

# **Schedule 45-6**

## **LABOR DEPARTMENT LABOR MARKET INFORMATION**

**APRIL 14, 2000**

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

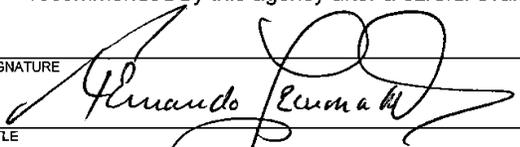
**REQUEST FOR APPROVAL OF RECORDS  
RETENTION AND DISPOSITION SCHEDULE**

SCHEDULE NUMBER	45-6
AGENCY, BOARD OR COMMISSION	Department of Labor
DIVISION, BUREAU OR OTHER UNIT	Labor Market Information
Supersedes Edition of December 21, 1989	

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

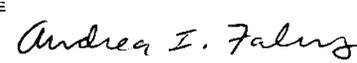
**PART I – AGENCY STATEMENT**

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	Commissioner of Labor	DATE 4/11/2000

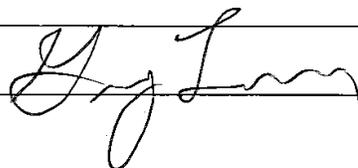
**PART II – ARCHIVAL APPROVAL**

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 *		DATE Apr. 13, 2000
	STATE ARCHIVIST	

**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 4/14/06

## **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 45-6 – LABOR DEPARTMENT LABOR MARKET INFORMATION**

### **45-6-2 BENEFITS RIGHTS AND EXPERIENCE**

Monthly and quarterly data which provides a means of evaluating state benefit formulas as administered under the state unemployment insurance program.

**Dispose of 3 years after the end of the current federal fiscal year.**

### **45-6-4 BUREAU OF LABOR STATISTICS 790 MONTHLY REPORT ON EMPLOYMENT, HOURS AND EARNINGS SO-235**

Current data for each month and previous month for three areas.

**Dispose of 3 years after benchmark is complete.**

### **45-6-5 BUREAU OF LABOR STATISTICS REGISTRY**

A listing of all employers actively participating in Current Employment Statistics program. This registry, plus four additional copies are maintained and updated every six months.

**Dispose of when superseded or obsolete.**

### **45-6-6 CLAIMANT CHARACTERISTICS**

Information for a sample week in a month about the insured unemployed with regard to age, sex, race/ethnic group, industrial attachment and length of current spell.

**Dispose of 3 years after the end of the current federal fiscal year.**

### **45-6-8 CURRENT EMPLOYMENT STATISTICS MONTHLY ESTIMATES**

Three volumes of Employment, Hours and Earnings for each month for three areas: Statewide, Omaha Metropolitan Statistical Area (MSA) and Lincoln MSA.

**Dispose of 3 years after Benchmark is completed.**

### **45-6-9 CURRENT EMPLOYMENT STATISTICS REPORT ON EMPLOYMENT SO-233**

Twelve months list with annual averages for three areas: Statewide, Omaha MSA and Lincoln MSA.

**Dispose of 3 years after benchmark is complete.**

### **45-6-10 CURRENT EMPLOYMENT STATISTICS SCHEDULES**

Original shuttle schedules that employer uses each month to report raw data concerning employment, hours, and earnings.

**Transfer to the State Records Center after 1 year; dispose of after 3 years.**

### **45-6-50 DATA USERS REQUEST FORMS**

Records of private and State agency requests for Labor Market Information.

**Dispose of after 3 years.**

### **45-6-11 DAVIS BACON WAGE ACT DATA**

A federal report on specific jobs by wage level and occupation.

**Dispose of after 3 years.**

**45-6-12 DELINQUENT REPORTERS LISTING**

A complete printout list of all active reporters participating in current employment statistics program who are delinquent.

**Dispose of after all delinquency follow-ups have been made.**

**45-6-14 EDIT ERROR REPORTS**

Printouts received from Automated Data Processing in Lincoln and from Washington, D.C., listing possible errors or questionable microdata.

