPORT

"Five Year Safety Test Report" is filled out on each elevator. Data includes car capacity, type machine and other data required to evaluate safety factors.

Dispose of after 10 years.

43-2-1-6 INFORMATION LISTS

Lists recording informational items such as lists of keys, furniture lists, phone numbers, etc.

Dispose of when superseded or no longer of reference value, whichever is sooner.

43-2-1-7 LAND ACQUISITION FILE

Files maintained on property accessioned by the State for future expansion. Includes listing of former tenants and rental information, utility bills for the property, memos, and other assorted reference materials.

Dispose of after 5 years provided audit has been completed.

43-2-1-8 MAINTENANCE REPLACEMENT AND REPAIR FILES

Files are maintained for replacement, repair and maintenance of areas under the jurisdiction of the division. Includes financial records such as bids, specifications, and contracts.

Dispose of after 5 years provided audit has been completed.

43-2-1-9 NARRATIVE REPORTS

Reports were compiled describing various aspects of the capitol. Includes information on the foyer of the capitol, limestone cleaning, space utilization study, etc.

Dispose of when no longer of reference value subject to review by the State Archivist before disposal.

43-2-1-10 PARKING LOT ASSIGNMENT LIST

Stall number and person assigned to lot place.

Dispose of when no longer of reference value.

43-2-1-11 PARKING SPACE APPLICATION

Form includes name, social security number, agency, address, signature, date assigned, space number and amount charged. Applications are for "D" lot, "A" lot, executive lot, east garage and south garage.
Dispose of upon termination of parking agreement or request for parking space.

43-2-1-12 PARKING SPACE CARD FILE

Card file is maintained on people parking in "D" Lot, "A" Lot, executive, east garage and south garage. File includes agency number, stall number, date they began renting and a parking sticker number.
Dispose of when superseded.

43-2-1-13 PROJECT SPECIFICATIONS

Specifications on various projects. Includes tower cleaning, maintenance and repair, renovation of the terrace and other areas of the capitol.

Retain permanently; may be transferred to the State Archives for security.

43-2-1-14 PROPOSED CONSTRUCTION REPORT FILE

Brief narrative report describing needed construction projects.

Dispose of after the project is started or after 5 years if the project is not started; whichever is sooner.

43-2-1-15 RETIREMENT SYSTEM CARD

Card lists name, social security number, birthdate, beneficiary, service dates and department.

Dispose of after 5 years provided audit has been completed.

43-2-1-16 SPACE ALLOCATION FILES

Includes space allocated to agencies in the capitol and state office building. May include old rental agreements, agencies assigned to vault areas, etc.

Dispose of when superseded.

43-2-1-17 STATEMENT OF ASSETS

Copies of original statements of assets maintained with a bank. Includes investment description, par value or share, cost per carrying value. Lists bond, showing bond and interest transaction date, transaction description, income cost, principal cost, and investment increase/decrease.

Dispose of after 5 years.

43-2-1-18 STATE OFFICE BUILDING FILES

Files are maintained on Lincoln, Omaha, and North Platte State Office Buildings. Generally contain materials pertinent to the planning, construction and completion of the building. Includes plans and specifications, correspondence, contracts, fiscal records, etc.

Dispose of items separately according to Schedule 124.

43-2-2 ARCHITECTURAL, PLANNING AND ENGINEERING RECORDS**43-2-2-1 BUILDING NAME FILE**

Name file with suggestions for naming the state office building.

Retain permanently; transfer to the State Archives when no longer of reference value.

43-2-2-2 BUILDING PLANS AND SPECIFICATIONS, STATE

Includes plans and specifications of the State Capitol.

Retain permanently; transfer to the State Archives when no longer of reference value.

43-2-2-3 CAPITOL CONSTRUCTION PROJECT REQUESTS

Annual agency requests for capitol construction. Includes correspondence, items for review, program statement and program analysis.

Dispose of after 2 years.

43-2-2-4 COST COMPUTATION FILE

File includes computation of charges and additions to the State Office Building. Primarily includes workpapers, bills, etc.

Dispose of after 5 years provided audit has been completed.

43-2-2-5 EXECUTIVE BUDGET RECOMMENDATIONS

Computer report shows the agency request for capitol construction as well as the governor's recommendation. Is used in compiling the "Executive Budget."

Dispose of after 5 years.

43-2-2-6 INFORMATIONAL SURVEYS

Surveys of state employees used in formulating policy and providing service.

Dispose of when no longer of reference value.

43-2-2-7 LETTERHEAD FILE

File is maintained on old, unusual letterheads. Is used for informational purposes and in providing background information.

Dispose of when no longer of reference value, subject to review by the State Archivist before disposal.

43-2-2-8 PHOTOGRAPHS, SLIDES AND FILMSTRIPS

Photographic documentation of the capitol and other state buildings.

Retain permanently; transfer to State Archives when no longer of reference value.

43-2-2-9 PROJECT STATUS REPORTS

Brief narrative status reports maintained on various aspects of construction projects from planning to completion.

Dispose of after completion of project.

43-2-2-10 REQUEST FOR CONSTRUCTION CONTRACT APPROVAL

Files include requests for capitol construction additions and renovations, correspondence, summary reports, blueprints, program statements, change orders, photos, etc.

Dispose of after 5 years.

43-2-3 SECURITY AND TOUR GUIDE RECORDS**43-2-3-1 KEY DISTRIBUTION CARD FILE**

Card lists receiving and distributing parties, key number, and location.

Dispose of after superseded.

43-2-3-2 KEY REQUESTS

Requests for keys are usually in the form of correspondence or memos.

Dispose of after fulfillment of request.

43-2-3-3 SECURITY GUARD LOG SHEET

Log maintained by each security guard of activities on their shift.

Dispose of after 2 years.

43-2-3-4 STATE CAPITOL BUILDING USE FORM

Form includes type of activity, organization, person in charge, area to be used, time, entrance to be used, people involved, etc.

Dispose of after 1 year.

43-2-3-5 TOUR GUIDE REGISTER

Sign in register of visitors to the State Capitol.

Dispose of after 1 month.

43-2-3-6 VISITORS LOGS

Log of persons entering the capitol or state office building after hours. Lists name, destination, time in and out.

Dispose of after 2 years.

43-2-3-7 VISITORS TO THE NEBRASKA STATE CAPITOL IN (YEAR)

Form shows the number of visitors by month from each state and nation.

Dispose of after 2 years.