

Schedule 112

STATE ELECTRICAL DIVISION

October 4, 2013

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	112
AGENCY, BOARD OR COMMISSION	STATE ELECTRICAL DIVISION
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of March 18, 2005	

**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

Randy Anderson

TITLE

Executive Director

DATE

9-26-13

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 Koetting

DATE

10/1/2013

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

Dean Haffner

DATE

10/1/13

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

John D. Hall

DATE

10/4/13

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 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 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 112
STATE ELECTRICAL DIVISION**

October 4, 2013

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

Supersedes Edition of March 18, 2005

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
112-001-000-000-000-000-000	CONTINUING EDUCATION - CERTIFICATES FOR ELECTRICAL LICENSE RENEWAL	Copies of continuing education certificates are provided to the division to verify the appropriate number of hours of electrical training have been met for license renewal.	After verification of certificates and license is renewed	•Neb. Rev. Stat. §81-2117.01 (1) •Neb. Rev. Stat. §81-2117.01 (3)
112-002-000-000-000-000-000	CONTINUING EDUCATION - COURSE ROSTER	Approved continuing education providers may provide a copy of their continuing education course roster.	2 years after the license period in which they were issued (e.g. - end of license period is 12/31/12, dispose of after 12/31/14)	
112-003-000-000-000-000-000	DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS	The agency disaster recovery back-ups are stored off-site in a fire safe.	DAILY: 2 weeks WEEKLY: 2 weeks	
112-004-000-000-000-000-000	ELECTRICIAN - EXAMINATIONS	Files may include passed and/or failed electrical examinations.	ORIGINAL RECORD: 6 years ELECTRONIC RECORD: 6 years	
112-005-000-000-000-000-000	ELECTRICIAN - LICENSE FILES	Files include applications (SED-2-L), annual license renewal forms, reciprocity verification (SED-1-E or SED-3-E) violation warnings (SED-16-l) and correspondence. Files become inactive when the license lapses or the electrician dies.	ORIGINAL RECORD: 5 years after the file becomes inactive ELECTRONIC RECORD: 5 years after the file becomes inactive	
112-006-000-000-000-000-000	ELECTRICIAN - UNLICENSED FILES	Files are maintained on people who fail to renew. Includes a Violation Warning Form (SED16-1), Inspection Application (SED1-I), notes regarding failure of examination and	5 years after last activity in the file	
112-007-000-000-000-000-000	EXAMINATION LOG	May include a listing of all persons who took the electrical examination and their scores as well as whether they have passed or failed.	LISTING: 10 years ELECTRONIC RECORD: 10 years	
112-009-000-000-000-000-000	INSPECTION FILES - ELECTRICAL DIVISION	Inspections are made for new commercial construction, industrial and public use buildings, single family dwellings that have a new electrical service installed, schools and state owned buildings, and others on request. Includes Application for State Electrical Inspection (SED1-I), Inspection Reports (SED 3-I), Reinspection Reports (SED 6-I), Time Extension (SED-INS-3), Inspector's Notice (SED-INS-4), Failure to Notify (SED-INS-5) and correspondence.	ORIGINAL RECORD: 6 years ELECTRONIC RECORD: 6 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
112-010-000-000-000-000-000	INSPECTION FILES - MUNICIPAL PROGRAM	Municipalities may conduct their own electrical inspection programs. Forms within their file may include Approval Request (SEB M-1), Certification of Municipal Electrical Inspector, correspondence and ordinance changes. File may become inactive if the municipality chooses to voluntarily withdraw from the program or the State Electrical Board revokes their right to administer their own inspection program.	FILES: 2 years after the file becomes inactive NOTICE OF ELECTRICAL INSPECTOR CHANGES: Superseded CORRESPONDENCE: 2 years	
112-011-000-000-000-000-000	INVESTIGATION FILES	Detailed files include electrical fatality and fire investigation reports. Files may include fatality investigation report (SED 1-INV) and photographs.	10 years	
112-012-000-000-000-000-000	RECIPROCAL AGREEMENT FILES	A reciprocal agreement is maintained with other states allowing people licensed with that state to also be licensed in Nebraska.	AGREEMENT: 2 years after superseded or voided AGREEMENT CHANGES: Superseded	

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.

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