

Schedule 44

COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

April 10, 2006

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	44
AGENCY, BOARD OR COMMISSION	Coordinating Commission for Postsecondary Education
DIVISION, BUREAU OR OTHER UNIT	
Supersedes edition of December 31, 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>Marsha A. Hee</i>	
TITLE Executive Director	DATE April 5, 2006

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>[Signature]</i>	DATE <i>April 7, 2004</i>
STATE ARCHIVES	

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>[Signature]</i>	DATE <i>April 10, 2004</i>
STATE RECORDS 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 44 – COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION

44-20 ARTICULATION REPORTS

Reports of all articulation and cooperative agreements entered into by Nebraska postsecondary institutions.

Transfer to the State Records Center after 1 year; dispose of after 5 years.

44-1 BUDGET FILE

Includes budget requests, payroll records and expenditures of the Coordinating Commission for Postsecondary Education.

Transfer to the State Records Center after 2 years; dispose of after 7 years.

44-22 BUDGET REPORTS FROM PUBLIC POSTSECONDARY INSTITUTIONS

Includes public postsecondary institutions submitted administrative and capital construction budgets and related materials.

BUDGETS: Transfer to the State Records Center after 4 years; dispose of after 12 years.

SUPPLEMENTAL BUDGETS: Transfer to the State Records Center after 6 years; dispose of after 12 years.

44-25 COMMISSION COMMITTEE AGENDAS

The commission committees are subgroups of the Commission, preparing information for Commission meetings. May include subgroups' minutes, agendas, handouts, and related materials for committee meetings.

Dispose of after 10 years, subject to review by the State Archives for possible accession.

44-2 COMMISSION DAILY FILES

All correspondence sent from the commission office in chronological order.

Dispose of after 5 years.

44-29 COMMISSION MEETING AGENDAS AND APPENDICES

Includes agenda and appendices from Commission meetings.

Retain permanently.

44-3 COMMUNICATIONS, MEDIUM-TERM

Communications containing information related to the operations of the agency, but does not have long-term significance or policy implications.

Dispose of after 5 years.

44-4 CONSULTANT CONTRACTS

Contracts between the Coordinating Commission for Postsecondary Education and various consulting firms for research services.

Transfer to the State Records Center when terms of contract are fulfilled; dispose of 5 years after terms of contract are fulfilled, provided audit has been completed.¹

44-17 FINANCIAL AID PROGRAMS

The Nebraska State Grant (NSG) has replaced the following financial aid programs: Scholarship Assistance Program (SAP), State Scholarship Award Program (SSAP), State Student Incentive Grant (SSIG), and Postsecondary Education Award Program (PEAP) programs. Files of Postsecondary Education Institutions participating in financial aid programs. Files include application to participate, reallocation application, record of accounting transactions, copy of warrant issues and student data forms.

Dispose of after 7 years, provided audit has been completed.¹

44-8 HISTORICAL STUDIES OF COMMISSION

One time studies used to justify the commission, and other historical records.

Transfer to the State Archives when no longer of reference value; retain permanently.

44-10 IMPROVING TEACHER QUALITY GRANT FILES (Formerly Eisenhower Professional Development Grant Files)

Records of federal grants given to postsecondary education institutions and administered by the commission under the Education For Economic Security Act, Title II. Files may include request for proposals, proposals from postsecondary education institutions and final reports.

Dispose of 5 years after the grant is completed, provided audit has been completed.

44-9 IPEDS (INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM)

Files include completed IPEDS form from postsecondary education institutions. Forms include data on enrollment, degrees, financial statistics, and salaries. Data is entered into computer.

COMPLETED IPEDS FORMS: Transfer to State Records Center; dispose of after 12 years.

ELECTRONIC DATA: Backup daily; dispose of after 12 years.

COMPUTER PRINTOUT: Dispose of after 12 years.

SECURITY COPY: Dispose of after 12 years.

44-7 NEEDS (NEBRASKA EDUCATION DATA SYSTEM)

Files include completed NEEDS forms from postsecondary education institutions. Data on forms is entered into computer.

COMPLETED NEEDS FORMS: Transfer to State Records Center; dispose of after 12 years.

COMPUTER PRINTOUT: Dispose of after 12 years.

ELECTRONIC DATA: Backup daily; dispose of after 12 years.

SECURITY COPY: Dispose of after 12 years.

44-19 OFF-CAMPUS FILES

Academic programs offered by public postsecondary institutions outside of the institutions' designated geographic service area as identified in the Commission's Comprehensive Statewide Plan for Postsecondary Education.