**Dispose of after corrections are made and/or when material is obsolete.**

**45-6-16 EMPLOYER CORRESPONDENCE**

Correspondence and printouts pertaining to reported employment, hours and earnings. Filed alphabetically.

**Dispose of after 3 years.**

**45-6-17 EMPLOYER SERVICES AUTOMATED REPORTING SYSTEM (ESARS)**

A description of Job Service applicant characteristics, supply and demand data by industry, occupation and wage.

**Dispose of after 3 years.**

**45-6-18 EMPLOYERS EXPERIENCE - RATING REPORT**

A computer run which provides information as to whether a problem of solvency exists; permits evaluation of approaches to correct situation; becomes useful in analyzing causes; and measures contribution rates for firms of various sizes.

**Dispose of 3 years after the end of the current federal fiscal year.**

**45-6-51 EMPLOYMENT AND WAGES, ES-202 LISTING AND FORMS**

Listing of employers by industry in Nebraska.

**Dispose of after 3 years.**

**45-6-3 FSC BENEFITS RIGHTS AND EXPERIENCE**

Monthly and quarterly data which provides a means of evaluating state benefit formulas as administered under the state unemployment insurance program except that which is applicable to Federal Supplemental Compensation.

**Dispose of 3 years after the end of the current federal fiscal year.**

**45-6-41 FSC CLAIM TAKING ACTIVITY**

Unemployment insurance activities for state, federal and veterans by week and month, including number of claims, weeks compensated, dollars paid, exhaustions, first payments and their time lapse except that which is applicable to Federal Supplemental Compensation.

**Dispose of 3 years after the end of the current federal fiscal year.**

**45-6-28 FSC MONETARY DETERMINATIONS AND REDETERMINATIONS**

The number of wage determinations made during a week or month which show sufficient or insufficient wage credits for establishing eligibility to claim benefits except that which is applicable to Federal Supplemental Compensation.

**Dispose of 3 years after the end of the current federal fiscal year.**

**45-6-34 FSC NONMONETARY DETERMINATIONS**

Data concerning the volume and nature of nonmenetary determinations and redeterminations along with the disqualification of claims under State and Federal Unemployment Insurance Programs except that which applies to the Federal Supplemental Compensation.

**Dispose of 3 years after the end of the current federal fiscal year.**

**45-6-37 FSC OVERPAYMENT AND MISREPRESENTATIONS**

Information regarding overpayments, whether misrepresentation was involved, and the extent to which recovery was accomplished under State and Federal Unemployment Insurance Programs. except that which applies to Federal Supplemental Compensation.

**Dispose of 3 years after the end of the current federal fiscal year.**

**45-6-21 GRANT APPLICATIONS**

All Basic Assistance Grants, Quarterly Applications, Governor's Special Grant Applications, Training Grants, etc.

**Dispose of after 5 years.**

**45-6-52 INDUSTRY VERIFICATION FORMS**

Standard industrial classification of employers.

**Dispose of after 3 years.**

**45-6-24 IN-SEASON FARM LABOR REPORT**

A report on all seasonal hired farm workers, domestic and foreign workers.

**Dispose of after 5 years, subject to review by the State Archivist before disposal for possible accession.**

**45-6-58 LMI PUBLICATIONS**

Monthly, quarterly, annual and occasional publications produced by Labor Market Information such as Underemployment Study, Economic Trends, or Affirmative action.

**Dispose of after 5 years.**

**45-6-53 LOCAL AREA UNEMPLOYMENT STATISTICS (LAUS)**

Includes all Nebraska counties.

**Dispose of after 3 years.**

**45-6-54 MASS LAYOFF STATISTICS**

Records and statistics relating to layoffs and plant closings in Nebraska.

**Dispose of after 5 years, subject to review by the State Archivist before disposal for possible accession.**

**45-6-25 MEETING MINUTES**

All minutes from SOICC (State Occupational Information Coordinating Committee) Board and Technical Committee meetings, workshops, etc.

**See Retention Schedule Item #124-1-167.**

**45-6-26 MEETING NOTICES**

All notices of SOICC Board and Technical Committee meetings, workshops, etc.

**Dispose of after 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

**45-6-20 MEMORANDUMS, GENERAL**

All incoming and outgoing memorandums to and from various Agencies concerning notices, information pertinent to the office, data requests, staff meeting notices, and all other items of interest to the SOICC, NOICC or the LMI Sections.

**Dispose of after 1 year.**

**45-6-27 MONETARY DETERMINATIONS AND REDETERMINATIONS**

The number of wage determinations made during a week or month which show sufficient or insufficient wage credits for establishing eligibility to claim benefits.

**Dispose of 3 years after the end of the current federal fiscal year.**

**45-6-56 NEBRASKA LABOR TRENDS (OBSOLETE December 1999)**

Monthly publication regarding general labor market activity in Nebraska.

**Dispose of after 3 years.**

**45-6-30 NEBRASKA STATE EMPLOYMENT COMPARISON**

A report of total and female state employee data.

**Dispose of after 3 years.**

**45-6-29 NEIS LABOR STATISTICS REPORT**

A report of state government employees' labor data.

**Dispose of after 3 years.**

**45-6-32 NON-AGRICULTURAL WORK FORCE EMPLOYMENT**

Month to month data compiled monthly with previous month and the month one year ago for three areas.

**Dispose of after 3 years.**

**45-6-33 NONMONETARY DETERMINATIONS**

Data concerning the volume and nature of nonmonetary determinations and redeterminations along with the disqualification of claims under State and Federal Unemployment Insurance Programs.

**Dispose of 3 years after the end of the current federal fiscal year.**

**45-6-35 OCCUPATIONAL EMPLOYMENT SURVEYS (OES)**

An employment survey form on which an employer records occupational data. These are sent to employers and returned completed. All industries are covered with approximately one-third surveyed each year.

**Dispose of each year's surveys after 3 years.**

**45-6-36 OVERPAYMENT AND MISREPRESENTATIONS**

Information regarding overpayments, whether misrepresentation was involved, and the extent to which recovery was accomplished under State and Federal Unemployment Insurance Programs.

**Dispose of 3 years after the end of the current federal fiscal year.**

**45-6-40 REGULAR CLAIMS TAKING ACTIVITY**

Unemployment insurance activities for state, federal and veterans by week, and month including number of claims, weeks compensated, dollars paid, exhaustions, first payments and their time lapse.

**Dispose of 3 years after the end of the current federal fiscal year.**

**45-6-42 REPORT ON HOURS AND EARNINGS SO-234**

Twelve months list with annual averages for three areas (Statewide, Omaha MSA, and Lincoln MSA).

**Dispose of 3 years after benchmark is complete.**

**45-6-43 SOICC CONTRACTS**

All binding contracts between the SOICC and other Agencies such as NOICC, NCIS, WORC, and UTAH projections.

**Dispose of after 5 years.**

**45-6-44 SOICC GENERAL RECORDS AND CORRESPONDENCE**

State Occupational Information Coordinating Committee general records including correspondence, reference materials, publications, etc.

**Dispose of after 2 years.**

**45-6-45 SUPPLY/DEMAND DATA**

Information on occupations relating to projected demand and number of graduates from various training programs for occupations.

**Dispose of after 5 years.**

**45-6-57 SURVEY RESPONSE FORMS**

Completed and data entered survey questionnaires for a variety of LMR surveys.

**Dispose of after 5 years.**

**45-6-46 TRANSPARENCIES**

All transparencies of maps, charts, etc. used in technical meetings, workshops, etc.

**Dispose of after 2 years.**

**45-6-47 WAGE REQUESTS MAILED**

The number of forms (DE-350) which have been mailed to employers during the month, which seek wage information for employees recently discharged or terminated for cause.

**Dispose of 3 years after the end of the current federal fiscal year.**

**DELETED RECORDS**

- 45-6-1** Benefit Payments
- 46-6-13** Distribution of Claimants
- 45-6-15** Eligibility Review Programs
- 45-6-19** Exhaustions by County
- 45-6-48** Annual Planning Reports
- 45-6-49** Berkley Projections
- 45-6-55** Monthly Labor Report

# RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	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