

Schedule 52-4

PUBLIC SERVICE COMMISSION

HOUSING & RECREATIONAL VEHICLES

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

52-4

AGENCY, BOARD OR COMMISSION

PUBLIC SERVICE COMMISSION

DIVISION, BUREAU OR OTHER UNIT

HOUSING & RECREATIONAL VEHICLES

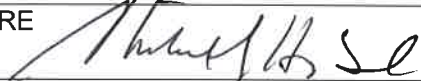
Supersedes Edition of July 10, 2018

**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

2-8-2021

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 52-4
NEBRASKA PUBLIC SERVICE COMMISSION
HOUSING AND RECREATIONAL VEHICLES
March 10, 2021

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

Supersedes Edition July 10, 2018

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
52-4-1-1	MISCELLANEOUS DEPARTMENT FORMS	Miscellaneous information which may be pertinent to each of the different programs within the Housing and Recreational Vehicle Department. May include plan reviews, inspection schedules, trip assignments, etc. Includes monthly Modular Housing Label Report.	3 years after date of document.	
52-4-2-1	MANUFACTURED HOMES DIVISION-CONSUMER COMPLAINT FILES	Division case files for complaints by consumers concerning Nebraska manufacturing plants.	Retain in accordance with 24 CFR 3282.404; dispose of after 5 years from date of complaint	
52-4-2-2	MANUFACTURED HOMES DIVISION-INSPECTION REPORTS	Inspection report on compliance with requirements for manufactured housing. The inspections can take place at the manufacturing plant, dealer lot, etc. by complaint and/or as a re-inspection.	Retain in accordance with 24 CFR 3282; dispose of after 5 years from date of inspection	
52-4-2-3	MANUFACTURED HOMES DIVISION-LABEL RECEIVING FORM	Receipt of Manufactured Home Certification labels from the label manufacturer and the statement of their condition.	Retain in accordance with 24 CFR 3282, until the Federal Department of Housing and Urban Development reduces the retention of manufactured home records from "permanent".	
52-4-2-4	MANUFACTURED HOME FILES	Contains applications, calculations, tests, floor plans, quality control manual, typical details, construction compliance certificates, obsolete drawings, specifications, and manuals due to plant closing, recertification, revisions or cancellation.	Retain in accordance with 24 CFR 3282; dispose of after 3 years.	
52-4-2-5	MANUFACTURED HOME IDENTIFICATION FORM	Monthly report from the manufacturer to the Commission indicating the manufactured home identification number, the HUD label number that corresponds to it, date of the unit manufacturing, destination of unit, type and model name.	Retain in accordance with 24 CFR 3282, until the Federal Department of Housing and Urban Development reduces the retention of manufactured home records from "permanent".	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
52-4-2-6	MANUFACTURED HOME SEAL HISTORY FORM	Record of all issued manufactured home seals. Information includes: the seal number, date of issuance to the manufacturers.	Retain in accordance with 24 CFR 3282, until the Federal Department of Housing and Urban Development reduces the retention of manufactured home records from “permanent”.	
52-4-2-7	MANUFACTURED HOMES DIVISION-MANUFACTURER'S REQUEST FOR LABELS AND PAYMENT OF MONITORING FEES	Request and payment for HUD manufactured home certification labels to be affixed to manufactured home units or sections of units by the manufacturer.	Retain in accordance with 24 CFR 3282, until the Federal Department of Housing and Urban Development reduces the retention of mobile home records from “permanent”.	
52-4-2-8	MANUFACTURED HOMES DIVISION-MONTHLY HUD REPORTS	Copies of monthly inspection and progress reports to HUD regarding the manufactured home inspection program.	Retain in accordance with 24 CFR 3282, until the Federal Department of Housing and Urban Development reduces the retention of manufactured home records from “permanent”.	
52-4-2-9	MANUFACTURED HOMES DIVISION-HUD CONTRACTOR MONITORING REPORTS	Inspection report of manufactured home manufacturing plant by Commission authorities administering the federal standards.	Retain in accordance with 24 CFR 3282; dispose of after 5 years from date of inspection	
52-4-3-3	MODULAR HOUSING DIVISION-INSPECTION REPORTS	Inspection report on compliance with manufacturing requirements for modular housing. The inspections can take place at the manufacturing plant, dealer lot, etc., by complaint and/or as a reinspection.	3 years after date of inspection.	
52-4-3-4	MODULAR HOUSING FILES	Contains applications, calculations, tests, floor plans, quality control manual, typical details and construction compliance certificates, obsolete drawings, specifications and manuals due to plant closing, recertification, revision or cancellation.	3 years after closing of case file.	
52-4-3-5	MODULAR HOUSING SEAL HISTORY FORM	Record of all issued modular housing seals. Information includes seal number, date of manufacturing, dealer, purchaser, etc.	Retain permanently for reference purposes.	
52-4-3-6	MODULAR HOUSING SEAL REQUEST	Request from the manufacturer for compliance seals.	3 years after date of request.	
52-4-4-2	RECREATIONAL VEHICLES-INSPECTION REPORTS	Inspection report of manufacturing requirements for recreational vehicles. The inspections can take place at the manufacturing plant, dealer lot by complaint and/or as a re-inspection.	3 years after date of inspection.	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
52-4-4-3	RECREATIONAL VEHICLE FILES	Contains applications, calculations, tests, floor plans, quality control manuals, typical details, construction compliance certificates, obsolete drawings, specifications and manuals due to plant closing, recertification, revision or cancellation.	3 years after closing of file.	
52-4-4-4	RECREATIONAL VEHICLE NUMBERS	Listing of identification numbers assigned to manufacturing plants, the address of the plant, date numbers submitted and comments.	Retain permanently for reference purposes.	
52-4-4-5	RECREATIONAL VEHICLE SEAL HISTORY FORM	Record of all issued recreational vehicle seals. Information may include seal number, R number, coach serial number, date of manufacturing, dealer, town and state, purchaser, purchaser's address, etc.	Retain permanently for reference purposes.	
52-4-4-6	RECREATIONAL VEHICLE SEAL REQUEST FORM	Request from the manufacturer of recreational vehicles for compliance seals.	3 years after date of request.	