

Schedule 155

MEMBERS OF THE NEBRASKA COMMUNITY COLLEGE ASSOCIATION

(SOUTHEAST COMMUNITY COLLEGE (SECC), CENTRAL COMMUNITY COLLEGE (CCC), NORTHEAST COMMUNITY COLLEGE (NECC), MID-PLAINS COMMUNITY COLLEGE (MPCC), AND WESTERN COMMUNITY COLLEGE (WNCC))

September 12, 2012

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	155
AGENCY, BOARD OR COMMISSION	SOUTHEAST COMMUNITY COLLEGE CENTAL COMMUNITY COLLEGE AND NORTHEAST COMMUNITY COLLEGE
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of March 9, 2011	

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

PART I – SCC/CCC & NECC STATEMENT:

In accordance with Section 84-1212.01, (Reissue 1999), 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(2), R.R.S. 1943. The attached Records Retention and Disposition Schedule has been approved by the records officers of the University of Nebraska.

Southeast Community College (Print Name)	
Signature <i>Jack J. Huck</i>	DATE <i>8/1/12</i>
Central Community College (Print Name)	
Signature <i>Greg P. Smith</i>	DATE <i>8/6/12</i>
Northeast Community College (Print Name)	
Signature <i>Michael R. Chipps</i>	DATE <i>8/8/12</i>

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 <i>Dayca Koerting</i>	DATE <i>8/10/2012</i>
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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 <i>Deann Hauffman</i>	DATE <i>8/13/12</i>
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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 <i>June D. Galt</i>	DATE <i>9/12/12</i>
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**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE	155
AGENCY, BOARD OR COMMISSION (CONTINUED)	MID-PLAINS COMMUNITY COLLEGE AND WESTERN COMMUNITY COLLEGE
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of March 9, 2011	

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

PART I – MPCC & WCC STATEMENT:

In accordance with Section 84-1212.01, (Reissue 1999), 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(2), R.R.S. 1943. The attached Records Retention and Disposition Schedule has been approved by the records officers of the University of Nebraska.

Mid-Plains Community College (Print Name)

Rya C. Purdy

Signature

[Handwritten Signature]

DATE

9/7/12

Western Community College (Print Name)

Todd R. Helcomb

Signature

[Handwritten Signature]

DATE

9/7/12

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 Local Agencies General Records Schedule #24 contains those records common to most local government agencies. These retention schedules, which are approved by the State Records Administrator, provide 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 General Records Schedule #24 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**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. 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 the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

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 your Records Management Specialist in Records Management. We 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 155

Members of the NEBRASKA COMMUNITY COLLEGE ASSOCIATION (SOUTHEAST COMMUNITY COLLEGE (SECC), CENTRAL COMMUNITY COLLEGE (CCC)

NORTHEAST COMMUNITY COLLEGE (NECC), MID-PLAINS COMMUNITY COLLEGE (MPCC) AND WESTERN COMMUNITY COLLEGE (WNCC))