Transfer to the State Records Center after 1 year; dispose of after 5 years.

44-23 OUT-OF-STATE APPLICATIONS

Includes files of institutions that have made application to offer courses in Nebraska.
Dispose of after 5 years.

44-18 PROGRAM REVIEW FILES

Commission reviews of existing programs at all public postsecondary institutions and approval of any proposed new programs at all public postsecondary institutions.
Transfer to State Records Center after 3 years; dispose of after 8 years.

44-11 REPORTS FROM OTHER STATES

Reports received by the commission from counterpart agencies in other states. Includes directories, statistical reports, etc.
Dispose of 4 years after received.

44-26 SPECIAL PROJECTS

Includes reports that are mandated by the governor and the Legislature and reports that are published infrequently.
Transfer to the State Archives; retain permanently.

**44-16 SPRE (STATE POSTSECONDARY REVIEW PROGRAM)
(OBSOLETE 1999)**

Includes all records from the SPRE Federal grant program. The grant program had a duration of 2 years. Records include, but are not limited to, general correspondence, notes from meetings, notes from statewide hearings, proposed standards, rules and regulations.
Transfer to State Records Center after termination of grant; dispose of 5 years, provided audit has been completed.¹

44-12 SSIG INSTITUTIONAL FILES (STATE STUDENT INCENTIVE GRANT)

See Records Retention Schedule Item # 44-17, FINANCIAL AID PROGRAMS.

44-13 STUDY OF TEACHER EDUCATION IN NEBRASKA

Periodic review of state teacher requirements and programs for further education.
Dispose of when no longer of reference value.

44-27 STUDIES & REPORTS

Includes raw materials, studies, and reports not listed separately.
Dispose of after no longer of reference value to the Commission, with the final report subject to review by the State Archivist before disposal.

44-28 SURVEY & RAW DATA

Includes surveys and raw data from the surveys completed by the Commission.
Dispose of after 5 years, subject to review by the State Archivist before disposal.

44-21 TUITION AND FEES

Includes tuition comparisons with Commission defined peer institutions and recommendations on tuition and financial aid policies. Back-up data for tuition and fee report and miscellaneous tuition information.

Transfer to State Records Center after 2 years; dispose of after 5 years.

44-24 TWO OR FOUR-YEAR PRIVATE COLLEGES

Includes files of institutions that have made application to create a two or four-year private college in Nebraska, new program applications at private colleges, and annual reports.

Dispose of after 10 years.

SELECTED ITEMS FROM SCHEDULE 124

124-4-6 APPLICATION AND OTHER SUPPLEMENTAL MATERIAL OF PEOPLE NOT HIRED

See Records Retention Schedule 124, State Agencies, General Records.

Dispose of 4 years after date of application. Changed from 3 to 4 years per schedule 124.

124-1-11-4 COMMUNICATIONS, LONG-TERM

Communications containing information related to the mission of the agency, i.e., documents major transactions, establishes or implements policy, establishes legal rights or responsibilities, or has other long-term ramifications to the operation of the agency.

Communications to be transferred to the State Archives must be on paper or microfilm.

Transfer to the State Archives after 8 years; retain permanently.

124-1-11-5 COMMUNICATIONS, PROJECT RELATED

Communications related to a specific agency project. A project is an activity that has an identifiable beginning and end. Communications to be transferred to the State Archives must be on paper or microfilm.

Dispose of 8 years after the end of the project, subject to review by State Archivist before disposal.

124-4-15 EMPLOYMENT HISTORY FILE

See Records Retention Schedule 124, State Agencies, General Records.

Dispose of 10 years after termination of employment.

124-5 NONRECORD MATERIAL

See Records Retention Schedule 124, State Agencies, General Records. (last page)

NONRECORD MATERIAL may be destroyed at any time by the agency. No RECORDS DISPOSITION REPORT (RMA 03006B) is required.

124-4-30 TIME SHEETS AND TIME CARDS

See Records Retention Schedule 124, State Agencies, General Records.

Dispose of 3 years, provided audited has been completed.¹

124-4-29 TIME OFF AND/OR SICK LEAVE REQUESTS

See Records Retention Schedule 124, State Agencies, General Records.

Dispose of after verification of time sheets, provided audit has been completed.¹

**124-4-31 TIME WORKED AND ABSENCES, INDIVIDUAL ACCOUNTING
(OBSOLETE WITH THE IMPLEMENTATION OF NIS)**

Dispose of after 3 years.

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