

Schedule 45-2

DEPARTMENT OF LABOR

OFFICE EMPLOYMENT & TRAINING (Formerly JOB SERVICES, JOB TRAINING & JOB TRAINING OF GREATER NEBRASKA)

August 14, 2019

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

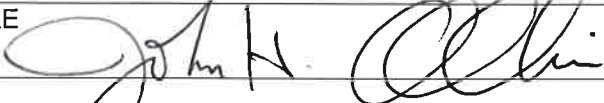
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

| | |
|--|--|
| SCHEDULE | 45-2 |
| AGENCY, BOARD OR COMMISSION | DEPARTMENT OF LABOR |
| DIVISION, BUREAU OR OTHER UNIT | OFFICE EMPLOYMENT & TRAINING (Formerly JOB SERVICES, JOB TRAINING & JOB TRAINING OF GREATER NEBRASKA) |
| Supersedes Schedules 45-2 Edition of December 19, 1986, 45-3 Edition of June 3, 1999 and 45-9 Edition of July 25, 1994 | |

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

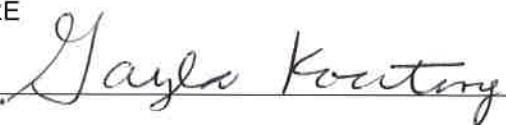
PART I – AGENCY STATEMENT:

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 | Commissioner of Labor | DATE 7/30/2019 |


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 8/7/2019 |
|-----------|---|------------------|

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 8/14/19 |
|-----------|---|-----------------|

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 8/14/19 |
|-----------|---|-----------------|

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. <http://www.sos.ne.gov/dyindex.html>. 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 45-2
DEPARTMENT OF LABOR
OFFICE EMPLOYMENT AND TRAINING
(Formerly JOB SERVICES, JOB TRAINING, and JOB TRAINING OF GREATER NEBRASKA)**

August 14, 2019

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

| Supersedes Schedules 45-2 Edition of December 19, 1986, 45-3 Edition of June 3, 1999, & 45-9 Edition of July 25, 1994 | | | | |
|--|--|---|---|---------------------------|
| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
| 45-2-1 | COMPLAINTS | File includes complaints about job service officers and are filed numerically by the complaint number. | 5 years after resolution of the complaint | |
| 45-2-2 | EMPLOYMENT SERVICE COMPLAINT RECORD | Form is maintained as part of the Monitor Advocate System. Includes date, name, address, description of complaint, certification, complaint related information, etc. | 5 years after complaint is resolved | |
| 45-2-3 | FEDERAL REPORTS | Reports compiled by the division and sent to Federal Agencies | 5 years | |
| 45-2-4 | FOREIGN LABOR CERTIFICATIONS | Records and documents must be retained for a period of 3 years from the date of certification of the Application for Temporary Employment Certification or from the date of determination if the Application for Temporary Employment Certification is denied or withdrawn. | 3 Years | 2 CFR 655.167 |
| 45-2-5 | JOB ORDERS | Job orders listed on Networks | 1 year | |
| 45-2-6 | PLANNING DOCUMENTS | Includes plans and any modifications, publication notices, manuals and changes, etc. | 5 years | |
| 45-2-7 | POLICY AND NOTICES | Includes rules and regulations, and information regarding the program administration. | 5 years | |
| 45-2-8 | PROGRAM CASE FILES | May include participant files, applicant files, OJT contract files, TAA except appeals and litigation, employment service excluding complaints, and JVSG, discretionary grants | 5 years | 2 CFR 200.333-.337 |
| 45-2-9 | STATE PLAN | Two year plan for inclusion in the State Combined Plan for Nebraska's Workforce System. | 5 years after final submission of plan | |
| 45-2-10 | TRADE- APPEALS | Trade appeals and Litigation files. | 5 years following the close of the appeal and any final action taken | 2 CFR 200.333-.337 |
| 45-2-11 | WARN NOTICE | Required notice from employer when a layoff of 100 people or more will occur | 5 years | 2 CFR 200.333-.337 |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|---|--|---|
| 45-2-12 | WORK OPPORTUNITY TAX CREDIT - CERTIFICATIONS | Certifications and supporting records | Four (4) years from the issuance date of the Certificate | ETA Handbook No. 408 Third Edition, November 2002. WOTC – P.L. 107-147, Section VIII. E. 1. A |
| 45-2-13 | WORK OPPORTUNITY TAX CREDIT - DENIALS | Denials and supporting documentation | One (1) year from the issuance date or longer if further action or an appeal is pending | ETA Handbook No. 408 Third Edition, November 2002. WOTC – P.L. 107-147, Section VIII. E. 1. A |
| 45-2-14 | WORKER TRAINING BOARD | Meeting minutes, agendas, other program handouts | Public meeting minutes, agenda and other information and handouts pertaining to the public meeting must be retained permanently. | there is no language limiting the amount of time the public has to examine public records |
| 45-2-15 | WORKER TRAINING PROGRAM - EMPLOYERS | Employer records | Employers must retain records for four (4) years from the end of the term of agreement; | Section III – Records And Accounts, of the agreement |
| 45-2-16 | WORKER TRAINING PROGRAM - RECORDS OF GRANTS | Records of grants and supporting materials. | Records of grants must be retained for five (5) years after final expenditure report date of submission | Section III – Records And Accounts, of the agreement |
| 45-2-17 | WORKFORCE DEVELOPMENT BOARD | Meeting minutes, agendas, other program handouts. | Public meeting minutes, agenda and other information and handouts pertaining to public meetings must be retained permanently. | There is no language limiting the amount of time the public has to examine public records |
| 45-2-1-1 | AUDIT PROGRAM | | | See Schedule 124 Reports-Audits |
| 45-2-2-1 | ACCOUNTING LEDGER | | | See Schedule 124 Accounts Payable and Accounts Receivable |
| 45-2-2-2 | CONTRACT LIST | | | See Schedule 124 Agreements and Contracts |
| 45-2-2-3 | CONTRACT ROUTE SHEET | | | See Schedule 124 Agreements and Contracts |
| 45-2-2-4 | CONTRACTS, SUBCONTRACTOR | | | See Schedule 124 Agreements and Contracts |
| 45-3-7 | DISTRICT TIME DISTRIBUTION REPORT | | | See Schedule 124 Accounts Payable and Accounts Receivable |
| 45-3-25 | PERSONNEL FILES | | | See Schedule 124 Employment History File |
| 45-3-32 | STATE AGENCY ISSUANCES AND CORRESPONDENCE | | | See Schedule 124 Accounts Payable and Accounts Receivable |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|----------------------|-----------|---|
| 45-9-1-1 | ACCOUNTING RECORDS | | | See Schedule 124 Accounts Payable and Accounts Receivable |
| 45-9-2-2 | AUDIT FILES | | | See Schedule 124 Reports-Audits |
| 45-9-5-1 | GENERAL CORRESPONDENCE AND INFORMATIONAL FILES | | | See Schedule 124 Communications, Mid-Term |
| 45-9-2-1 | MONITORING FILES | | | See Schedule 124 Agreements and Contracts |