

Schedule 62

INVESTMENT COUNCIL

DECEMBER 14, 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**

SCHEDULE NUMBER	62
AGENCY, BOARD OR COMMISSION	INVESTMENT COUNCIL
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Editon of June 6, 1988	

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

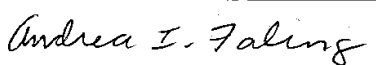
PART I – AGENCY STATEMENT

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 State Investment Officer	DATE 11/30/01

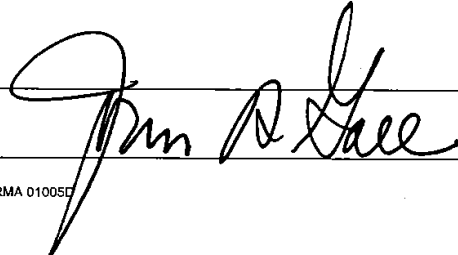
PART II – ARCHIVAL APPROVAL

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 Dec. 12, 2001
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 * 	DATE Dec 14, 2001
ADMINISTRATOR	

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 62 – INVESTMENT COUNCIL

62-2 OPERATING INVESTMENT POOLS: SHORT TERM INVESTMENT POOL (STIP) / MEDIUM TERM INVESTMENT POOL (MTIP) CURRENT RECORDS

62-2-1 CASH AND INVESTMENT STATUS

Computer-generated report received from DAS-Accounting. The Investment Council receives the Cash and Investment Status Report for every fund, which is the entire printout of each agency's Cash and Investment Status, Records Retention Schedule Item # 124-1-80.

DAILY REPORT: Dispose of after last daily of the month is received.

LAST DAILY OF THE MONTH: Dispose of after 2 years, provided audit has been completed.¹

62-2-2 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.

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

62-2-3 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.

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

62-2-4 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 #62-2-5.

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

62-2-5 OPERATING INVESTMENT POOLS

File kept to monitor the Operating Investment Pool Funds/STIP & MTIP Funds, trust funds including Ag Development, Aeronautics and Soukup trusts, Department of Economic Development, Department of Environmental Quality, and other internally managed miscellaneous funds. May include investment transactions, confirmations, month-end statements, correspondence/agreement files, and quarterly portfolio performance reports.

CORRESPONDENCE/AGREEMENT FILES: Microfilm for security semi-annually; transfer to State Records Center when fund is no longer held; dispose of after 100 years.

INVESTMENT TRANSACTIONS, CONFIRMATIONS AND MONTH-END

STATEMENTS: Microfilm for security semi-annually; dispose of after 5 years if security no longer held, provided audit has been completed.¹

ALL OTHER RECORDS: Microfilm for security semi-annually; dispose of after 5 years, provided audit has been completed.¹

SECURITY MICROFILM: Transfer to State Records Center; dispose of after 100 years.

MICROFILM WORK COPY: Dispose of after 100 years.

62-2-6 TIME DEPOSIT OPEN ACCOUNT RECORDS

Time deposits are investments in Nebraska banks and savings and loan companies. May include equity capital reports, collateral pricing, collateral review, collateral, bank correspondence, interest notices from banks, listing by bank, letter and backup/changes, and income allocation.

EQUITY CAPITAL REPORTS, COLLATERAL PRICING, COLLATERAL REVIEW, COLLATERAL, BANK CORRESPONDENCE and INTEREST NOTICES FROM BANKS: Dispose of after 2 years, provided audit has been completed.¹

ALL OTHER RECORDS: Microfilm for security semi-annually; transfer to the State Records Center after 10 years; dispose of after 100 years, provided audit has been completed.¹

SECURITY MICROFILM: Transfer to State Records Center; dispose of after 100 years.

MICROFILM WORK COPY: Dispose of after 100 years.

62-2-7 MISCELLANEOUS FUND FILE

File kept to monitor Department of Environmental Quality Investment transactions, confirmations and month end statements and other miscellaneous funds.

See Records Retention Schedule Item #62-2-5, Internally Managed Portfolios.

62-3 TRUST FUNDS RECORDS

62-3-1 ACCOUNTING STATEMENTS

Shows transactions of the trust by the custodian bank, outside managers' statements, reconciliation files and internal manager's Quarterly Portfolio Performance Reports.

ORIGINAL RECORD: Microfilm for security semi-annually; dispose of 4 years after microfilming, provided audit has been completed.¹

SECURITY MICROFILM: Transfer to State Records Center; dispose of after 100 years.

MICROFILM WORK COPY: Dispose of after 100 years.

CD COPY(provided by custodian banks): Dispose of after 25 years.

62-3-2 CONTRACTS

Contracts and agreements between the agency and other parties. May include terms and conditions of the contracts and agreements, effective dates, costs, and authorization from governor to hire outside money managers.

