

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

Schedule 31-1

AGRICULTURE DEPARTMENT BUDGET & FINANCE

JULY 13, 1990

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

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER	31-1
	AGENCY, BOARD OR COMMISSION	DEPARTMENT OF AGRICULTURE
	DIVISION, BUREAU OR OTHER UNIT	Budget and Finance
	Supersedes Edition of March 2, 1984	

PART I – AGENCY STATEMENT

<p>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.</p>	
SIGNATURE *	<i>Sharon Kamm</i>
TITLE	<i>Records Officer</i>
DATE	<i>7-10-90</i>

PART II – ARCHIVAL APPROVAL

<p>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.</p>	
SIGNATURE *	<i>Andrea I. Paul</i>
	<i>Asst.</i> STATE ARCHIVIST
DATE	<i>7/11/90</i>

PART III – APPROVAL BY STATE RECORDS ADMINISTRATOR

<p>The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.</p>	
SIGNATURE *	<i>Ralph Engler</i>
	ADMINISTRATOR
DATE	<i>7-13-90</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.

**Records Management Division
3242 Salt Creek Circle
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402-471-2559**

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SCHEDULE 31-1 - AGRICULTURE DEPARTMENT-BUDGET & FINANCE

31-1-1 DELETED

31-1-2 ANNUAL STATEMENTS OF LIVESTOCK SELLERS

Annual financial statements and worksheets provided by slaughter livestock purchasers. Includes confidential financial and purchase volume information. NOTE: See section 54-1801, R.R.S. 1943.

Dispose of after 6 years by shredding.

31-1-3 FEDERAL CONTRACT FILES

USDA - FDA contracts, etc. Includes a copy of the signed contract, contract proposal, contract invoices, general correspondence, etc.

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

31-1-4 STATE CONTRACT FILES

AG Promotion and Development contracts, contracts with Commodity Boards, etc. Includes a copy of the signed contract, contract proposal, general correspondence, etc.

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

31-1-5 NAS FORMS

Includes Disbursement, Intrastate, and General Documents.

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

31-1-6 NAS REPORTS

Includes General Ledger, Budget Status, Program Summary, Fund Summary, etc.

PRINTOUTS: Dispose of after audit has been completed.¹

SECURITY MICROFICHE: Transfer to security storage; dispose of according to Schedule #124.

MICROFICHE WORK COPY: Dispose of after 10 years.

31-1-7 NEIS REPORTS

Includes Calculated Payroll Detail, Position Staffing, Intrastate Payroll Transaction Documents, etc.

PRINTOUTS: Dispose of after audit has been completed.¹

SECURITY MICROFICHE: Transfer to security storage; dispose of according to Schedule #124.

MICROFICHE WORK COPY: Dispose of after 10 years.

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete.