

Schedule 90

NEBRASKA ETHANOL BOARD

August 1, 2005

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

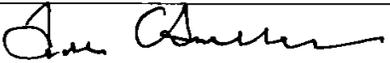
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE	90
AGENCY, BOARD OR COMMISSION	NEBRASKA ETHANOL BOARD
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of April 5, 1988	

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

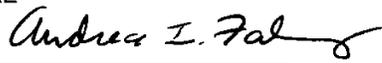
PART I -- AGENCY STATEMENT

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	Administrator
DATE	7-25-05

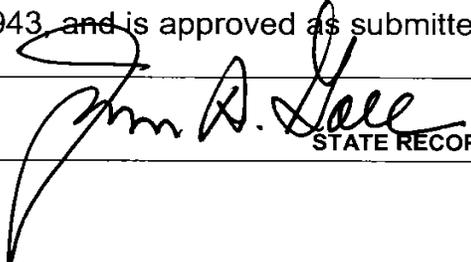
PART II - ARCHIVAL APPROVAL

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	July 28, 2005
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	August 1, 2005
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 90 – NEBRASKA ETHANOL BOARD

90-1 ACCOUNTABILITY AND DISCLOSURE

Correspondence regarding accountability and disclosure issues that effect the agency.
Retain permanently.

90-2 ADMINISTRATIVE RECORDS

May include: Public Meetings supporting documentation such as press releases, agenda, guest logs, and/or media advisory. This information may normally be found as part of the Nebraska Ethanol Board Meeting Minutes.

Transfer to Scheller Archives at the University of Nebraska – Lincoln campus.

90-4 ANNUAL AGENCY REVENUES AND EXPENITURES

Complete agency budget, appropriation and expenditures records.

Retain permanently.

90-3 ANNUAL REPORT TO THE LEGISLATURE

Report of Nebraska Ethanol Board which is prepared annually for the Legislature.

DRAFT MATERIAL: Dispose of after publication.

ANNUAL REPORT: Transfer 4 copies to the Library Commission, Publications Clearinghouse, per Nebr. Rev. Stat. §51-413.

90-5 ARCHIVE

Archive of agriculture Alcohol history and ethanol related materials at the University Archives – Love Library, University of Nebraska – Lincoln, 1971-1995.

Retain permanently.

90-6 ATTORNEY GENERAL OPINIONS

Opinions issued by the Attorney General that effect the agency.

Retain permanently.

90-7 CONSUMER SURVEYS

Surveys to determine consumer awareness, buying trends, product perceptions, etc.

Retain permanently.

90-8 CONTRACTS

May include all state and federal contracts. Files include agreements and contracts with others to perform various program activities. Contracts include such items as applications, contracts, financial reports, correspondence, and award documents.

Contract includes those for agency related services, research, seminars, surveys, education, publications, Governors' Ethanol Coalition, etc. See Schedule 124 General Records for State Agencies, CONTRACTS AND LEASES.

Dispose of after 3 years, provided audit has been completed.¹

90-9 CONTRACT LOG BOOK

Logbook is used to record information about the contracts. Provides a record of each contract, contract number and date issued.

Dispose of when superseded or obsolete.

90-10 CURRICULM

Ethanol Study Curriculum designed to help educators and students better understand the benefits of ethanol production and use.

DRAFT MATERIAL: Dispose of after publication.

ANNUAL REPORT: Transfer 4 copies to the Library Commission, Publications Clearinghouse, per Nebr. Rev. Stat. §51-413.

90-11 DEPOSIT LISTING PRINTOUT (OBSOLETE WITH NIS)

DAS Accounting Computer Listing of money deposited since last printout. Printout is generated after each deposit.

Dispose of after 5 years, provided audit has been completed.¹

90-12 DIRECTIVES AND EXECUTIVE ORDERS

Directives and orders issued by the Governor that effect the agency.

Retain permanently.

90-13 ETHANOL AND CO-PRODUCTS SALES

Nebraska and U.S. annual sales data including fuel ethanol, DDGS, etc.

Retain permanently.

90-14 ETHANOL PLANT FILES

Files of existing and proposed ethanol plants in the state of Nebraska.

Dispose of when superseded or obsolete.

90-15 ETHANOL PRODUCTION

Nebraska and U.S. production estimates.

Retain permanently.

90-16 ETHANOL PRODUCTION INCENTIVE CASH FUND

Production incentives paid, payment forecasts and fund balances used for statutory reporting requirements.

Retain permanently.

90-17 FISCAL REPORTS

May include NIS mreports, budget status summary, transaction journals, personal service limitation status, monthly report of detailed disbursements, etc., accounting reports showing budgeted and actual revenue expenditures, cash balances, and deposits.

