

# **Schedule 165-4**

# **DEPARTMENT OF ADMINISTRATIVE SERVICES**

## **BUILDING DIVISION**

**October 4, 2013**

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

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

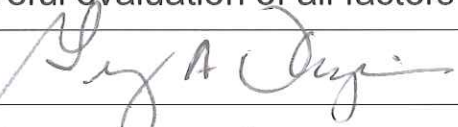
SCHEDULE
<b>165-4</b>
AGENCY, BOARD OR COMMISSION <b>DEPARTMENT OF ADMINISTRATIVE SERVICES</b>
DIVISION, BUREAU OR OTHER UNIT
<b>Supersedes Schedule 43-2, Edition of August 29, 1988</b>

**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

Acting Director, Nebraska Administrative Services

DATE

9-30-2013

**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

10/1/2013

**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



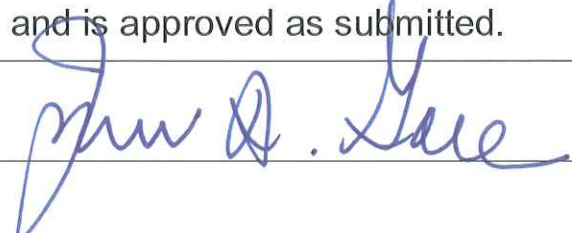
DATE

10/2/13

**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

10/4/13

## **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.

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

**SCHEDULE 165-4**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**STATE BUILDING DIVISION**  
**October 4, 2013**

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

Supersedes Schedule 43-2 AS-State Building Division Schedule, Edition of August 29, 1988

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
165-004-001-000-000-000-000	ADMINISTRATIVE - ACCIDENT REPORTS	Written reports of incidents in and around state buildings such as people falling, fainting, etc.	<b>STATE OWNED:</b> Transfer to AS-Risk Management Division <b>COMMERCIAL LEASE PROPERTIES:</b> Transfer to Building Owner	
165-004-002-000-000-000-000	ADMINISTRATIVE - BUILDING AND LAND ACQUISITION/DISPOSAL FILES	Buy and Sell agreement, appraisal, survey, closing documents, recorded deed of transfer, Environmental Baseline Survey (EBS), hazmat remediation documentation, photographs, email and other forms of correspondence.	<b>APPROVED</b> <b>BUILDING/IMPROVEMENT RECORD:</b> <b>PRIOR TO 2009:</b> May scan to "property inventory" file; dispose of 5 years after building/improvement demolition OR sale date (whichever is sooner), subject to review by the State Archives for possible accession <b>2009 &amp; FORWARD:</b> Scan at acquisition to the "property inventory" file; dispose of 5 years after building/improvement demolition OR sale date (whichever is sooner), subject to review by the State Archives for possible accession <b>LAND RECORD:</b> Scan at acquisition to the "property inventory" file and dispose of 5 years after sale date, subject to review by the State Archives for possible accession <b>ELECTRONIC RECORD:</b> 5 years after building/improvement demolition OR sale date (whichever is later) <b>REJECTED:</b> 5 years	<ul style="list-style-type: none"> <li>•Neb. Rev. Stat. §72-808</li> <li>•Neb. Rev. Stat. §72-810 <i>(Historic structure notification and alterations)</i></li> <li>•Neb. Rev. Stat. §72-814 &amp; §72-815</li> <li>•Contact the State Archives to negotiate transfer</li> </ul>

