

# **Schedule 77**

## **LAND SURVEYERS BOARD OF EXAMINERS**

**FEBRUARY 22, 1989**

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

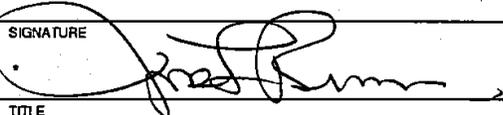
**REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE**

SCHEDULE NUMBER	77
AGENCY, BOARD OR COMMISSION	BOARD OF EXAMINERS - LAND SURVEYORS
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of January 8, 1981	

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

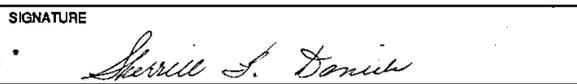
**PART I — AGENCY STATEMENT**

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 Secretary	DATE February 15, 1989

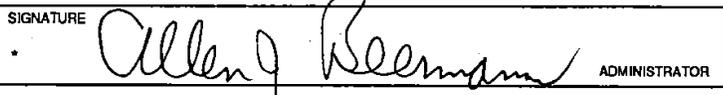
**PART II — ARCHIVAL APPROVAL**

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 17 Feb. 1989
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 Feb 22, 1989
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 77 – LAND SURVEYERS-BOARD OF EXAMINERS**

### **77-1 APPLICATION FOR REGISTRATION TO PRACTICE LAND SURVEYING**

Form completed prior to examination to become a registered land surveyor.

**QUALIFIED AND ACCEPTED APPLICATIONS: Dispose of 10 years after applicant is deceased.**

**NONQUALIFIED AND NOT ACCEPTED APPLICATIONS: Dispose of 20 years after application or examination date.**

**REVOKED OR CANCELLED APPLICATIONS: Dispose of 20 years after cancellation or revocation.**

### **77-2 LAND SURVEYOR EXAMS**

Examinations taken by applicants to be licensed by the Nebraska State Board of Examiners for land surveyors.

**Retain one blank sample copy permanently; dispose of all other examinations 1 year after date of examination.**

### **77-3 LAND SURVEYOR REGISTRATION FILES**

Registration file containing correspondence regarding licensing, personal references to the Examining Board, pertinent Board actions such as suspensions and reinstatement or revocation, copy of surveyor's license, etc.

**ORIGINAL RECORD: Microfilm and destroy originals; OR, dispose of originals 10 years after verification of death of surveyor.**

**SECURITY FILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Dispose of 10 years after verification of death of all surveyors whose files are on the film.**

### **77-4 RECEIPTS FOR REGISTRATION FEES**

Receipts for registration fees for surveyors.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

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#### **NOTE**

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete.

# 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