

Schedule 34-12

SECRETARY OF STATE

RECORDS MANAGEMENT DIVISION

July 11, 2022

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

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

SCHEDULE	34-12
AGENCY, BOARD OR COMMISSION	SECRETARY OF STATE
DIVISION, BUREAU OR OTHER UNIT	RECORDS MANAGEMENT DIVISION
Supersedes Edition of November 7, 2013	

**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

Records Management Division Manager

DATE

6/16/22

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

6/24/22

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

7/11/22

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

7/11/22

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 34-12
SECRETARY OF STATE
RECORDS MANAGEMENT
7/11/2022

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

SUPERSEDES EDITION OF November 7, 2013

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/ COMMENTS
34-12-1	ADMINISTRATIVE - APPLICATIONS FOR AUTHORITY FOR RECORDS ACTION		10 years	
34-12-2	ADMINISTRATIVE - MICROGRAPHICS EQUIPMENT OWNERSHIP TRANSFER	Records of the transfer of all state-owned micrographics equipment to Records Management Division. Includes stickers of property numbers, credit description, correspondence, verification of transfer correspondence and micrographics equipment survey forms.	After all items are surplusd	Neb. Rev. Stat. §84-1222
34-12-4	ADMINISTRATIVE - RECORDS DISPOSITION REPORT	Form completed by state agencies and local governmental units, listing the schedule number used and the volume of records destroyed.	10 years	•Neb. Rev. Stat. §84-1212.02
34-12-9	DISC - MICROFILM NONPERMANENT SECURITY DATABASE	Database of all nonpermanent microfilm sent to storage.	Update as needed; permanent	
34-12-10	DISC - MICROFILM PROJECT CERTIFICATES	Includes Operator's Certificates, retake certificates and certificates of addition for each microfilm project.	2 years	
34-12-11	DISC - MICROFILM PROJECT REGISTRATION	Contains types of records, document description, film, equipment, filming procedures and disposition.	Permanent	
34-12-12	DISC - PROJECT SPECIFICATIONS	Detailed project instructions and targets used for microfilm and scanning projects.	Superseded or obsolete	
34-12-13	DISC - MICROGRAPHICS EQUIPMENT FORM/HISTORY FILE	Form used to request micrographics equipment, have it transferred from one division of an agency to another or return equipment to Records Management Division. Shows equipment property number, description, requesting agency and destination of equipment and all equipment service records and requests.	After surplusd	
34-12-16	DISC - PROJECT LOG DATABASE	Data Logs records scanning information like number of documents and files.	5 years following the end of the fiscal year to which the record pertains	DATABASE
34-12-19	RRP - ANALYSIS DATABASE	Records Retention Program (RRP) list of records officers assigned to each state agency.	Update as needed; permanent	
34-12-20	RRP - APPOINTMENT OF RECORDS OFFICER FORM	Completed and signed form used by a state agency to appoint a records officer. Form information includes the name of the records officer and the name, title and signature of the individual making the appointment.	Data entry to Analysis database; superseded	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/ COMMENTS
34-12-21	RRP - RECORDS RETENTION SCHEDULE FILES	May include correspondence pertaining to proposed records retention and disposition schedules, including drafts, notes, client holding update spreadsheet, schedule check off sheet and copy of superseded schedule.	Superseded or when no longer of reference value (whichever is later)	
34-12-22	RRP - RECORDS RETENTION SCHEDULES	Records Retention and Disposition Schedules which have been officially approved and signed by the State Records Administrator.	Permanent; Transfer to State Archives after superseded	
34-12-25	SRC - DAILY RUN SHEET/DAILY TRIP LOG	Form filled out by Records Management Division staff to facilitate pickup or delivery of transfers each day for tapes, boxes and documents, and to track the daily van run.	3 months	
34-12-27	RECORD TRACKING SYSTEM - DATABASE	Inventory of all SRC holdings and activity.	Update as needed; permanent	
34-12-30	SRC - PERMANENT BOX REMOVAL REQUEST FORM	Form used by an agency to request the permanent removal of boxes. This provides a method of updating the SRC database.	2 years	
34-12-31	SRC - QUARTERLY RECORDS DISPOSITION REPORT (STATE AGENCIES)	Report generated from RTS database with a listing of agency records which have been processed out of the SRC.	10 years	
34-12-35	SRC/DISC - RECORDS DISPOSAL AUTHORIZATION (SIGNED)	The Records Disposal Notice Report is reviewed by Agency staff and signed off by the Agency Records Officer. The signed copy is retained by the Agency and a copy returned to the SRC and/or DISC for processing.	10 Years	Microfilming ended in 2013 Starting in 2015-2020 the majority of authorizations are done through the Record Tracking System
34-12-36	SRC/DISC - RECORDS DISPOSAL NOTICE	Report generated from SRC/DISC database with a listing of agency records ready for disposition from the SRC and/or DISC. These notices are produced on a quarterly basis.	3 Months	Notices are distributed via email in electronic PDF format 2015-2020 notices were sent through the Record Tracking System
34-12-5	DISC - MICROFILM CAMERA LOGBOOK			OBSOLETE
34-12-6	DISC - MICROFILM INSPECTION LOG			OBSOLETE
34-12-7	DISC - MICROFILM LAB SERVICE FORMS			OBSOLETE
34-12-8	DISC - MICROFILM LABORATORY JOURNAL			OBSOLETE
34-12-29	SRC - MONTHLY STATISTICAL REPORT			DATABASE OBSOLETE

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/ COMMENTS
34-12-32	SRC - RECORDS REFERENCE REQUEST WORKSHEET (MONTHLY)			OBSOLETE
34-12-33	SRC - RECORDS REFERENCE REQUESTS			OBSOLETE