

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

Schedule 98-3

LEGISLATIVE FISCAL OFFICE

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

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NUMBER	98-3
AGENCY, BOARD OR COMMISSION	LEGISLATIVE FISCAL OFFICE
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of October 20, 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	<i>Michael Aluef</i>	
*		
TITLE	<i>Director</i>	DATE
		<i>7/22/91</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. Paul</i>	
*		
	STATE ARCHIVIST	DATE
		<i>7/23/91</i>

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>Allen Beermann</i>	
*		
	ADMINISTRATOR	DATE
		<i>July 23, 1991</i>

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.

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SCHEDULE 98-3 – LEGISLATIVE FISCAL OFFICE

98-3-1 AGENCY HISTORICAL WORK FILES PREPARED BY ANALYSTS

End of session summary of the preparation of agency budgets. Includes analyst calculations, correspondence with agencies, committee actions, "A" bills passed and all relevant materials used by analysts in the preparation of that agencies budget for that fiscal year. Filed individually by agency and by fiscal year within each file.

Transfer to the State Records Center after 10 years; dispose of after 20 years.

98-3-2 CAPITAL CONSTRUCTION FILES

Files on individual construction projects, including those currently under construction or requested and projects completed. Files include a variety of materials including program statements, schematic designs, analyst reviews, correspondence, etc. A file may be a specific project (e.g. Devaney Sports Center) or a subject area (e.g. physical plant-UNL, Mahoney State Park). The subject area files will contain information on a number of projects over a number of years.

PROJECT FILES: Transfer to the State Records Center 5 years after completion of the project; dispose of 20 years after completion of the project.

SUBJECT FILES: Dispose of individual documents when over 5 years old.

98-3-3 COMMITTEE SESSION WORK

Copies of materials distributed to the Appropriations Committee and/or Legislature during the preparation of a fiscal year's budget. Various files are retained together by fiscal year. Individual files for each year include: summaries of agency requests, summaries of committee preliminary recommendations, deficit requests and actions, financial status, committee decision sheets, hearing schedules, etc. The official record copy is retained by the Appropriations Committee Clerk or the Clerk of the Legislature.

ORIGINAL RECORD: Transfer to the State Records Center after 5 years; dispose of after 20 years.

OR

Microfilm after the end of the 60 day session and destroy originals after 2 years.

SECURITY MICROFILM: Transfer to security storage; dispose of after 20 years.

MICROFILM WORK COPY: Dispose of after 20 years.

98-3-4 CORRECTIONAL IMPROVEMENT PROGRAM (C.I.P.)

Information on the development and implementation of the three year Correctional Improvement Program initiated in 1977. This information includes correspondence, background materials, and various handouts relating to the seven areas of review, each having a task force of legislators, state officials, and private citizens.

Immediately transfer to the State Records Center; dispose of after January 1, 1999.

98-3-5 FISCAL NOTES

Copy of all fiscal notes completed from 1981-82 to the present. A fiscal note is an estimate of each introduced bill's impact on state or local revenues and expenditures. File includes original fiscal note and subsequent amendments. Filed in numerical order by fiscal year. The official record copy is retained by the clerk of the Legislature.

Transfer to the State Records Center after 5 years; dispose of after 10 years.

98-3-6 HISTORICAL FEDERAL GRANT FILES

Historical files on obsolete A-95 grant reviews, and work done in 1981 on federal block grant proposals including activities of the Special Legislative Working Group on Federal-State-Local Fiscal and Program Policy.

Immediately transfer to the State Records Center; dispose of after January 1, 1999.

98-3-7 "NEEDS" INFORMATION

Information on the initial development and implementation of the higher education information system referred to as "NEEDS". Information includes correspondence, background materials, and copies of contracts with Deloitte, Haskins and Sells (basic contractor on system development); Organizational Resource Development, Inc. (data base and data dictionary); and Boeing Computer Company (hardware, software, and initial data storage). Also included is correspondence with educational institutions.

Immediately transfer to the State Records Center; dispose of January 1, 1999.

98-3-8 PERFORMANCE/SUNSET REVIEWS

Final reports and working files on performance/sunset reviews done in the late 1970's and early 1980's. Individual files are kept on each agency/program on which a review was conducted. Also includes general information collected regarding sunset reviews in general (magazine and newspaper articles, national reports, etc.).

WORKING PAPERS: Immediately dispose of at the discretion of the appropriate analyst.

FINAL REPORT: Dispose of after no longer of reference value.

98-3-9 ROLE AND MISSION

Information on the development and implementation of the higher education role and mission statement ultimately placed in statute. Includes correspondence, background materials, hearing schedules, etc., related to the interim study and special legislative committee which led to the placement of the role and mission statements in statute.

Immediately transfer to the State Records Center; dispose of after January 1, 1999.

98-3-10 ECONOMIC FORECASTING ADVISORY BOARD RECORDS

Committee clerk files from Economic Forecasting Advisory Board meetings consisting of handouts, minutes and typed transcripts.

Transfer to the State Records Center; dispose of after 20 years subject to review by the State Archivist before disposal for possible accession.