

Updated Disposition Report instructions and address 11/2022
No changes were made to records retention

Schedule 31-7

**DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY**

Nebraska Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
(402) 471-2559

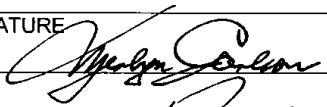
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

| | |
|--|----------------------------------|
| SCHEDULE | 31-7 |
| AGENCY, BOARD OR COMMISSION | DEPARTMENT OF AGRICULTURE |
| DIVISION, BUREAU OR OTHER UNIT | BUREAU OF PLANT INDUSTRY |
| Supersedes edition of February 26, 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 |  |
| TITLE | <i>Director</i> |
| DATE | <i>4/1/05</i> |

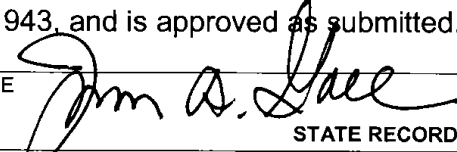
PART II - ARCHIVAL APPROVAL

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>Apr. 6, 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 |  | DATE | <i>4/19/05</i> |
| STATE RECORDS ADMINISTRATOR | | | |

RMA 01005D

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. This retention schedule, which is approved by the State Records Administrator, provides 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. Unless there is pending or on going, legal action, records request, or audit.
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 located on the Secretary of State Records Management website. https://appengine.egov.com/apps/ne/sos_records_disposition_report. This report establishes that the destruction was performed in your normal course of business.

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 the Records Management Specialist in Records Management. They 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
3242 Salt Creek Circle
Lincoln, NE 68504
402-471-2559**

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**SCHEDULE 31-7 - DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY**

31-7-1 ENTOMOLOGY /APIARY DIVISION

31-7-1-1 ENTOMOLOGY SECTION

**31-7-1-1-1 AGREEMENT FOR POSTENTRY QUARANTINE - STATE SCREENING
NOTICE (7CFR 319.37) (PPQ Form 546)**

Application and agreement utilized for the importation of certain plants into Nebraska.

Dispose of after 5 years or after quarantine is lifted, whichever is later.

**31-7-1-1-2 APPLICATION AND PERMIT TO MOVE LIVE PLANT PESTS AND
NOXIOUS WEEDS (PPQ Form 526)**

Application and permit approved by the State Entomologist and USDA for the movement of plant pests.

Dispose of after 10 years.

31-7-1-1-3 APPLICATION AND PERMIT TO MOVE SOIL (PPQ Form 525)

Application and permit issued to approved soil labs which desire to import foreign soil which have plant pest concerns.

Dispose of after 5 years.

31-7-1-1-4 APPLICATION FOR A DEALER'S LICENSE

Application for a dealer's license is sent to dealers who wish to distribute nursery stock. A deposit report is generated and a dealer's license issued after payment information is entered into the database. Nursery Dealer Renewals are generated and mailed annually from this database.

APPLICATION; Enter data into electronic database; dispose of after 3 years, provided audit has been completed.¹

COMPLETED RENEWAL NOTICE: Enter data into electronic database; dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 3 years, provided audit has been completed.¹

DEALER'S LICENSE (COPY): Print to paper; dispose of after 3 years.

DEPOSIT REPORT: Print to paper; dispose of after 3 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

31-7-1-1-5 APPLICATION FOR A GROWING SEASON FIELD INSPECTION

Application submitted by firm intending to export seeds of certain plants. The application gives the location of growing fields, acreage and variety of plants.

Dispose of after 10 years.

31-7-1-1-6 APPLICATION FOR CERTIFICATION OF GRAIN HANDLING FACILITIES TO COMPLY WITH EUROPEAN CORN BORER QUARANTINE PROVISIONS

Application for a license to enter into the European corn borer quarantine. Lists those responsible for supervising the screening and loading of commodities under the quarantine. Upon receipt of the application and fee, a European Corn Borer License is issued to grain elevators after inspection certifying compliance with a European Corn Borer Quarantine of various states and countries. This is necessary in order to transport corn and sorghum into that state. A deposit report is generated after payment information has been entered into the database.

