

Schedule 43-6

DEPARTMENT OF ADMINISTRATIVE SERVICES TRANSPORTATION SERVICES BUREAU

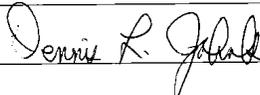
JUNE 8, 2001

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

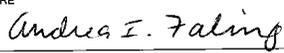
**REQUEST FOR APPROVAL OF RECORDS
RETENTION AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	<small>SCHEDULE NUMBER</small> <p style="text-align: center;">43-6</p>
	<small>AGENCY, BOARD OR COMMISSION</small> <p style="text-align: center;">DEPT. OF ADMINISTRATIVE SERVICES</p>
	<small>DIVISION, BUREAU OR OTHER UNIT</small> <p style="text-align: center;">TRANSPORTATION SERVICES BUREAU</p>
Supersedes Edition of March 30, 1989	

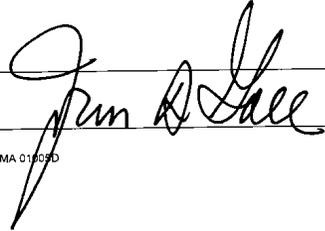
PART I – AGENCY STATEMENT

<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>	
<small>SIGNATURE</small> * <div style="text-align: center; margin-top: 5px;">  </div>	
<small>TITLE</small> <p style="text-align: center;">Administrator</p>	<small>DATE</small> <p style="text-align: center;">01 June 2001</p>

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>	
<small>SIGNATURE</small> * <div style="text-align: center; margin-top: 5px;">  </div>	<small>DATE</small> <p style="text-align: center;">June 7, 2001</p>
<small>STATE ARCHIVIST</small>	

PART III – APPROVAL BY STATE RECORDS ADMINISTRATOR

<p>The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.</p>	
<small>SIGNATURE</small> * <div style="text-align: center; margin-top: 5px;">  </div>	<small>DATE</small> <p style="text-align: center;">June 8, 2001</p>
<small>ADMINISTRATOR</small>	

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 43-6 – DEPARTMENT OF ADMINISTRATIVE SERVICES- TRANSPORTATION SERVICES BUREAU

43-6-1 ACCOUNTS PAYABLE

Accounts payable transactions for each month. May include credit card charges, disbursement documents, general documents, Intrastate Transaction Documents (ITDs), suspense file updates, etc.

Transfer to the State Records Center after 1 year; dispose of after 2 years, provided audit has been completed.¹

43-6-2 AUTO LEASE BILLING

Computer generated monthly report sent out to each agency detailing their lease billing for the month. Includes permanent assignment sheets.

Transfer to the State Records Center after 2 years; dispose of after 3 years, provided audit has been completed.¹

43-6-3 AUTOMOBILE ACCIDENT REPORTS

Pink copies of motor vehicle accident reports for all state agencies. Reports are filed by month. A copy of the accident report involving Transportation Services Bureau (TSB) vehicles is also placed in the vehicle history file. Transferred to Records Retention Schedule Item # 43-6-21, Equipment and License File.

See Records Retention Schedule Item # 43-6-21, Equipment and License File.

43-6-4 AUTO RENTAL BILLING

Computer generated monthly report sent out to each agency, detailing their billing for the month.

Transfer to the State Records Center after 2 years; dispose of after 3 years, provided audit has been completed.¹

43-6-7 DAILY TRIP CHARGE TICKET

Form is used for verification of billing. Includes driver, travel, authorization number, credit card number, license number, etc. Two copies are retained, with the Vehicle Request Form from Records Retention Schedule Item #43-6-34, VIS, attached to the second copy.

COPY ONE (YELLOW): Dispose of concurrently with attached ITD.

COPY TWO (PINK): Transfer to the State Records Center after 1 year; dispose of after 3 years, provided audit has been completed.¹

43-6-10 ELECTRONIC GAS TICKETS

Tape readings of amount of gas purchased at the TSB pumps. Readings are sent electronically to the Department of Roads for data entry and returned to TSB in paper.

Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

43-6-21 EQUIPMENT AND LICENSE FILE

History file is maintained on each vehicle by equipment number. May include work orders, repair bills, accident reports, vehicle title file, automobile accident report, termination slips, TSB shop tickets, and vehicle title file.

Dispose of 1 year following the end of the fiscal year in which the vehicle was declared surplus, provided audit has been completed.¹

43-6-9 GASOLINE BOOK (OBSOLETE 2001)

Annual compilation of gas pumped out of TSB gas storage tanks. Used in reconciling gas tickets.

Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

43-6-11 OUTSTANDING NON-CASH VOUCHERS

Monthly report listing all ITDs that are outstanding. Includes rental and lease billings. Current year billings located in office.

