

# **Schedule 51**

# **POWER REVIEW BOARD**

**March 2, 2014**

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	<b>51</b>
AGENCY, BOARD OR COMMISSION	<b>POWER REVIEW BOARD</b>
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of January 22, 2009	

**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

*Executive Director & General Counsel*

DATE

*2/20/14*

**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

*2/21/2014*

**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



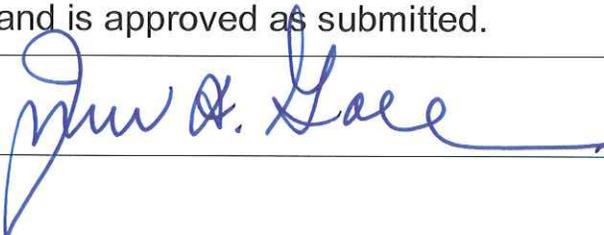
DATE

*2/21/14*

**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

*3/2/14*

## 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 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. 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** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. 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 2<sup>nd</sup> to 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 51  
POWER REVIEW BOARD**

**March 2, 2014**

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

Supersedes Edition of January 22, 2009

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
051-001-000-000-000-000-000	<b>ADMINISTRATIVE - AGENDAS FOR PUBLIC MEETINGS</b>	Agendas for public meetings held by the Power Review Board.	<b>ORIGINAL RECORD:</b> Permanent <b>ELECTRONIC RECORD:</b> Permanent	
051-002-000-000-000-000-000	<b>ADMINISTRATIVE - APPLICATION FILE FOR AUTHORITY TO CONSTRUCT</b>	File may include correspondence, "Application for Authority to Construct an Electric Transmission Line and/or Related Facilities", "Application for Authority to Construct Electrical Generation Facilities and/or Related Facilities", completed "Consent and Waiver" forms, objections, protests, replies, exhibits (maps), notices of hearing, pre-hearing orders issued by the hearing officer, briefs, final order of approval or disapproval issued by the board, correspondence and appeals to the Court of Appeals.	<b>ORIGINAL RECORD:</b> Permanent <b>ELECTRONIC RECORD:</b> Permanent	Electronic records may include all or part of the paper records as determined by the Executive Director and General Counsel and scanning equipment size limitations
051-003-000-000-000-000-000	<b>ADMINISTRATIVE - APPLICATION FOR TRANSMISSION LINES</b>		<b>ORIGINAL RECORD:</b> Permanent <b>ELECTRONIC RECORD:</b> Permanent	Electronic records may include all or part of the paper records as determined by the Executive Director and General Counsel and scanning equipment size limitations
051-004-000-000-000-000-000	<b>ADMINISTRATIVE - APPLICATION LOGBOOK</b>	Records each application for authority to construct generation facilities or transmission lines filed with the Board. It also lists the final action related to that document.	<b>Permanent</b>	
051-005-000-000-000-000-000	<b>ADMINISTRATIVE - ASSESSMENT CARD FILE</b>	A card or electronic record is maintained for each public power supplier assessed by the Board. Information includes the name of the supplier, the gross revenue for the previous fiscal year, date the assessment notice was sent, and date the assessment was paid by the supplier.	<b>CARD FILE:</b> 5 years after last entry on card <b>ELECTRONIC RECORD:</b> 5 years after data entry	
051-006-000-000-000-000-000	<b>ADMINISTRATIVE - ASSESSMENT CERTIFICATE</b>	A certificate is submitted annually by each public power supplier assessed by the Board reporting its gross income for assessment purposes.	<b>5 years</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
051-007-000-000-000-000-000	ADMINISTRATIVE - C-BED WRITTEN NOTICES	Written notifications provided to the Power Review Board. These notices inform the Board that an entity has certified its proposed generation facility as a qualifying facility in accordance with the federal Public Utility Regulatory Policies Act of 1978, and thus is exempt from Power Review board approval requirements.	Permanent	Neb. Rev. Stat. §70-1904(5)
051-008-000-000-000-000-000	ADMINISTRATIVE - CHARTER AMENDMENTS	Petitions to amend public power district charters are kept in chronological order in each District's charter file. These amendments are necessary to maintain accurate records of each district's chartered territory and its voting subdivisions.	ORIGINAL RECORD: Permanent ELECTRONIC RECORD (2000 & AFTER): Permanent	Electronic records may include all or part of the paper records as determined by the Executive Director and General Counsel and scanning equipment size limitations
051-009-000-000-000-000-000	ADMINISTRATIVE - CHARTER RESTATEMENTS	Document created by the Power Review Board demonstrating the complete current language of a public power district's charter. It is created by taking the original Petition for Creation language and incorporating all subsequently approved amendments into it.	Superseded OR when no longer of administrative value as determined by the Executive Director and General Counsel (whichever is later)	
051-010-000-000-000-000-000	ADMINISTRATIVE - FORMAL COMPLAINT FILES		COMPLAINTS ACTED UPON (HEARING CONDUCTED): Permanent COMPLAINTS WITHDRAWN/NOT ACTED UPON (NO HEARING CONDUCTED): 2 years	Neb. Rev. Stat. §70-1017
051-011-000-000-000-000-000	ADMINISTRATIVE - MEETING MINUTES	A written record of each Board meeting is prepared containing the time, place, members present and absent, the substance of all matters discussed, and the results of the vote on each action item.	ORIGINAL RECORD: Permanent ELECTRONIC RECORD: Permanent	
051-012-000-000-000-000-000	ADMINISTRATIVE - PETITIONS FOR CREATION	Original Petitions creating public power districts. Once approved, the "Petition for Creation" is known as the "Charter."	Permanent	
051-013-000-000-000-000-000	ADMINISTRATIVE - POWER FAILURE FILE	Investigation and recommendation file pertaining to the July 11, 1966, power outage affecting most of Nebraska.	When no longer of reference value, subject to review by the State Archives for possible accession	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
