

Schedule 30

OFFICE OF THE LIEUTENANT GOVERNOR

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	30
AGENCY, BOARD OR COMMISSION	OFFICE OF THE LIEUTENANT GOVERNOR
DIVISION, BUREAU OR OTHER UNIT	
Supersedes edition of September 17, 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 <i>Richard S. Shueby</i>	
TITLE <i>Lt Governor</i>	DATE <i>April 6, 2005</i>

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 <i>Andrea I. Falig</i>	STATE ARCHIVIST	DATE <i>Apr. 13, 2005</i>
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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 <i>John A. Gale</i>	STATE RECORDS ADMINISTRATOR	DATE <i>4/14/05</i>
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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. 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 30 – OFFICE OF THE LIEUTENANT GOVERNOR

30-1 APPOINTMENT CALENDAR

Record of the Lieutenant Governor's daily schedule and future appointments.

Dispose of when official leaves office, subject to review by the State Archivist for possible accession.

30-2 INVITATIONS (ACCEPTED AND DECLINED)

Invitations to meetings and events and supporting documentation, including travel files.

Dispose of after 2 years or when current administration leaves office.

30-3 SUBJECT FILES

Various general files kept by subject/individual/category regarding any information the Lieutenant Governor deems appropriate to keep. May include correspondence, requests, publications, and other reference material.

Dispose of when no longer of reference value.

30-4 TASK FORCE COMMITTEE STUDIES

Lieutenant Governor is responsible for conducting studies as mandated by the Governor or state legislature.

Dispose of when official leaves office, subject to review by the State Archivist for possible accession.

30-5 CORRESPONDENCE

Includes general correspondence, but does not include crank and anonymous letters, items with no return addresses, personal thank you letters or miscellaneous cover letters responding to requests for photographs, autographs, etc.

Transfer to the State Archives when official leaves office; retain permanently.

30-6 LETTERS AND NOTES OF CONGRATULATIONS, RECOGNITIONS OR RECOMMENDATION AND SUPPORT

Letters and notes of congratulations, recognition and support regarding appointments to office, special occasions and letters of recommendation and support for employment, etc.

Dispose of after 6 months.

30-7 HOMELAND SECURITY

Correspondence, reports and supplemental materials of substantive value.

Transfer to the State Archives when the current administration leaves office; retain permanently.

30-8 SPEECHES

A written copy of prepared remarks for speeches given by the Lieutenant Governor kept for reference purposes.

Dispose of when the official leaves office, subject to review by the State Archivist before disposal for possible accession.

30-9 NEWS RELEASES (FORMERLY PRESS RELEASES)

All official news releases issued by the Lieutenant Governor.

Dispose of when the official leaves office, subject to review by the State Archivist for possible accession.

30-10 PUBLIC SCHEDULE (FORMERLY CALENDAR)

Lieutenant Governor's daily public schedule.

Transfer to the State Archives when the official leaves office; retain permanently.

30-11 TELEPHONE MESSAGE LOG

Carbon copies of incoming telephone messages for the Lieutenant Governor and Lieutenant Governor's staff.

Dispose of after 6 months.

NOTE

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