

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

Schedule 96

EDUCATIONAL TELECOMMUNICATIONS COMMISSION


JULY 23, 1991

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

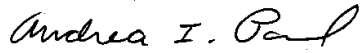
REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER	96
	AGENCY, BOARD OR COMMISSION	Educational Telecommunications Commission
	DIVISION, BUREAU OR OTHER UNIT	

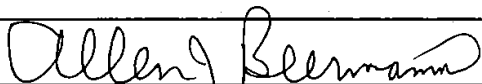
PART I -- AGENCY STATEMENT

<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 *	
TITLE	Asst. Gen. Mgr. - Admin & Finance
	DATE 1/3/91

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 *	
	DATE 1/8/91
	STATE ARCHIVIST

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 *	
	DATE July 23, 1991
	ADMINISTRATOR

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 96 – EDUCATIONAL TELECOMMUNICATIONS COMMISSION

96-1 INFORMATION

96-1-1 ADVERTISING TEARSHEETS

Tearsheets for newspaper/magazine ads promoting Nebraska Educational Television and Public Radio programming. Ads are funded by external sources, some of which are grants that have specific record retention requirements which may exceed the normal 2 year retention period.

Dispose of after 2 years or when grant requirements allow, whichever is later.

96-2 ENGINEERING

96-2-1 MAINTENANCE RECORDS

Request for maintenance forms which show maintenance requested and performed on broadcast, production, and transmission equipment.

Dispose of after equipment is surplussed or destroyed.

96-2-2 TECHNICAL MANUALS

Operating and service manuals for broadcast, production, and transmission equipment required for commission staff to operate and/or service the equipment.

Dispose of after equipment is surplussed or destroyed.

96-2-3 TRANSMITTER OPERATING LOGS

Log of all programs, promos, and station breaks on a given day indicating the planned broadcast times. The responsible engineer must note sign on/off times and any deviation from the planned broadcast times.

Dispose of after 2 years.

96-3 PROGRAMMING

96-3-1 MONTHLY PROGRAM SCHEDULES

Monthly program schedules developed by the programming office indicating the date and time each program is to be broadcast during the month.

Dispose of after 2 years.

96-3-2 PROGRAM LOGS

Daily log of programs to be broadcast with specific time, length, and other required FCC information. Includes station breaks and program promotion inserts.

Dispose of after 2 years.

96-3-3 PROGRAM/RIGHTS FILE

File on available information relating to a specific program or program series to be broadcast on the Nebraska ETV Network. Includes program description, timing, conditions of use, funding, rights and producers.

Dispose of 3 years after no longer available for broadcast.

96-3-4 VIEWER MAIL

Letters and telephone call reports from viewers concerning the Nebraska ETV Network programming and services with copies of the network responses.

Dispose of after 3 years.

96-4 ADMINISTRATION/FINANCE

96-4-1 FCC PUBLIC FILES

File contains per Federal Communications Commission rules a copy of application to the FCC, required public notices related to such application, annual FCC employment reports, and the FCC document: "The Public and Broadcasting", required issues/programs lists, and lists of donors supporting specific programs.

Dispose of according to FCC rule 73.3527(a) (2) (e) which has requirements varying from 2 years to indefinitely.

96-4-2 PTFP GRANT FILES

Applications, grant awards, grant amendments, and reports to the Public Telecommunications Facilities Program (PTFP), U.S. Department of Commerce for radio and television production/transmission equipment.

Dispose of 1 year after equipment is surplussed or destroyed.