

# **Schedule 36-6**

# **HISTORY NEBRASKA/ STATE HISTORICAL SOCIETY**

## **ARCHEOLOGY DIVISION**

**May 24, 2018**

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

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

SCHEDULE	<b>36-6</b>
AGENCY, BOARD OR COMMISSION	<b>HISTORY NEBRASKA/STATE HISTORICAL SOCIETY</b>
DIVISION, BUREAU OR OTHER UNIT	<b>ARCHEOLOGY DIVISION</b>
Supersedes Edition of July 21, 2005	

**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

CEO

DATE

5/10/18

**PART II – APPROVAL OF STATE ARCHIVES:**

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

5/8/2018

**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE



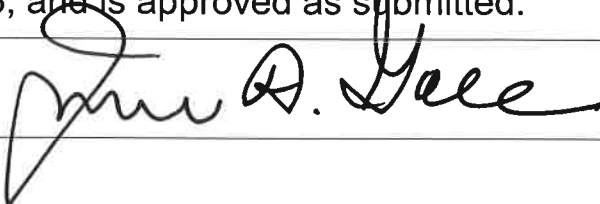
DATE

5/22/18

**PART IV – APPROVAL OF 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

5/24/18

## **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](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.

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3242 Salt Creek Circle  
Lincoln, NE 68504  
402-471-2559**

**SCHEDULE 36-6**  
**HISTORY NEBRASKA/NEBRASKA STATE HISTORICAL SOCIETY**  
**ARCHEOLOGY DIVISION**  
**May 24, 2018**

**Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.**

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ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
36-6-1	<b>CULTURAL RESOURCE SURVEY REPORTS</b>	Reports resulting from cultural resource surveys performed by Society staff archeologists or by archeologists from other agencies on projects in Nebraska.	Permanent, in archeology office	•Paper •Electronic
36-6-2	<b>DIVISIONAL CORRESPONDENCE</b>	Essential correspondence with researchers and the public determined to have documentary value.	Follow Records Schedule 124 for correspondence/communications	•Paper •Electronic
36-6-3	<b>HIGHWAY ARCHEOLOGY PROGRAM</b>	Highway Archeology Program operates under a cooperative agreement between NSHS and the Nebraska Dept. of Transportation (NDOT). Certain records are duplicated in the files at NDOT.	Follow Records Schedule 124, Non-record material, Duplicates	•Paper •Electronic
36-6-4	<b>HIGHWAY ARCHEOLOGY PROGRAM PROJECT FILES</b>	Includes project plans, maps, descriptions, notices, and other environmental or construction information.	Permanent, in archeology office	Discard non-essential materials after project reports submitted to NDOT
36-6-5	<b>HIGHWAY ARCHEOLOGY: CORRIDOR STUDIES</b>	Studies of major highway construction where several alternative routes are considered.	Immediate disposal. Duplicated in NDOT records. Follow Records Schedule 124, Non-record material, Duplicates	
36-6-6	<b>HIGHWAY SALVAGE DAILY JOURNAL</b>	Daily notes of the Highway Salvage Archeologist.	Permanent, in archeology office	Paper
36-6-7	<b>HIGHWAY SALVAGE FIELD REPORT</b>	Weekly reports of field activity by the Highway Salvage Archeologist, including description of work done and discoveries made at work sites.	Permanent, in archeology office	Paper
36-6-8	<b>HIGHWAY ARCHEOLOGY:DRAFT ENVIRONMENTAL STATEMENT</b>	Statement of impact of proposed highway project on the environment, issued for review by appropriate state, federal, and other public agency.	Immediate disposal. Follow Records Schedule 124, Non-record material	
36-6-9	<b>MISC. DIGITAL FILES</b>	Miscellaneous reports, forms, manuscripts, books, photographs, and maps.	Assess for on-going research value. Until superseded or no longer of reference value	Electronic
36-6-10	<b>MISC. MANUSCRIPTS AND FIELD NOTES</b>	Manuscripts and field notes dealing with Nebraska archeology but not filed in Site Records (36-6-12).	Assess for on-going research value. Until superseded or no longer of reference value	Paper
36-6-17	<b>NEBRASKA CULTURAL RESOURCES GEOGRAPHIC INFORMATION SYSTEM (NCRGIS)</b>	Retain current version and discard older versions as they are periodically updated.	Retain permanently in archeology office until GIS information is updated	Electronic

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
36-6-12	SITE RECORDS FILES	Includes site survey forms, various excavation forms, and record, field notebooks, artifact catalogs, and photographic prints and negatives relating to archeological sites and artifacts with brief descriptions of each.	Permanent, in archeology office	Paper
36-6-13	STAFF RESEARCH PAPERS	Upon retirement or leaving state service, staff research papers will be assessed by division staff.	Assess for on-going research value. Until superseded or no longer of reference value	Paper
36-6-11	NOTICE OF PUBLIC HEARING			OBSOLETE
36-6-14	PROJECT STATUS REPORTS			OBSOLETE
36-6-15	SECONDARY ROADS PROJECT LIST			OBSOLETE
36-6-16	SOILS AND MATERIALS SURVEY			OBSOLETE