

Schedule 52-1

PUBLIC SERVICE COMMISSION

COMMUNICATIONS/PRIVATE WATER COMPANIES

March 10, 2021

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

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

SCHEDULE	52-1
AGENCY, BOARD OR COMMISSION	PUBLIC SERVICE COMMISSION
DIVISION, BUREAU OR OTHER UNIT	COMMUNICATIONS/PRIVATE WATER COMPANIES
Supersedes Edition of July 10, 2018	

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

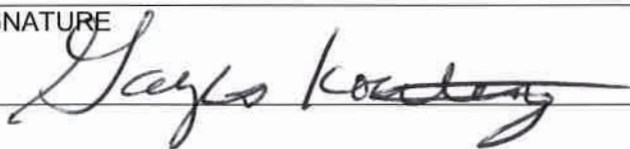
PART I – AGENCY STATEMENT:

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>Executive Director</i>
DATE	<i>FEB 5, 2021</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.

SIGNATURE		DATE	<i>2/23/2021</i>
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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	<i>3/5/21</i>
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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	<i>3/10/21</i>
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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 Local Agencies General Records Schedule #24 contains those records common to most local 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 this 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 General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
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**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. 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
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

SCHEDULE 52-1
NEBRASKA PUBLIC SERVICE COMMISSION
COMMUNICATIONS/PRIVATE WATER COMPANIES
March 10, 2021

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

Supersedes Edition of July 10, 2018

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
52-1-1	ANNUAL REPORTS FROM TELEPHONE COMPANIES	Report consists of a balance sheet, income statement, and an analysis with other supporting financial statements.	5 years after submission of Annual Report	
52-1-2	COMMUNICATIONS MASTER DOCKET LIST	Computer database arranged in docket number order, listing name of applicant, date application filed, type of applications, date of final disposition.	Retain permanently for reference purposes only.	
52-1-5	MAPS	Maps indicating telecommunication carrier service territory in Nebraska. Includes both paper maps and electronic maps.	Paper: Transfer to State Archives when no longer of reference value. Electronic: When superseded/obsolete and not longer of reference value.	
52-1-7	ANNUAL REPORTS FROM PRIVATE WATER COMPANIES (formerly PRIVATE WATER COMPANY RATE LISTS)	Report consists of current rates charged by a private water company to its customers.	5 years after date of report.	
52-1-8	TELECOMMUNICATIONS RELAY SYSTEM (TRS) CONTRACTS	Consists of the contract between the Commission and the vendor that administers the TRS in Nebraska.	Retain contract currently in place and contract in place immediately prior to current contract.	
52-1-15	NSTEP DATABASE	Database containing NSTEP applicant information, vendor information, vendor invoicing, and expenditures.	Retain permanently for reference purposes only.	
52-1-9	NSTEP PACKAGE DOCUMENTATION (formerly TELECOMMUNICATIONS RELAY SYSTEM (TRS) SERVICE EQUIPMENT PROGRAM VOUCHERS)	Includes NSTEP applications, vouchers issued, letters, and other related documents.	5 years after date voucher is redeemed.	
52-1-10	TELECOMMUNICATIONS RELAY SYSTEM (TRS) MONTHLY INVOICES	Monthly TRS Provider Invoice, including activity reports.	5 years after date of invoice.	
52-1-11	TELECOMMUNICATIONS CARRIER TARIFFS	Rates, terms, and conditions of service filed with the Commission by telecommunications carriers.	Retain while valid. Destroy 3 years after tariff is no longer in effect.	
52-1-12	DOCKET FILES	Consists of applications filed by telecommunications carriers and private water companies for authority, rate increases, or any other action. Files generally contains: application, financial statement, correspondence, public notices, pleadings, hearing exhibits and transcript, copies of orders, and other documents pertaining to the application.	10 years after final disposition of docket	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
52-1-13	AUTODIALER SCRIPTS	Text and audio recordings of messages transmitted by automatic dialing announcing device permit and registration holders.	Retain through duration of autodialer's registration.	
52-1-14	REMITTANCE DATABASE	Contains all NUSF, TRS, and 911 remittance information, including late fee records, complaint records, remittance due dates, and surcharges owed.	Retain permanently.	