APPLICATION: Enter data into electronic database; dispose of after 3 years, provided audit has been completed.¹

CORN BORER RENEWAL NOTICE: Enter data into electronic database; dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 3 years, provided audit has been completed.¹

DEPOSIT REPORT: Print to paper; dispose of after 3 years, provided audit has been completed.¹

CORN BORER LICENSE (COPY): Print to paper; dispose of after 3 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

31-7-1-1-7 APPLICATION FOR GROWER'S LICENSE OF INSPECTION

Application for an inspection of a nursery stock grower in order to receive a Nursery Growers License. A deposit report is generated after payment information is entered into the database. Nursery Growers Renewals are generated and mailed annually from this database.

APPLICATION: Enter data into electronic database; dispose of after 3 years, provided audit has been completed.¹

COMPLETED RENEWAL NOTICE: Enter data into electronic database; dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 3 years, provided audit has been completed.¹

LICENSE (COPY): Print to paper; dispose of after 3 years, provided audit has been completed.¹

DEPOSIT REPORT: Print to paper; dispose of after 3 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

31-7-1-1-8 APPLICATION FOR PERMIT TO IMPORT PLANTS OR PLANT PRODUCTS (PPQ Form 587)

Application to import plants into the United States and Nebraska signed by the State Entomologist.

Dispose of after 5 years.

31-7-1-1-9 COMPLIANCE AGREEMENT FOR SOIL LABS (PPQ Form 519)

Compliance agreement signed by firm, State Entomologist and USDA officials. This agreement outlines certain stipulations which must be met to handle soil received from quarantine areas.

Dispose of after 10 years or after no longer in effect, whichever is later.

31-7-1-1-10 DEALER'S INSPECTION REPORT

Inspection report issued to nursery dealers indicating stock violations and plant pests detected.
Dispose of after 3 years.

31-7-1-1-11 DIRECTORY OF NEBRASKA LICENSED NURSERY GROWERS AND DEALERS

A publication listing the names and addresses of all licensed nursery stock growers and dealers. The publication also contains pertinent information on the distribution of nursery stock and rules and regulations. This has been published in paper annually. As of 2003 it will only be available electronically.

PAPER: Transfer four copies to the Library Commission, Publications Clearinghouse; dispose of all other copies immediately.

ELECTRONIC DATA: Backup daily; dispose of after superseded; annually print out 2 copies on permanent paper and transfer to the Publications Clearinghouse C/O Nebraska Library Commission and to the State Archives.²

SECURITY BACKUP COPY: Dispose of after superseded.

31-7-1-1-12 EUROPEAN CORN BORER CERTIFICATE

Certificates are issued to grain elevators which have been issued the European Corn Borer License. Elevators return completed certificates to the Bureau. These documents are sent with each commodity shipped to a quarantine state.

COMPLETED CERTIFICATE: Enter data into electronic database; dispose of after 1 year.

ELECTRONIC DATA: Backup daily; dispose of after 10 years.

SECURITY BACKUP COPY: Dispose of after superseded.

31-7-1-1-13 GROWING SEASON INSPECTION REPORT

A report issued after the inspection of a growing field. The report lists the field inspected, the variety of the plants and the plant disease detected during the inspection. The results of the inspection are utilized in the issuance of phytosanitary certificates.

Dispose of after 10 years.

31-7-1-1-14 INSPECTOR'S WEEKLY REPORT OF TIME AND ACTIVITY

Field inspector's weekly report of firms visited and time spent at each firm.

Dispose of after 2 years.

31-7-1-1-15 NEBRASKA INSECT BOOK (OBSOLETE 2003)

Book is published by the Entomology Division and contains information on the common insects of Nebraska. Copies are sold to the general public. When all copies in stock are sold, no more will be available.

Transfer four copies to the Library Commission, Publications Clearinghouse.

31-7-1-1-16 NEBRASKA INSECT BOOK ORDER FORM (OBSOLETE 2003)

Order forms received from persons who have prepaid for copies of the Nebraska Insect Book. Record includes: date, amount enclosed, number of books ordered, and name and address of the ordering party. The Nebraska Insect Book is no longer being published.

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

31-7-1-1-17 NOTICE OF SHIPMENT AND REPORT OF INSPECTION OF IMPORTED PLANTS TO BE GROWN UNDER POSTENTRY QUARANTINE (PPQ Form 569)

Inspection report of postentry quarantine plants.

Dispose of after 5 years or after quarantine is lifted, whichever is later.