051-014-000-000-000-000-000	ADMINISTRATIVE - RECORD OF CONTACT	Memorandum or other written record memorializing a conversation between Power Review board staff or Board members and a member of the public, representative of a power supplier, government official, or other person on a general issue. Records of conversations with power suppliers pertaining to a specific category listed elsewhere in Records Retention Schedule 51 will normally be placed in the appropriate corresponding file (i.e., records of contacts pertaining to a retail service area agreement will be placed in the corresponding service area agreement file).	2 years	
051-015-000-000-000-000-000	ADMINISTRATIVE - RECORDS OF EVIDENTIARY AND CONTESTED HEARINGS	Exhibits and transcripts of hearings held with regard to complaints, disputes between power suppliers, evidentiary hearings, and any other matter over which the Power Review Board exercises jurisdiction.	Permanent	
051-016-000-000-000-000-000	ADMINISTRATIVE - RETAIL SERVICE AREA AGREEMENT REFERENCE CARDS	An alphabetical listing of each public power entity on index cards with reference to each numbered service area agreement assigned to each public power entity.	Superseded	
051-017-000-000-000-000-000	ADMINISTRATIVE - RETAIL SERVICE AREA AGREEMENTS AND AMENDMENTS	All suppliers of electricity serving customers at retail in adjoining service area shall have the authority to enter into a written agreement with each other specifying either the service area or customers each shall serve. These agreements may be amended from time to time due to annexations or transfers of territory. Documents may include, but are not limited to: original agreement, Petitions to Amend, maps, notice of hearing, orders, and/or certificates of approval issued by the Board.	ORIGINAL RECORD: Permanent ELECTRONIC RECORD: Permanent	<ul style="list-style-type: none"> <li>•Neb. Rev. Stat. §70-1002</li> <li>•Electronic records may include all or part of the paper records as determined by the Executive Director and General Counsel and scanning equipment size limitations.</li> </ul>
051-018-000-000-000-000-000	ADMINISTRATIVE - TRANSFER FILES	Legal notification filed with the Power Review Board indicating that a public power supplier intends to either transfer its ownership interest in a generation facility, transmission line, or other electric infrastructure assets, or that the public power supplier intends to acquire an ownership interest in a generation facility, transmission line, or other electric infrastructure assets.	ORIGINAL CONTRACT FILED WITH BOARD: Return to the filing utility OR destroy after 90 days (whichever applies) UTILITY TRANSMITTAL LETTER AND BOARD ACKNOWLEDGEMENT LETTER: Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
051-019-000-000-000-000-000	<b>ADMINISTRATIVE - WHOLESALE SERVICE AREA AGREEMENTS AND AMENDMENTS</b>	All suppliers of electricity shall have authority to enter into written agreements with each other limiting the areas in which or the customers to which a party to the agreement shall provide or sell electric energy at wholesale. File may include original agreement, Petitions to Amend, maps, notices of hearing, orders and/or certificates of approval issued by the Board.	<b>Permanent</b>	Neb. Rev. Stat. §70-1001.01
051-020-000-000-000-000-000	<b>GENERAL - COMMUNICATIONS</b>			See COMMUNICATION Series, item 124-029 through 124-035
051-021-000-000-000-000-000	<b>GENERAL - DISASTER RECOVERY DATA</b>	Data (records) from the STONE server is copied to tapes or other storage media by the Office of the Chief Information Officer (OCIO) for the purpose of disaster recovery preparations. The data is only to be used for system restoration in the event of a disaster or system failure. Disaster recovery data is never to be used or considered for records access or management purposes. Additionally, selected records as determined by the Executive Director and General Counsel are maintained on individual computer hard drives and backed-up by staff using 'flash drives'.	<b>DAILY (M-TH) BACK-UPS:</b> 5 days <b>WEEKLY (SATURDAY) BACK-UPS:</b> 20 days <b>OFF-SITE (FRIDAY) BACK-UPS:</b> 21 days <b>MONTHLY (1st SATURDAY) BACK-UPS:</b> 12 months <b>END-OF-YEARS BACK-UPS:</b> Permanent <b>FLASH DRIVES:</b> Superseded	Note: Records found on the flash drives are "duplicates" as they are also stored on the OCIO STONE Server
051-022-000-000-000-000-000	<b>GENERAL - DUPLICATE DOCUMENTS</b>	If a document is to be retained, normally only the original or one copy will be retained in each applicable file. All duplicate documents in one file may either be disposed of or returned to the person or entity that submitted the document.	<b>Non-record material, disposed of at the discretion of the Executive Director and General Counsel</b>	
051-023-000-000-000-000-000	<b>GENERAL - FILINGS REQUIRED BY STATE OR FEDERAL LAW OR REGULATION</b>	Filings that are required to be submitted to the Power Review Board by state or federal Statute or regulation, which are not otherwise covered by another applicable section of this records retention policy. These filings may include annual audit reports, annual proposed budgets with historical figures and statement of fiscal policy, or similar documents or notices filed pursuant to statute or regulation that are not required to be permanently retained.	<b>Return to submitting entity after 1 year as determined by Executive Director &amp; General Counsel OR if entity does not want the record; immediate disposal</b>	<ul style="list-style-type: none"> <li>•Neb. Rev. Stat. §70-623</li> <li>•Neb. Rev. Stat. §13-516</li> </ul>
051-024-000-000-000-000-000	<b>GENERAL - ORDER OF APPROVAL</b>			See ADMINISTRATIVE - APPLICATION FILE FOR AUTHORITY TO CONSTRUCT, item 051-002

