

Schedule 62

INVESTMENT COUNCIL

April 18, 2016

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**

SCHEDULE	62
AGENCY, BOARD OR COMMISSION	INVESTMENT COUNCIL
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of December 14, 2001	

**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

Michael W. WALDEK-NEWMAN



TITLE

State Investment Officer

DATE

April 8, 2016

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

Gayle Kottling

DATE

4/12/2016

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

Deann Hoffman

DATE

4/18/16

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

Jim A. Gae

DATE

4/18/16

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. This retention schedule, which is approved by the State Records Administrator, provides 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 2nd 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 the Records Management Specialist in Records Management. They 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 62
INVESTMENT COUNCIL**

April 18, 2016

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

Supersedes Edition of December 14, 2001

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
62-1	DAILY ALLOCATION OF INCOME	Computer-generated report received from DAS-Accounting, which shows income earned by each investment and allocation giving total income earned daily.	5 years following the end of the fiscal year to which the record pertains	
62-2	INVESTMENT DETAIL REPORT	Monthly computer-generated report received from DAS-Accounting, which shows the daily cash balances, average monthly balances and monthly income earned on the balances for each fund and cash account.	5 years following the end of the fiscal year to which the record pertains	
62-3	INVESTMENT INTEREST DISTRIBUTION	Monthly computer generated report received from DAS-Accounting showing distribution of income to each fund in the Operating Investment Pools, Records Retention Schedule Item 62-4	5 years following the end of the fiscal year to which the record pertains	
62-4	OPERATING INVESTMENT POOLS	File kept to monitor the Operating Investment Pool Funds, trust funds including Ag Development, Aeronautics, and other internally managed miscellaneous funds. Records include, but are not limited to investment transactions, confirmations, month-end statements, correspondence/agreement files, and quarterly portfolio performance reports.	5 years following the end of the fiscal year to which the record pertains	
62-5	TIME DEPOSIT OPEN ACCOUNT RECORDS	Time deposits are investments in Nebraska banks and savings and loan companies. Records include, but are not limited to equity capital reports, collateral pricing, collateral review, collateral, bank correspondence, interest notices from banks, listing by bank, letter and backup/changes, and income allocation.	5 years following the end of the fiscal year to which the record pertains	
62-6	TRUST FUNDS - ACCOUNTING DOCUMENTS	Records include, but are not limited to correspondence, custodian bank transactions and monthly statements, direction letters, investment manager statements, fees, broker statements, compliance letters/spreadsheets, and capital account statements. Records relating to the Nebraska Educational Saving Trust (NEST) and Achieving A Better Life Experience (ABLE)	ORIGINAL RECORD: 5 years following the end of the fiscal year to which the record pertains ELECTRONIC RECORD-CUSTODIAN BANK STATEMENTS: 10 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
62-7	TRUST FUNDS - CONSULTANT REPORTS/ QUARTERLY PERFORMANCE REPORTS	Investment performance analysis from investment consultant.	ORIGINAL RECORD: 5 years following the end of the fiscal year to which the record pertains ELECTRONIC RECORD: 10 years	
62-8	TRUST FUNDS - MISCELLANEOUS FILES	Small business administration and other loan files for paid loans, Defined Contribution Fund Fact Sheet, and special reports requested by legislature.	5 years following the end of the fiscal year to which the record pertains	Obsolete 2005
62-9	TRUST FUNDS - SOFTDOLLAR TRANSACTIONS AND BALANCE SHEET	Monthly computer-generated listing showing softdollar transactions through brokerage firms. Softdollars are credits earned for commissions paid. Softdollar transactions for services and supplies paid with softdollars.	5 years following the end of the fiscal year to which the record pertains	Obsolete 2005
62-3-2	TRUST FUNDS - CONTRACTS			See AGREEMENTS AND CONTRACTS, Item 124-7
62-3-11	TRUST FUNDS - COUNCIL MEETING MATERIALS			See Schedule 124 MEETING MINUTES AND MATERIALS, Item 124-78
62-3-3	TRUST FUNDS - FUND FILES CORRESPONDENCE			See TRUST FUNDS-ACCOUNTING DOCUMENTS, Item 62-6
62-3-9	TRUST FUNDS - FUND RE-BALANCING			See TRUST FUNDS-ACCOUNTING DOCUMENTS, Item 62-6
62-3-10	TRUST FUNDS - INTERNAL MANAGERS FUND			See OPERATING INVESTMENT POOLS, Item 62-4
62-3-8	TRUST FUNDS - MISCELLANEOUS TRUST FUNDS			See TRUST FUNDS-ACCOUNTING DOCUMENTS, Item 62-6
62-2-1	CASH AND INVESTMENT STATUS		Immediate disposal	Obsolete 2008
62-3-4	TRUST FUNDS-INVESTMENT REVIEWS		Immediate disposal	Obsolete September 2001

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.)

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