31-7-1-1-18 PHYTOSANITARY CERTIFICATION INSPECTION REPORT

An inspection report of plants or plant products issued to the firm and utilized in the billing for and issuance of state and federal phytosanitary certificates. An application is received from exporters of plants or plant products listing pertinent information utilized for the issuance of state or federal phytosanitary certificates. A federal or state Phytosanitary Certificate is issued to the exporter from this database after the proper inspection has been accomplished. This certificate is utilized to meet the requirements of the importing country. A billing statement is generated monthly from this database. A deposit report is generated after the billing statement and fee have been received and the payment information has been entered into the database.

PHYTOSANITARY CERTIFICATION INSPECTION REPORT: Enter data into electronic database; dispose of after 1 year.

APPLICATION: Enter data into electronic database; dispose of after 3 years.

ELECTRONIC DATA: Backup daily; dispose of after 10 years.

PHYTOSANITARY CERTIFICATE (COPY): Print to paper; dispose of after 3 years, provided audit has been completed.¹

BILLING STATEMENT: Print to paper; dispose of after 3 years, provided audit has been completed.¹

DEPOSIT REPORT: Print to paper; dispose of after 3 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

31-7-1-1-19 PLANT INSPECTION REPORT

Inspection report of nursery stock issued after inspection of firm. Includes firm name, address, record of plants inspected and plant pests found during inspection.

Dispose of after 5 years.

31-7-1-1-20 RELEASE OF WITHDRAWAL-FROM-DISTRIBUTION ORDER

A release form issued concerning a previous Withdrawal-From-Distribution Order given to nursery dealers and growers.

Dispose of after 3 years.

31-7-1-1-21 USDA/APHIS/PPQ APPLICATION FOR PERMIT OR COURTESY PERMIT FOR THE MOVEMENT OF A REGULATED ARTICLE UNDER 7 CFR 340

Application and Agreement utilized for the movement of a regulated article into or through Nebraska under 7 CFR 340.

Dispose of after 5 years.

31-7-1-1-22 USDA/APHIS/PPQ APPLICATION FOR PERMIT OR COURTESY PERMIT FOR THE RELEASE OF A REGULATED ARTICLE UNDER 7 CFR 340

Application and Agreement utilized for the release of a regulated article in Nebraska under 7 CFR 340.

Dispose of after 5 years.

31-7-1-1-23 USDA/APHIS/PPQ NOTIFICATION FOR GENETICALLY ENGINEERED ORGANISM RELEASE

Notification document utilized for production of genetically engineered organisms in Nebraska.

Dispose of after 5 years.

31-7-1-1-24 WITHDRAWAL-FROM-DISTRIBUTION ORDER

A report issued to nursery dealers and growers after inspection, listing violations of the Plant Protection and Plant Pest Act.

Dispose of after 3 years.

31-7-1-2 APIARY SECTION

31-7-1-2-1 ANNUAL APIARY REGISTRATION

Annual registration of apiary sites filed by all beekeepers which includes number of colonies maintained and registration fees.

Dispose of after 4 years, provided audit has been completed.¹

31-7-1-2-2 APIARY HEALTH CERTIFICATE

Disease-free certificates issued to beekeepers desiring to sell their bees or ship them interstate. Certificates are issued based on inspections done no more than sixty days prior to sale or shipment.

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

31-7-1-2-3 APIARY INSPECTION REPORT

Report of annual apiary inspections for diseased hives which includes inspector's remarks and recommended abatement measures when a disease or pest was found during inspection.

Dispose of after 2 years.

31-7-1-2-4 NOTICE TO TREAT BEE DISEASES

Copies of written notice sent by State Apiarist instructing beekeeper to treat his bees for a specific bee disease or pest.

Dispose of after 2 years.

31-7-1-2-5 PERMIT TO BRING BEES INTO NEBRASKA

Entry permit issued by the State Apiarist to bring bees into Nebraska.