ORIGINAL RECORD: Microfilm for security semi-annually; transfer to the State Records Center 5 calendar years after contract or agreement becomes inactive; dispose of after 100 years, provided audit has been completed.¹

SECURITY MICROFILM: Transfer to State Records Center; dispose of after 100 years.

MICROFILM WORK COPY: Dispose of after 100 years.

REJECTED (Outside Manager not selected): Transfer to State Records Center after 5 years; dispose of after 10 years.

62-3-3 FUND FILES CORRESPONDENCE

Each fund's investment file may include copies of correspondence, copies of receiving and payment documents, broker's statements, directions to custodian bank, and fees paid or charged.

ORIGINAL RECORD: Microfilm for security semi-annually; transfer to the State Records Center after 5 years; dispose of after 100 years, provided audit has been completed.¹

SECURITY MICROFILM: Transfer to State Records Center: dispose of after 100 years.

MICROFILM WORK COPY: Dispose of after 100 years.

62-3-4 INVESTMENT REVIEWS (OBSOLETE September 2001)

Showing periodic review for investment purposes of assets owned by the trusts.

Dispose of after fund is terminated; OR, 1 year following the end of the fiscal year to which the records pertain, whichever is later, provided audit has been completed.¹

62-3-5 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.

ORIGINAL RECORD: Microfilm for security semi-annually: dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFILM: Transfer to State Records Center; dispose of after 100 years.

MICROFILM WORK COPY: Dispose of after 100 years.

62-3-6 CONSULTANT REPORT/QUARTERLY PERFORMANCE GRAPHS

Investment performance analysis from consultant Wilshire Associates and internally prepared quarterly performance graphs.

ORIGINAL RECORD: Microfilm for security semi-annually; dispose of after 100 years.

SECURITY MICROFILM: Transfer to State Records Center; dispose of after 100 years.

MICROFILM WORK COPY: Dispose of after 100 years.

62-3-7 MISCELLANEOUS FILES

Small business administration and other loan files for paid loans, Defined Contribution Fund Fact Sheet, and special reports requested by legislature.

ORIGINAL RECORD: Microfilm for security semi-annually; dispose of 1 year following the end of the fiscal year to which the records pertain; OR, when no longer of reference value, whichever is later, provided audit has been completed.¹

SECURITY MICROFILM: Transfer to State Records Center; dispose of after 100 years.

MICROFILM WORK COPY: Dispose of after 100 years.

62-3-8 MISCELLANEOUS TRUST FUND

Copies of correspondence for income and asset allocation.

ORIGINAL RECORD: Microfilm for security semi-annually; transfer to the State Records Center after 5 years; dispose of after 100 years.

SECURITY MICROFILM: Transfer to State Records Center: dispose of after 100 years.

MICROFILM WORK COPY: Dispose of after 100 years.

62-3-9 FUND RE-BALANCING

Directions to managers and custodian bank for re-balancing and cash movement of the Defined Contribution pre-mix funds and Defined Benefit trust funds.

ORIGINAL RECORD: Microfilm for security semi-annually; transfer to the State Records Center after 5 years; dispose of after 100 years.

SECURITY MICROFILM: Transfer to State Records Center: dispose of after 100 years.

MICROFILM WORK COPY: Dispose of after 100 years.

62-3-10 INTERNAL MANAGERS FUND

File kept to monitor internally managed trust funds, including Ag Development, Aeronautics, and Soukup trusts. This also includes the Operating Investment Pools (STIP/MTIP), Quarterly Portfolio Performance Reports.

See Records Retention Schedule Item #62-2-5, Internally Managed Portfolios

62-3-11 MINUTES AND COUNCIL MEETING BOOK

Includes official minutes, Council meeting book, slide book and workpapers. This record may NOT be destroyed after microfilming.

ORIGINAL RECORD: Microfilm for security semi-annually; transfer to State Archives when no longer of reference value; retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

62-3-11 STUDENT LOAN RECORDS (OBSOLETE December, 1992)

Student loan files for paid loans.

Immediately dispose of obsolete records.

62-4 DELETED RECORDS

62-1 SHORT TERM INVESTMENT POOL OBSOLETE RECORDS

The following records became obsolete January 31, 1988 due to changes in the way funds are administered.

- 62-1-1 ALLOCATION OF INCOME TO FUNDS**
- 62-1-2 COMPUTATION OF DAILY UNIT INCOME**
- 62-1-3 DAILY TRANSACTIONS LISTINGS**
- 62-1-4 ENTIRE POSTED TRANSACTIONS REPORT**
- 62-1-5 FUND FILES**

NOTES

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.

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