

Schedule 31-6

DEPARTMENT OF AGRICULTURE

DAIRIES AND FOODS

August 28, 2018

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

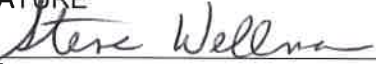
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

| | |
|--|----------------------------------|
| SCHEDULE | 31-6 |
| AGENCY, BOARD OR COMMISSION | DEPARTMENT OF AGRICULTURE |
| DIVISION, BUREAU OR OTHER UNIT | DAIRIES AND FOODS |
| Supersedes Edition of July 25, 1994 | |

**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>8-15-18</i> |

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.

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| SIGNATURE  | |
| DATE <i>8/17/2018</i> | |

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.

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|--|--|
| SIGNATURE  | |
| DATE <i>8/28/18</i> | |

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.

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|--|--|
| SIGNATURE  | |
| DATE <i>8/28/18</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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Lincoln, NE 68504
402-471-2559**

SCHEDULE 31-6
DEPARTMENT OF AGRICULTURE
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Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of July 25, 1994

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|---|---|---|
| 31-6-1 | APPLICATIONS FOR AND COPIES OF LICENSES AND REGISTRATIONS | Includes the following: DAIRY Milk plant, receiving station, plant fabricating single service articles, milk distributor, transfer station, milk hauler, milk producer. Dairy plant, transfer station, producer, fieldsman, grader, collector or hauler, and cream station. FOOD Food service establishment, egg handler, retail food store, temporary food service establishment, bakery food processor, food storage establishment, food vending, mobile food unit/push cart, salvage processor, salvage distributor. Permits are lifetime for owner and location. Inspection fees collected annually. Food licenses were repealed and reorganized by Legislature. | ORIGINAL RECORD: 5 years REPEALED LICENSES: After audit is completed 5 years ON-LINE RECORD: DAIRY-GRADE A & MANUFACTURING: Retain database information on-line while applicant holds current license; delete inactive applicant information from system after 2 years FOOD: Retain master file information on all active firms; delete history file of inactive firms after 5 years | <ul style="list-style-type: none"> • DAIRY-Nebraska Milk Act, Neb. Rev. Stat. §§2-3965 to 2-3992. • FOOD Nebraska Pure Food Act, Neb. Rev. Stat §§81-2,239 to 81-2,292. |
| 31-6-9 | COMPLAINTS FORMS | Complaints received from the public on food establishments. | 2 years | |
| 31-6-3 | DAIRY AND FOOD PRODUCTS-SAMPLING AND ANALYSIS | Laboratory analysis reports of milk, dairy and food products by the State Agriculture Laboratories. | ORIGINAL RECORD: 2 years ON-LINE RECORD: 5 years | |
| 31-6-10 | DISASTER REPORTS | Reports of food in transit or in a commercial establishment involved in a disaster. | 2 years | |
| 31-6-7 | EGG SURVEILLANCE REPORTS | Reports of egg surveillance checks performed on contract by U.S. Department of Agriculture. | 5 years | |
| 31-6-11 | FOOD LICENSING TABLE 2B (FLRPGN02) | Report on previous inspections. | COMPUTER RECORD: 2 years SECURITY MICROFICHE: Transfer to security storage; 2 years MICROFICHE WORK COPY: 2 years | |
| 31-6-6 | INSPECTION FEE REPORT | Formerly Quarterly Tonnage and Fee Statement Report. Report submitted monthly by each firm handling Grade A milk. Contains pounds processed for computing fees due to the State. | 5 years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|---|---|--------------------|
| 31-6-2 | INSPECTION REPORTS | Includes the following: Food Inspection Reports, Manufacturing Milk Inspection Reports, Grade A Inspection Reports. Includes Inspection Reports for all applicants and registrants in Item 31-6-1 | ORIGINAL RECORD: 5 years ON-LINE RECORD: Delete inspection information after 5 years | |
| 31-6-12 | LIQUOR REQUESTS | Requests from Liquor Control to check sanitation requirements on new liquor applications. | 1 year | |
| 31-6-5 | REPORT OF LICENSED FOOD ESTABLISHMENTS | Computer report of all licensed food establishments in the state. Information includes name of establishment, identification number and licensing information. | After superseded TAPE: After superseded | |
| 31-6-4 | SANITARY ORDERS | Copies of orders to food establishments to correct sanitary deficiencies. | 2 years | |
| 31-6-8 | WAREHOUSE INSPECTION REPORTS | Inspections of food warehouses performed on contract for Food and Drug Administration. | 5 years | |