Dispose of after 2 years, provided audit has been completed.¹

31-7-2 FEED AND FERTILIZER DIVISION

31-7-2-1 APPLICATION FOR REGISTRATION OF AGRICULTURAL LIME PRODUCTS OR SOIL CONDITIONERS (formerly Applications for Registration of Feeds, Fertilizers and Lime)

Annual applications for registration of agricultural lime products and soil conditioners.
Dispose of after 2 years, provided audit has been completed.¹

31-7-2-2 APPLICATION FOR FEED, FERTILIZER, LIME AND SEED REGISTRATION (FIRM LICENSE) (formerly Feed, Fertilizer, and Lime Registration List (Application))

Includes initial application for Feed, Fertilizer, Lime and/or Seed firm registration. Re-registrations are generated annually from this database. A deposit report is generated after payment information has been entered into the database. Blue Books are also generated from this database. The Blue Book contains names and addresses of all feed and fertilizer retailers in Nebraska.

APPLICATION: Enter data into electronic database; dispose of after 2 years, provided audit has been completed.¹

RE-REGISTRATION (FIRM LICENSE): Enter data into electronic database; dispose of after 2 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after superseded.

REGISTRATION (FIRM LICENSE) (COPY): Print to paper; dispose of after 2 years, provided audit has been completed.¹

DEPOSIT LISTING REPORT: Print to paper; dispose of after 2 years, provided audit has been completed.¹

ANNUAL BLUE BOOK PRINTOUT: Dispose of after 1 year.

SECURITY BACKUP COPY: Dispose of after superseded.

31-7-2-3 COMMERCIAL FEED MILL INSPECTION REPORT (formerly Inspection Form for Commercial Feed Firms)

Field inspector's reports of sanitary conditions of commercial feed firms.
Dispose of after 3 years.

31-7-2-4 DRUG COMPONENTS ON HAND

Description of types of drugs a firm is distributing or using.
Dispose of after 2 years.

31-7-2-5 INSPECTOR'S WEEKLY REPORT OF TIME AND ACTIVITY

Field inspector's weekly report of firms visited and time spent at each firm.
Dispose of after 2 years.

31-7-2-6 LABORATORY ANALYTICAL REPORT

Reports of State Laboratory's analyses of feed, fertilizer, lime and pesticides which are used to ascertain compliance of products' contents with its contents label. If the product's contents do not comply with its label, the product is placed "off-sale". If product is placed "off-sale" a Withdrawal-From-Sale order may be issued. This is a written notice sent to the retailer instructing them to withdraw the named product from sale because it fails to comply with regulations governing the product. At the firm's request, a Release for Movement/Sale order may be issued. This gives the firm permission to sell, move or dispose of the product that was placed off-sale.

ANALYTICAL REPORT: Enter data into electronic database; dispose of after 3 years.

ELECTRONIC DATA: Backup daily; dispose of after 3 years.

OFF-SALE ORDER (COPY): Print to paper; dispose of 3 years after final disposition of product.

WITHDRAWAL-FROM-SALE ORDER (COPY): Print to paper; dispose of 3 years after final disposition of product.

RELEASE-FOR-MOVEMENT/SALE (COPY): Print to paper; dispose of 3 years after final disposition of product.

SECURITY BACKUP COPY: Dispose of after superseded.

**31-7-2-7 MEDICATED FEEDS AND BOVINE SPONGIFORM
ENCEPHALOPATHY (BSE) INSPECTION REPORT (formerly
Medicated Feeds and Grain Warehouse Inspection Reports)**

Food and Drug Administration inspectors' reports of history and operations of medicated feed firms and grain warehouse facilities.

Dispose of after 5 years.

**31-7-2-8 NEBRASKA COMMERCIAL FEED, FERTILIZER AND LIME
INSPECTION FEE TONNAGE REPORT**

Report from marketer of commercial feeds and fertilizers of taxable tonnage of products sold. A fee is charged for taxable tonnage; therefore, a deposit report is generated after the payment information is entered into the electronic database.

TONNAGE REPORT: Enter data into electronic database; dispose of after 5 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after 5 years.

DEPOSIT REPORT: Print to paper; dispose of after 5 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

31-7-2-9 SMALL PACKAGE PRODUCT FORM

Feed Companies list the products they sell in quantities of 10lbs or less on Small Package Product Form and pay a fee for these products. A deposit report is generated after the payment information has been entered into the electronic database. Small Package Product Forms are mailed annually.

COMPLETED SMALL PACKAGE PRODUCT FORM: Enter data into electronic database; dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after superseded.

DEPOSIT REPORT: Print to paper; dispose of after 3 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

31-7-2-10 SPECIAL REPORT

Field inspector's comments regarding special activities.