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
165-004-003-000-000-000-000	<b>ADMINISTRATIVE - BUILDING AND LAND PROJECT PLANS AND SPECIFICATIONS</b>	Includes project plans and specifications of building and land operated and maintained by the State Building Division (SBD). Records may include, but are not limited to: Plans, specifications, blueprints, drawings & renderings, remodeling and upgrades to buildings, construction contracts and records, photographs (including digital photos), slides, filmstrips, email and other forms of correspondence.	<p><b>APPROVED BUILDING/IMPROVEMENT RECORD: PRIOR TO 2009:</b> May scan to "building (name)" file; dispose of 5 years after building/improvement demolition OR sale date (whichever is sooner), subject to review by the State Archives for possible accession</p> <p><b>2009 &amp; FORWARD:</b> Scan to the "building (name)" file; dispose of 5 years after building/improvement demolition OR sale date (whichever is sooner), subject to review by the State Archives for possible accession</p> <p><b>LAND RECORD:</b> Scan to the "building (name)" file and dispose of 5 years after sale date, subject to review by the State Archives for possible accession</p> <p><b>ELECTRONIC RECORD:</b> 5 years after building/improvement demolition OR sale date (whichever is later)</p> <p><b>REJECTED:</b> 5 years</p>	<ul style="list-style-type: none"> <li>•Originals are maintained in the SBD - Architecture and Engineering Division</li> <li>•Neb. Rev. Stat. §72-808</li> <li>•Neb. Rev. Stat. §72-810 (<i>Historic structure notification and alterations</i>)</li> <li>•Neb. Rev. Stat. §72-814 &amp; §72-815</li> <li>•Contact the State Archives to negotiate transfer</li> </ul>
165-004-004-000-000-000-000	<b>ADMINISTRATIVE - PARKING SPACE APPLICATION, ASSIGNMENT AND OTHER PARKING SERVICES</b>	Parking application, initial and future email to the Human Resource (HR) partner regarding payroll (PR) deduction(s), parking termination and monthly reports.	<p><b>COMPLETED/EXECUTED:</b> Scan to and/or transfer to the "parking" file and dispose of after image verification</p> <p><b>NOT COMPLETED/EXECUTED:</b> Return to employee</p> <p><b>ELECTRONIC RECORD:</b> 5 years after cancellation of parking OR termination of employment (whichever is sooner)</p>	
43-2-1-5	<b>ELEVATOR INSPECTION REPORT</b>	"Five Year Safety Test Report" is filled out on each elevator. Data includes car capacity, type machine and other data required to evaluate safety factors.	<b>Immediate disposal</b>	Obsolete record
43-2-1-12	<b>PARKING SPACE CARD FILE</b>	Card file is maintained on people parking in "D" lot, "A" lot, executive, east garage and south garage. File includes agency number, stall number, date they began renting and a parking sticker number.	<b>Immediate disposal</b>	Obsolete record
43-2-1-15	<b>RETIREMENT SYSTEM CARD</b>	Card lists name, social security number, birthdate, beneficiary, service dates and department.	<b>Immediate disposal</b>	Obsolete record
43-2-2-7	<b>LETTERHEAD FILE</b>	File is maintained on old, unusual letterheads.	<b>Immediate disposal</b>	Obsolete record

<b>ITEM NUMBER</b>	<b>RECORD TITLE</b>	<b>DESCRIPTION/EXAMPLES</b>	<b>RETENTION</b>	<b>REFERENCE/COMMENTS</b>
43-2-1-2	<b>CAPITOL PROJECTS AND PROGRAM FILE</b>	Files are maintained on projects around the capitol. Topic include renovation, capitol furniture, interior courtyard and restoration,. May include work requested by agencies and brochures.		Transferred to the Office of the Capitol Commission, Schedule 180
43-2-1-9	<b>NARRATIVE REPORTS</b>	Reports were compiled describing various aspects of the capitol. Includes information on the foyer of the capitol, limestone cleaning, space utilization study, etc.		Transferred to the Office of the Capitol Commission, Schedule 180
43-2-1-13	<b>PROJECT SPECIFICATIONS</b>	Specifications on various projects. Includes tower cleaning, maintenance and repair, renovation of the terrace and other areas of the capitol.		Transferred to the Office of the Capitol Commission, Schedule 180
43-2-2-2	<b>BUILDING PLANS AND SPECIFICATIONS, STATE</b>	Includes plans and specifications of the State Capitol.		Transferred to the Office of the Capitol Commission, Schedule 180
43-2-3-4	<b>STATE CAPITOL BUILDING USE FORM</b>	Form includes type of activity, organization, person in charge, area to be used, time, entrance to be used, people involved, etc.		Transferred to the Office of the Capitol Commission, Schedule 180
43-2-3-5	<b>TOUR GUIDE REGISTER</b>	Sign in register to visitors to the State Capitol.		Transferred to the Office of the Capitol Commission, Schedule 180
43-2-3-6	<b>VISITORS LOGS</b>	Log of persons entering the capitol or state office building after hours. Lists name, destination, time in and out.		Transferred to the Office of the Capitol Commission, Schedule 180
43-2-3-7	<b>VISITORS TO THE NEBRASKA STATE CAPITOL IN (YEAR)</b>	Form shows the number of visitors by month from each state and nation.		Transferred to the Office of the Capitol Commission, Schedule 180