Transfer to the State Records Center after 1 year; dispose of after 2 years, provided audit has been completed.¹

43-6-12 PERMANENT ASSIGNMENT SHEETS

Internal tool which gives directives to personnel on what vehicles are going out on permanent assignment. Transferred to Records Retention Schedule Item #43-6-2, Auto Lease Billing.

See Records Retention Schedule Item #43-6-2, Auto Lease Billing.

43-6-13 PREVENTIVE MAINTENANCE REPORT

Monthly computerized report that flags vehicles which need maintenance such as oil changes, tune ups, etc. Leasing agency is sent one copy. Report is used to ensure preventive maintenance is being kept up on vehicles (VISM0N6E, VIS255B).

Dispose of after 3 months.

43-6-14 QUARTERLY USAGE REPORT (OBSOLETE 2001)

Lists equipment and license number, describes vehicle, mileage driven, operating costs, cost per mile, miles per gallon, operating and replacement revenues. Report is used to identify low usage vehicles.

Transfer to the State Records Center after 1 year; dispose of after 2 years, provided audit has been completed.¹

43-6-15 REVENUE PROJECTIONS OF NEW RATES BASED ON FISCAL YEAR DATA

Computer generated report generated after submitting the rates that will be in effect for the next fiscal year to get an estimate of revenues (VISREQ3a, VIS580B).

Dispose of after 5 years, subject to review by the Administrator before disposal.

43-6-16 TERMINATION SLIPS

Internal tool which gives directives to personnel on what vehicles will be turned in from agencies and what should be done to them when they are turned. Transferred to Records Retention Schedule Item #46-6-21, Equipment and License File.

See Records Retention Schedule Item #46-6-21, Equipment and License File.

43-6-17 TRIP TICKETS BILLED BY FACILITY (OBSOLETE 2001)

Monthly report for each motor pool facility that lists trip ticket numbers billed. Used to ascertain that all trip tickets are accounted for. This is a cumulative report for the fiscal year. Combine with Auto Rental Billing, Records Retention Schedule Item #43-6-4.

See Records Retention Schedule Item #43-6-4, Auto Rental Billing.

43-6-18 TSB SHOP TICKETS

Shop ticket showing work completed in the TSB garage. Ticket contains three parts; white goes in equipment file, hard copy (ivory) to using agency, and yellow copy to parts person. Transferred to Records Retention Schedule Item #46-6-21, Equipment and License File.

See Records Retention Schedule Item #46-6-21, Equipment and License File.

43-6-20 UNIFORM FUEL CREDIT CARD SYSTEM – BILLING SUMMARY

Monthly computer generated report from the Department of Roads. Lists gas ticket sales at State pumps controlled by Roads. Includes agency name, amount, rate, cost, quarts of oil, and total cost.

Dispose of after 3 years, provided audit has been completed.¹

43-6-34 VEHICLE INFORMATION SYSTEM (VIS)

Fleet (cars, trucks, van, etc.) management system that enables TSB to manage vehicle cost and usage information from the point of purchase to disposal (surplus). TSB provides vehicles on a rental or lease arrangement to other Nebraska State agencies, and establishes/enforces necessary policies/ rules/regulations on the use of TSB-owned vehicles. VIS also provides other accounting functions in support of TSB that are not directly related to managing vehicle information, such as purchase/payment for equipment and facilities.

ELECTRONIC DATA: Backup as required; dispose of data after 6 years.

SECURITY COPY: Backup monthly; dispose of data after 6 years.

43-6-22 VEHICLE LISTING OF MILES, OPERATING COSTS, AND REVENUE

Monthly and quarterly computer generated report lists vehicle type, miles, operating costs, and cost per mile. Used to indicate the money generated and lost. Quarterly report is a summary of the preceding months (VISM0N7D, VIS445B).

MONTHLY: Dispose of upon receipt of quarterly report.

QUARTERLY: Dispose of after 3 years.

**43-6-23 VEHICLE LISTING OF REPLACEMENT REVENUE AND COST
(OBSOLETE 2001)**

Annual report by equipment number listing replacement revenues and cost.

Dispose of after 5 years, subject to review by the Administrator before disposal.

43-6-24 VEHICLE MASTER BY AGENCY (Lease Billing Worksheets)

Monthly computer generated report listing each vehicle by license number, equipment number, status, number of days leased by each agency, and beginning and ending mileage for the month. Report is created by the computer to generate monthly lease billing. Combine with Auto Lease Billing, Records Retention Schedule Item #43-6-2. (VISM0N6D, VIS700B).

See Records Retention Schedule Item #43-6-2, Auto Lease Billing.