Dispose of after 2 years.

**31-7-2-11 SUMMARY OF PRODUCTS SAMPLED AND ANALYZED (SD 50073)
(OBSOLETE 2003)**

This is a computer listing of all feed products that are sampled and analyzed by the State Agricultural Laboratory. The summary includes place where sampled, inspector, date, product, product code, manufacturer, guaranteed analysis and analysis found.

Dispose of after 5 years.

**31-7-2-12 SUMMARY OF VIOLATIVE FEED SAMPLE AND SUMMARY OF
PRODUCT SAMPLED BY MANUFACTURER**

This is a summary of total feed samples and the number of those samples that were in violation.

ELECTRONIC DATA: Backup daily; dispose of after 3 years.

SECURITY BACKUP COPY: Dispose of after superseded.

31-7-2-13 SUPPLEMENTAL AGREEMENT (PHS-49 10-4)

Annual agreement between Food and Drug Administration and the State of Nebraska allowing the State of Nebraska to inspect medicated feed for the Food and Drug Administration.

Dispose of 2 years after completion of terms of the contract, provided audit has been completed.¹

31-7-2-14 SURVEY REPORT AND RECEIPT FOR SAMPLE

Field inspector's survey reports of registered and unregistered feed, fertilizer, lime and seed products in firms visited.

Dispose of after 2 years.

31-7-2-15 TISSUE RESIDUE INSPECTION REPORT

Food and Drug Administration inspector's reports of producers or firms that caused new residue in an animal submitted for slaughter.

Dispose of after 5 years.

31-7-3 PESTICIDE DIVISION

31-7-3-1 24C REGISTRATION

Applications for registration of economic poisons for special local needs by the manufacturer to the Nebraska Department of Agriculture. The application includes an application form, a label, and supporting data. Most 24© registrations have unlimited expiration dates.

Dispose of 2 years after expiration.

**31-7-3-2 APPLICATION AND RENEWAL NOTICE FOR LICENSE TO
DISTRIBUTE PESTICIDES (DEALER LICENSE)**

Applications for dealers of pesticides into and within the State of Nebraska. Renewal notices are sent to licensed pesticide dealers requesting renewal for next year. Deposit Reports are generated after the payment data on the Application or on the Completed Renewal Notice for Dealer's License has been entered into the database.

APPLICATION: Enter data into electronic database; dispose of 2 years after firm becomes inactive, provided audit has been completed.¹

COMPLETED RENEWAL NOTICE: Enter data into electronic database; dispose of after 2 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of after superseded.

ISSUED LICENSE (COPY): Print to paper; dispose of after 2 years.

RENEWAL NOTICE (LIST): Print to paper; dispose of after 1 year.

DEPOSIT REPORT: Print to paper; dispose of after 2 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

**31-7-3-3 APPLICATION FOR PRIVATE, COMMERCIAL, AND
NONCOMMERCIAL PESTICIDE APPLICATOR LICENSE**

Applications for license to buy and use restricted-use pesticides within the State of Nebraska. The Deposit Report is generated from the Billing Statement information.

APPLICATION: Enter data into electronic database; dispose of 5 years after receipt.

ELECTRONIC DATA: Backup daily; dispose of 5 years after non-renewal.

BILLING STATEMENT: Print to paper; dispose of after 3 years, provided audit has been completed.¹

DEPOSIT REPORT: Print to paper; dispose of after 3 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

**31-7-3-4 APPLICATION FOR REGISTRATION/RE-REGISTRATION
OF PESTICIDES IN NEBRASKA (FORMERLY ANNUAL APPLICATION
FOR REGISTRATION OF ECONOMIC POISONS)**

Applications to register/re-register pesticides for sale or distribution in Nebraska. Applications accompany pesticide labels, both of which are filed for 2 years from date of expiration or label change in a firm/company folder. The Daily Batch contains re-registrations and copies of the original applications. Daily Batches are filed together.

APPLICATION: Dispose of 2 years after non-renewal.

LABELS: Dispose of 2 years after non-renewal or superseded by a label change.

DAILY BATCH: Enter data into electronic database; dispose of after 2 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; dispose of 2 years after non-renewal.