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
051-025-000-000-000-000-000	<b>GENERAL - POWER SUPPLIER FILES</b>	May include material that is received by the Power Review Board through general correspondence, such as reference material or informational data. May also include maps and general correspondence.	<b>5 years, subject to review by the State Archives for possible accession</b>	Contact the State Archives to negotiate transfer
051-026-000-000-000-000-000	<b>GENERAL - REPORTS</b>	Reports created by the Board such as the Biennial Report, Coordinated Power Supply Plan, Research and Conservation Report, and the compilation of annual Net Metering Reports. Data needed for the Net Metering Reports is submitted by electric utilities on postcards. The information is then stored	<b>ORIGINAL RECORD: Permanent ELECTRONIC RECORD: Permanent POSTCARDS WITH DATA FOR COMPILATION OF NET METERING REPORTS: 1 year</b>	<ul style="list-style-type: none"> <li>•Neb. Rev. Stat. § 70-1003(4)</li> <li>•Neb. Rev. Stat. § 70-1025</li> <li>•Neb. Rev. Stat. § 70-1026</li> <li>•Neb. Rev. Stat. § 70-2005</li> </ul>
051-027-000-000-000-000-000	<b>GENERAL - SUBSTITUTE OR CORRECTED DOCUMENTS</b>	Occasionally an entity submits a document in an uncontested matter intended to correct an error or omission on a document filed with the Power Review board, but in all other regards the document is an exact duplicate of the previously filed document. In such instances, the replacement document can be substituted for the original in order to avoid confusion and unnecessary retention.	<b>When no longer of administrative or reference value as determined by the Executive Director and General Counsel OR return to the filing entity</b>	

# 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.)**

<b>Container</b>	<b>Cubic Feet</b>	<b>Weight (lbs)</b>	<b>Sheets of Paper (8.5" x 11")</b>	<b>Electronic Data Equivalent</b>
			<b>1</b>	<b>20 Kb</b>
			<b>52</b>	<b>1 Mb (1024 Kb)</b>
			<b>53,687</b>	<b>1 Gb (1024 Mb)</b>
<b>N/A</b>	<b>N/A</b>	<b>2,204 lbs (1 metric ton)</b>	<b>220,000</b>	<b>4.1 Gb</b>
<b>Records center carton</b>	<b>1 Cu. Foot</b>	<b>16.66 lbs</b>	<b>1,667</b>	<b>32 Mb</b>
<b>Vertical File Cabinet, 4 drawer letter- size</b>	<b>6 Cu. Feet</b>	<b>100 lbs</b>	<b>10,000</b>	<b>190 Mb</b>
<b>Vertical File Cabinet, 4 drawer legal- size</b>	<b>8 Cu. Feet</b>	<b>133.3 lbs</b>	<b>13,333</b>	<b>254 Mb</b>
<b>About a pickup load</b>	<b>50 Cu. Feet</b>	<b>7,500 lbs</b>	<b>748,638</b>	<b>14 Gb</b>