

Updated address 12/2022
No changes were made to records retention

Schedule 52-2

PUBLIC SERVICE COMMISSION

GENERAL ADMINISTRATION

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**

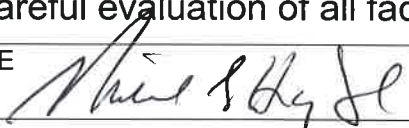
SCHEDULE	52-2
AGENCY, BOARD OR COMMISSION	PUBLIC SERVICE COMMISSION
DIVISION, BUREAU OR OTHER UNIT	GENERAL ADMINISTRATION
Supersedes Edition of July 10, 2018	

**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

Executive Director

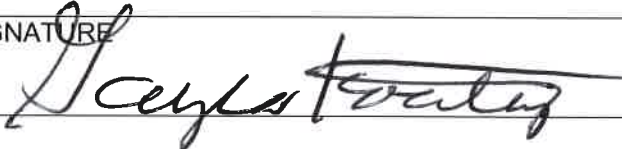
DATE

2-5-2021

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

2/23/2021

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

3/5/21

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

3/10/2021

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.
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
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

SCHEDULE 52-2
NEBRASKA PUBLIC SERVICE COMMISSION
GENERAL ADMINISTRATION
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
52-2-1	AGENCY PHOTOGRAPHS	Photographs of commissioners and/or staff		Obsolete.
52-2-2	APPEAL CASE FILES, NEBRASKA SUPREME COURT AND NEBRASKA COURT OF APPEALS	Transcripts and Bill of Exceptions, all other relevant documents to docket pending appeal.	15 years after appeal is closed, subject to review by State Archives for possible accession.	
52-2-5	OFFICIAL ORDERS OF THE COMMISSION	Official decisions of the Commission memorializing the opinion and findings of Commission formal action.	Retain permanently. Transfer to durable electronic storage medium as needed.	
52-2-7	REQUESTS FOR ATTORNEY GENERAL OPINIONS	Includes letter from Commission seeking an Attorney General opinion and all relevant supporting documentation, as well as the opinion issued by the Attorney General.	15 years after opinion is issued.	
52-2-8	ADVISORY COMMITTEE / ADVISORY BOARD PROCEEDING RECORDS	Final agendas, resolutions, recommendations, and any minutes created relating to advisory committee and advisory board meetings hosted by the Commission, including the NUSF Committee, the 911 Service System Advisory Committee, the 911 Advisory Board, TRS Advisory Board, and the NIEF Advisory Board.	10 years following date of meeting.	
52-2-9	INFORMAL COMPLAINTS DATABASE	Database containing informal complaints made to the Commission regarding telecommunications, natural gas, transportation, and railroad matters. Includes date complaint received, complainant name, address, phone number, nature of complaint, company contacted, any written documentation provided with the complaint, and disposition of the complaint.	5 years following date complaint is resolved.	
52-2-10	ADVISORY COMMITTEE / ADVISORY BOARD PROCEEDING RECORDS	Final agendas, resolutions, recommendations, and any minutes created relating to advisory committee and advisory board meetings hosted by the Commission, including the NUSF Committee, the 911 Service System Advisory Committee, the 911 Advisory Board, TRS Advisory Board, and the NIEF Advisory Board.	10 years following date of meeting.	
52-2-11	INFORMAL COMPLAINTS DATABASE	Database containing informal complaints made to the Commission regarding telecommunications, natural gas, transportation, and railroad matters. Includes date complaint received, complainant name, address, phone number, nature of complaint, company contacted, any written documentation provided with the complaint, and disposition of the complaint.	5 years following date complaint is resolved.	