DEPOSIT REPORT: Print to paper; dispose of after 2 years, provided audit has been completed.¹

SECURITY BACKUP COPY: Dispose of after superseded.

31-7-3-5 COMPLIANCE ACTIVITY TRACKING SYSTEM (CATS)

Computer-based tracking system for inspections, complaints and enforcement actions for pesticide program. Database is held on NDA's LAN network and backed up daily, weekly, and monthly.

ELECTRONIC DATA: Backup daily; dispose of after 8 years.

SECURITY BACKUP COPY: Dispose of after superseded.

31-7-3-6 EMERGENCY EXEMPTION REQUEST (FORMERLY EMERGENCY EXEMPTION APPLICATIONS)

Requests are submitted by the Nebraska Department of Agriculture to the Environmental Protection Agency. The application includes supporting data.

Dispose of 2 years after request.

31-7-3-7 EMERGENCY EXEMPTION USE PERMIT (FORMERLY USE PERMITS)

Form is completed by applicators of emergency use pesticides. It authorizes use of pesticides under emergency exemptions.

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

31-7-3-8 INSPECTOR'S WEEKLY REPORT OF TIME AND ACTIVITY

Field inspector's weekly report of firms visited and time spent at each firm.

Dispose of after 2 years.

31-7-3-9 LABORATORY GENERATED RECORD

The documents are generated by the Agriculture Laboratories if the Bureau of Plant Industry takes action against a firm or individual. May include worksheets, chromatograms, spreadsheets, QA Documents, and reports of analysis.

Dispose of 3 years after closure of case.

31-7-3-10 MASTER LIST

Annual list of applications for license to buy and use restricted-use pesticides within the state of Nebraska that have expired and have not been renewed for 5 years. Generated from Application for Private, Commercial and Noncommercial Pesticide Applicator License, Records Retention Schedule Item #31-7-3-3.

Dispose of after 5 years.

31-7-3-11 PESTICIDE COMPLAINTS AND INSPECTIONS (FORMERLY PESTICIDE COMPLAINTS AND ROUTINE INSPECTIONS REPORTS)

Pesticide complaint files contain: Pesticide Complaints; Reports of inspections conducted by NDA pesticide inspectors; Reports of investigations conducted by NDA pesticide inspectors (all documents submitted with inspection or investigation reports are held for 3 years. Generated from the Compliance Activity Tracking System (CATS), #3-7-3-5); Enforcement Notices Enforcement Actions; (written notices of enforcement actions held on a yearly basis. Statute allows for compliance history to include actions 3 years to current violations).

Dispose of 5 years after closure of case.

31-7-3-12 PESTICIDE ENFORCEMENT NOTICES AND ACTIONS

Written notices of enforcement actions held on a yearly basis. Statute allows for compliance history to include actions 3 years prior to current violation.

Dispose of 4 years after action taken.

31-7-4 WEED CONTROL DIVISION

31-7-4-1 CONTINUING EDUCATION REPORT

Attendance records and list of weed superintendents who have received passing scores.

Dispose of after 2 years.

31-7-4-2 COUNTY WEED CONTROL ACTIVITY REPORT

Annual report of county weed control organization, of regulatory and enforcement activities, of educational activities, etc., submitted by County Weed Control Superintendent to Department of Agriculture.

ACTIVITY REPORT: Enter into electronic database; dispose of after 2 years.

ELECTRONIC DATA: Backup daily; dispose of after 2 years.

31-7-4-3 INSPECTOR'S WEEKLY REPORT OF TIME AND ACTIVITY

Field inspector's weekly report of firms visited and time spent at each firm.

WEEKLY REPORT: Enter into electronic database; dispose of after 2 years.

ELECTRONIC DATA: Backup daily; dispose of after 2 years.

31-7-4-4 COUNTY NOXIOUS WEED CONTROL BUDGET (CY2) (FORMERLY NOXIOUS WEED CONTROL FUND REPORT (CY2))

Annual detailed report of expenditures of weed control personnel from previous year and for the current year. Also reports expenditures approved by county board for next year.

BUDGET REPORT: Enter into electronic database; dispose of after 2 years.

ELECTRONIC DATA: Backup daily; dispose of after 2 years.

31-7-4-5 COUNTY NOXIOUS WEED CONTROL PLAN

A weed control plan indicating action that is going to be followed by the county to enforce the Noxious Weed Act.

