

# **Schedule 64**

## **NEBRASKA PROFESSIONAL PRACTICES COMMISSION**

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	<b>64</b>
AGENCY, BOARD OR COMMISSION	<b>NEBRASKA PROFESSIONAL PRACTICES COMMISSION</b>
DIVISION, BUREAU OR OTHER UNIT	
Supersedes edition of February 14, 1990	

**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>Scotti Tontz</i>	
TITLE <i>Executive Director / Clerk</i>	DATE <i>3-21-05</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. Faling</i>	DATE <i>March 22, 2005</i>
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 <i>Jim D. Hall</i>	DATE <i>3/23/05</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 NO. 64 - NEBRASKA PROFESSIONAL PRACTICES COMMISSION**

### **64-1 HISTORY, DISCIPLINARY ACTION (1990 – PRESENT)**

This may include a list of action taken against an educator's certificate (i.e. recommended suspension or revocation of certificate) or a public reprimand or private admonishment.

#### **COMPLAINT AND FINAL ORDER:**

**ORIGINAL RECORD: Microfilm and destroy.**

**SECURITY MICROFILM: Transfer to security storage; dispose of 50 years after final order.**

**MICROFILM WORK COPY: Dispose of 50 years after final order.**

**REMAINDER OF FILE: Transfer to the State Records Center after final order; dispose of 7 years after final order.**

### **64-2 HISTORY, NEBRASKA PROFESSIONAL PRACTICES COMMISSION MEMBERS**

Written record of commissioners who have been appointed by the Governor and the terms of their appointments.

**Dispose of after 10 years.**

### **64-3 NEBRASKA PROFESSIONAL PRACTICES COMMISSION MEETING MINUTES**

See Schedule 124 and Nebr. Rev Stat. § 79-862. Includes all official minutes of commission.

**ORIGINAL RECORD: Microfilm for security annually; transfer to the State Archives after no longer of reference value. This record may NOT be destroyed after microfilming.**

**OTHER COPIES: Dispose of after no longer of reference value.**

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

**MICROFILM WORK COPY: Retain permanently.**

### **64-4 PETITION CASE FILES**

Case files regarding alleged violations of professional ethics and practices which contains allegations, legal motions, copies of notices of hearings sent to concerned parties, copies of subpoena(s), hearing transcripts, rulings on legal motions, copies of recommendations for revocation or suspension of certificates sent to State Board of Education, copies of orders of public reprimands or private admonishments, or dismissal orders.

#### **PETITION AND FINAL ORDER:**

**ORIGINAL RECORD: Microfilm and destroy after final order.**

**SECURITY MICROFILM: Transfer to security storage; dispose of 50 years after final order.**

**MICROFILM WORK COPY: Dispose of 50 years after final order.**

**REMAINDER OF FILE: Transfer to the State Records Center after final order; dispose of 7 years after final order.**

**DELETED RECORDS**

- 64-1 INVESTIGATION CASE FILES (OBSOLETE 1998)
- 64-2 PEER REVIEW PANEL FILES (OBSOLETE 1989)

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**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

<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