Dispose of after 5 complete fiscal years, provided audit has been completed.¹

90-18 FLEXIBLE FUEL VEHICLES – E85

Materials and background information on flexible fuel vehicles. Supporting documentation for vehicle on loan from General Motors to Nebraska Ethanol Board, May 2005 – May 2006.

Dispose of when superseded or obsolete.

90-19 GENERAL DOCUMENT PRINTOUT (OBSOLETE WITH NIS)

DAS Accounting Computer Listing of General Documents processed since last printout. Printout is generated after each deposit.

Dispose of after 5 years, provided audit has been completed.¹

90-20 GOVERNORS' ETHANOL COALITION

Agency provides staff support for the 31 state GEC; provides staff participation for GEC committees and conference calls, provides technical support for GEC for publications and meetings. Maintain meeting minutes.

Retain permanently.

90-21 HISTORICAL PRICES

Continuous, monthly histories of ethanol and related product pricing. Ethanol and gasoline prices at various Nebraska locations, co-product and competing product prices, competing fuel component prices and other relevant price histories.

Retain permanently.

90-22 LEGISLATION

Legislation, introduced, indefinitely postponed, and passed, pertaining to ethanol and/or the agency.

Dispose of when superseded or obsolete.

90-23 LEGISLATIVE HISTORIES

Nebraska and U.S. ethanol histories.

Retain permanently.

90-24 MASTER MAILING LIST

Report consists of members of news media, commodity boards, senators, agricultural organizations, board members, ethanol plants, E-85 stations.

Dispose of when superseded or obsolete.

90-25 NEWS AND/OR PRESS RELEASES/MEDIA ADVISORIES

All official news releases by the agency. See Schedule 124 General Records for State Agencies, PRESS RELEASES.

Transfer to the State Archives after 1 years; retain permanently.

90-26 PERSONNEL RECORDS

May include time entry, payroll register, payroll journal proof, payroll exception, certifications, etc. Includes records of board members who have been appointed by the Governor and the terms of their appointments.

Dispose of after 3 years, provided audit has been completed.¹

90-27 POLICIES

Acceptable use policies relating to employees of the Nebraska Ethanol Board.
Dispose of when superseded or obsolete.

90-28 PUBLICATIONS

Includes brochures, books, and information handouts regarding ethanol.
DRAFT MATERIAL: Dispose of after publication is printed.
PUBLICATIONS: Transfer 4 copies to Library Commission, Publications Clearinghouse, per Nebr. Rev. Stat. §51-143.

90-29 QUARTERLY CHECK-OFF REMITTAL FEE FORM (OBSOLETE JANUARY, 2000)

The information on these forms are remitted by all first purchasers in the state of Nebraska who has grain dealer's buyers licenses, and deal in corn, wheat or grain sorghum. The forms are mailed out quarterly, and fees are due in this office 30 days after the end of any given quarter. The figures are broken down by month, and by the number of bushels of corn and wheat, and Hundredweight of grain sorghum purchased during the month. These figures are then totaled and multiplied by .015 to determine the fees due per commodity. A check is submitted for the total of all three commodities.
Dispose of after 5 years provided audit has been completed.

90-30 REFUND FORMS (OBSOLETE JANUARY, 2000)

Application form used by the producer to request a refund from the Ethanol Board. Information included on the form is name, address, phone number, Social Security or Federal ID number, signature and date the request is filled out. Along with the refund form, the producer must attach a copy of their Federal Loan sheet or a copy of their settlement sheet from the elevator or other first purchaser buying corn, wheat or grain sorghum from them. The settlement sheet must include the following in order to be valid: name of seller, commodity, number of bushels or hundredweight, and the amount of ethanol deduction subtracted from the settlement.
Dispose of after 5 years provided audit has been completed.

90-31 REGULATORY HISTORIES

Nebraska and U.S. industry regulatory requirements.
Retain permanently.

90-32 SUBJECT FILES

Various general files kept by subject/individual/category regarding any information the agency deems appropriate to keep. May include correspondence, requests, publications, and other reference material. See Schedule 124 General Records for State Agencies, COMMUNICATIONS/CORRESPONDENCE.
Dispose of after 2 years.

90-33 TRAVEL LOG FOR GM FLEXIBLE VEHICLE VEHICLE ON LOAN TO NEBRASKA

Travel log used in reference to miles driven for duration of vehicle on loan to Nebraska Ethanol Board, May 2005-May 2006.
Dispose of after 2 years, provided audit has been completed.¹

90-34 TRAVEL REPORT AND AUTHORIZATION REQUESTS

Staff and Board travel requests. See Schedule 124 General Records for State Agencies, TRAVEL REQUEST FORM.

Dispose of after travel is completed.

90-35 WEEKLY UPDATES

Weekly memo to Board members.

Retain permanently.

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.

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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