**43-6-25 VEHICLE MASTER LISTING WITH LICENSE NUMBER CROSS
REFERENCE**

Monthly report that includes equipment number, license number, status, type, year, make, model, current mileage, and agency assigned to, assignment date, county location, and surplus number and date surplus. Report also includes vehicle breakdown by status (active and inactive, rental, assigned, college) year, type, make and gives total number of units assigned to each agency (VISM0N6D, VIS455BA).

Dispose of after 5 years, subject to review by the Administrator before disposal.

43-6-28 VEHICLE TITLE FILE

File includes vehicle invoice, permanent assignment and turn in slips for each transaction made for the vehicle. Transfer to Records Retention Schedule Item #43-6-21, Equipment and License File.

See Records Retention Schedule Item #43-6-21, Equipment and License File.

43-6-29 VEHICLE UTILIZATION FORMS (OBSOLETE 2001)

Weekly sheet completed by TSB motor pools to determine the vehicle utilization of each motor pool.

Dispose of after calculating the quarterly percentages.

43-6-26 VEHICLES BY MILEAGE WITH SURPLUS PROJECTIONS

Monthly report listing units by agency showing current mileage and month projected to reach 75,000 miles based on average miles driven per month. Used to project number of new vehicles needing to be purchased (VISREQD, VIS915B).

Dispose of after 3 months.

43-6-27 VEHICLES SOLD IN FISCAL YEAR

Annual report listing all vehicles sold in the fiscal year.

Dispose of after 3 years, subject to review by the Administrator before disposal.

43-6-31 VEHICLE TRAVEL LOGS

Original travel logs turned in monthly from each agency that leases a vehicle from TSB.

On these logs the mileage is documented for the travel usage of each individual vehicle.

These logs are broke down by agency/division. Monthly billing for the agency'/divisions leased vehicles for each month, Auto Billing Lease, Records Retention Schedule Item #43-6-2, is attached.

Dispose after three years, provided an audit has been completed.¹

43-6-30 VENDOR LISTING BY NAME AND PAYMENTS MADE

Annual accumulative report listing all vendors by Federal I.D. Number. Listing of all invoices paid to that vendor since the first of the fiscal year. Report may include invoice number, equipment number of vehicles; date paid, voucher number, and the cost breakdown (VISANN6A, VIS325B).

Dispose of after 2 years, provided audit has been completed.¹

43-6-5 VOYAGER CREDIT CARD MASTER LISTING

Quarterly report from the Department of Roads listing all active Voyager credit cards as well as new cards issued along with their issue numbers.

Transfer to the State Records Center after 1 year; dispose of after 3 years, provided audit has been completed.¹

43-6-6 VOYAGER CREDIT CARDS

Dispose of when replaced or vehicle is declared surplus.

43-6-36 VOYAGER SUMMARY DOCUMENT

May include summary of fuel amounts, charges, and any other purchases that each individual Voyager fuel card was used for within the month's billing period. The agency, vehicle, and card number are listed for identification in case follow-up is necessary. Summaries are broken down by each account. Generated by Voyager system and attached to DISBURSEMENT DOCUMENT (DAS), Retention Schedule Item #124-1-84.

AGENCY COPY: Dispose of after 2 years, provided audit has been completed.¹

ALL OTHER COPIES: Dispose of after audit has been completed.¹

43-6-32 VOYAGER SYSTEM CHARGE SLIPS

Charge slips generated for the Voyager system at the point of purchase.

The state employee signs the slips at time of purchase. These clips are to be retained by the agency whose employee signed the charge slip.

Dispose after 3 months.

**43-6-33 VOYAGER SYSTEM CHARGES – DETAILED LISTING
NE DAS TSB ACCT 86904-1004**

Computer generated monthly and/or weekly detailed listing of all charges on the Voyager System. Generated by Voyager program.

ELECTRONIC DATA: Voyager disposes of data for each agency after 3 years, provided audit has been completed.¹

SECURITY COPY: Voyager is responsible for backing up its own system.

PAPERWORK COPIES: Dispose of after 3 years, provided audit has been completed.¹

**43-6-37 VOYAGER SYSTEM CHARGES – DETAILED LISTING ACCT NE TSB-
OTHER AGENCIES 86904-4545 & NE TSB-III 86904-5369**

Computer generated monthly and/or weekly detailed listing of all charges on the Voyager system. Generated by Voyager program.

ELECTRONIC: Voyager disposes of data for each agency after 3 years, provided audit has been completed.¹

SECURITY COPY: Voyager is responsible for backing up its own system.

PAPERWORK COPIES: Dispose of after 3 years, provided audit has been completed.¹

43-6-38 DELETED ITEMS

43-6-19 TSB VEHICLE INVENTORY

NOTE

1. These records may be disposed of after the required retention period, provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or 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)

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
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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