Dispose of after 3 years.

31-7-4-6 COUNTY NOXIOUS WEED INFESTATION REPORT

Report of weed infestation of county submitted to State Department of Agriculture by county weed authorities.

INFESTATION REPORT: Enter into electronic database; dispose of after 2 years.

ELECTRONIC DATA: Backup daily; dispose of after 2 years.

31-7-4-7 COUNTY NOXIOUS WEED SURVEY

Map and report of weed infestation of county lands.

SURVEY INSPECTION: Enter into electronic database; dispose of after 2 years.

ELECTRONIC DATA: Backup daily; dispose of after 2 years.

31-7-4-8 COUNTY WEED BOARD ROSTER

Report listing the members of the County Weed Board.

EVALUATION REPORT: Enter into electronic database; dispose of after 2 years.

ELECTRONIC DATA: Backup daily; dispose of after 2 years.

31-7-4-9 WEEDS OF THE GREAT PLAINS BOOK (FORMERLY NEBRASKA'S WEEDS BOOK)

Published book for the identification of weeds that are common to the State of Nebraska. Copies of the book are sold to the general public on request.

Transfer 4 copies to Library Commission, Publications Clearinghouse.

ALL OTHER COPIES: Dispose of remaining copies at the discretion of the Agency Head.

31-7-4-10 WEEDS OF THE GREAT PLAINS BOOK ORDER FORM (FORMERLY NEBRASKA'S WEEDS BOOK PURCHASE ORDER)

Order forms received from persons who have prepaid for copies of the Weeds of the Great Plains book. Record includes: date, amount enclosed, number of books ordered, and the name and address of ordering party.

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

31-7-4-11 WEEKLY REPORTS OF AREA SUPERVISORS

Report of time, location and type of supervisor's work.

WEEKLY REPORTS: Enter into electronic database; dispose of after 2 years.

ELECTRONIC DATA: Backup daily; dispose of after 2 years.

31-7-4-12 WEED PROGRAM EVALUATION

Annual report of County Weed Control Authority Activities.

EVALUATIONS FORMS: Enter data into electronic database; dispose of after 2 years.

ELECTRONIC DATABASE: Backup daily; dispose of after 2 years.

MISCELLANEOUS RECORDS

DELETED RECORDS

- 31-7-4-16 Authorization to Destroy Weeds (DNW 20)
- 31-7-3-3 Class 1 Pest Control Professional Permit
- 31-7-3-4 Class II Pest Control Professional Permit
- 31-7-4-12 Cooperative Agreement (DNW 18)
- 31-7-4-19 Cost of County Weed Control Authority Program
- 31-7-4-20 Eradicator Newsletter
- 31-7-2-2 Feed, Fertilizer and Lime Registration Report
- 31-7-2-3 Feed, Fertilizer and Lime Reregistration Report
- 31-7-4-18 Income Journal (DNW 22)
- 31-7-4-2 Individual Farm Record (DNW4)
- 31-7-4-13 Individual Notice (DNW 19)
- 31-7-4-14 Individual Notice Follow-up (DNW 19a)
- 31-7-4-9 Infestation Summary (DNW 14)
- 31-7-4-7 Noxious Weed City Survey (DNW 12)
- 31-7-4-15 Noxious Weed Control Agreement (DNW 19b)
- 31-7-4-10 Noxious Weed Observation Plots (DNW 15)
- 31-7-4-3 Noxious Weed Farm Survey (DNW8)
- 31-7-3-2 Private/Commercial Pesticide Applicator Recommendation

- 31-7-4-11 Proof of Publication (DNW 17)
- 31-7-2-14 Semi Annual Summary Reports of All Feeds Tested by Laboratory
- 31-7-4-17 Statement of Cost of Destroying Weeds (DNW 21)
- 31-7-4-6 Statement of Service Performed (DNW11)
- 31-7-4-8 Suggested Bid Form for Chemicals for Weed Control (DNW 13)
- 31-7-4-5 Township Maps (DNW 10)

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.*

2. *PERMANENT PAPER. ANSI/NISO Z39.48-1992 (R2002): Permanence of Paper for Publications and Documents in Libraries and Archives. This standard sets the criteria for coated and uncoated paper. It covers ph value, tear resistance, alkaline reserve and lignin threshold.*