September 12, 2012

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

Supersedes Edition of March 9, 2011

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
155-001-000-000-000-000-000	ADMINISTRATIVE - COLLEGE CATALOG	Final College catalog.	Permanent	
155-002-000-000-000-000-000	ADMINISTRATIVE - CONTRACTS & AGREEMENTS	Contracts, agreements (not construction) and leases.	ACCEPTED: 5 years after completion, fulfillment or voiding of contract REJECTED: 5 years	
155-003-000-000-000-000-000	ADMINISTRATIVE - CORRESPONDENCE- LONG TERM	Communications dealing with policy, establishes legal rights/responsibility or long-term ramification to SECC, CCC & NECC.	Permanent	
155-004-000-000-000-000-000	ADMINISTRATIVE - CORRESPONDENCE- OTHER			See COMMUNICATIONS, items 024-021 to 024-023 and 024-025 to 024-027
155-005-000-000-000-000-000	ADMINISTRATIVE - GENERAL	Annual reports, closed legal case files, long range plan & backup data, copyright permission records, FTE (Full Time Equivalent) & REU (Reimbursable Education Units) audits and backup.	ANNUAL REPORTS & CLOSED LEGAL CASE FILES: 5 years; subject to review by the College Archives for possible accession ALL OTHERS: 5 years	
155-006-000-000-000-000-000	ADMINISTRATIVE - INSURANCE POLICIES		5 years after lapse of the policy or when all claims have been settled (whichever is later)	
155-007-000-000-000-000-000	ADMINISTRATIVE - PROPERTY MAINTENANCE	Building maintenance, repairs, and remodel records including, but not limited to: location, work completed, materials used, dates and related information.	5 years	
155-008-000-000-000-000-000	ADMINISTRATIVE - PROPERTY RECORDS	Deeds, land contracts, titles, abstracts, maps, plats, easements, construction contracts and records.	Permanent	
155-009-000-000-000-000-000	ADMINISTRATIVE - SHORT TERM	Accreditation data & records for visit & self-study, inter-office memos, draft communications, routine email, press releases, College Catalog drafts and superseded organizational charts.	1 year or after visit is complete for Accreditation records (whichever is sooner)	
155-010-000-000-000-000-000	BOARD OF GOVERNORS- ADMINISTRATIVE	Agendas, Board Minutes, policy decisions, Accreditation self-study report, Accreditation final report, Executive orders or proclamations and College Handbook.	Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
155-011-000-000-000-000-000	BOARD OF GOVERNORS- GENERAL	Board sub-team minutes and board support materials.	5 years	
155-012-000-000-000-000-000	FINANCIAL - CREDIT CARD RECEIPTS	Accounts receivable credit card receipts	18 months or maximum of 10 years if no audit has been performed	
155-013-000-000-000-000-000	FINANCIAL - GENERAL ACCOUNTING/TAX		5 years or maximum of 10 years if no audit has been performed	
155-014-000-000-000-000-000	FINANCIAL - PURCHASING		5 years or maximum of 10 years if no audit has been performed	
155-015-000-000-000-000-000	FINANCIAL - SHORT TERM	Edit reports, draft working documents, etc.	1 year or when no longer of administrative value (whichever is sooner)	
155-016-000-000-000-000-000	HUMAN RESOURCES - AMERICAN WITH DISABILITIES ACT (ADA)		3 years	
155-017-000-000-000-000-000	HUMAN RESOURCES - COLLECTIVE BARGAINING		5 years after life of contract or maximum of 10 years if no audit has been performed	
155-018-000-000-000-000-000	HUMAN RESOURCES - DISCIPLINARY/ GRIEVANCE/ COMPLAINTS		3 years after action and appeals are complete	
155-019-000-000-000-000-000	HUMAN RESOURCES - DIVERSITY EDUCATION		3 years	
155-020-000-000-000-000-000	HUMAN RESOURCES - EMPLOYEE PERSONNEL FILES (FULL & PART TIME)		10 years after termination of employment	
155-021-000-000-000-000-000	HUMAN RESOURCES - HEALTH AND SAFETY	May include, but not limited to: Worker's Compensation First Report forms and other community college accident/incident reports or forms.	MEDICAL EXAMINATIONS/REPORTS OF EMPLOYEE EXPOSURES TO TOXIC SUBSTANCES OR BLOOD BORNE PATHOGENS: 30 years after separation/termination of employment COMPLAINT OR CHARGE FILED AFTER RECORDS RETENTION PERIOD: 5 years after all actions are completed ALL OTHERS: 5 years after case is closed	
155-022-000-000-000-000-000	HUMAN RESOURCES - SHORT TERM	Working papers, routine email communications and draft correspondence.	1 year OR when no longer of administrative value (whichever is sooner)	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
155-023-000-000-000-000-000	HUMAN RESOURCES - UNEMPLOYMENT RECORDS		5 years	
155-024-000-000-000-000-000	INFORMATION TECHNOLOGY - DOCUMENTATION	Computer use guidelines, Help Desk FAQs, user tutorials and operations instructions.	Superseded or obsolete	
155-025-000-000-000-000-000	INFORMATION TECHNOLOGY - HARDWARE	Training, installation and configuration manuals, warranty statements and maintenance agreements.	1 year after life of system/equipment or 1 year after no longer of administrative value (whichever is sooner)	
155-026-000-000-000-000-000	INFORMATION TECHNOLOGY - SHORT TERM	Work order resolutions, task lists, status reports and staff meeting notes.	1 year or when no longer of administrative value (whichever is sooner)	
155-027-000-000-000-000-000	INFORMATION TECHNOLOGY - SOFTWARE	Licensing agreements, maintenance agreements and copies of purchasing records.	1 year after life of software or 1 year after no longer of administrative value (whichever is sooner)	
155-028-000-000-000-000-000	INFORMATION TECHNOLOGY - TELECOMMUNICATIONS	Automated Call Distribution (ACD) usage reports, ACD operation procedures, maintenance records and licensing records.	4 years after life of system	
155-029-000-000-000-000-000	INSTRUCTIONAL - COURSE OUTLINE		NECC: See INSTRUCTIONAL - COURSE SYLLABI, item 155-030 ALL OTHERS: 1 year after superseded	
155-030-000-000-000-000-000	INSTRUCTIONAL - COURSE SYLLABI		5 years after superseded	
155-031-000-000-000-000-000	INSTRUCTIONAL - MINUTES	Advisory team minutes.	When no longer of administrative value	
155-032-000-000-000-000-000	INSTRUCTIONAL - PROGRAM MATERIALS	Program handbooks, new program proposals and program list start dates.	HANDBOOKS: After superseded by new handbook NEW PROGRAM PROPOSAL: 2 years after program proposal approved PROGRAM LIST: When no longer of administrative value	
155-033-000-000-000-000-000	INSTRUCTIONAL - PROGRAM REVIEW/ ACCREDITATION		7 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
155-034-000-000-000-000-000	INSTRUCTIONAL - REPORTS AND AGREEMENTS	Articulation agreements, Assessment reports, Dacum (curriculum) reports, Distance learning agreements, Clinical affiliation agreements, Cooperative Education site agreement and Internship site agreement.	COOPERATIVE EDUCATION SITE AGREEMENTS AND INTERNSHIP SITE AGREEMENT: Until terminated or superseded DISTANCE LEARNING AND CLINICAL AFFILIATION AGREEMENTS: 2 years after termination or superseded ARTICULATION AGREEMENTS AND DACUM REPORTS: 5 years after termination or superseded by new agreement/report	
155-035-000-000-000-000-000	INSTRUCTIONAL - SHORT TERM	Dacum (curriculum) documents and completed production orders.	1 year after report or production work is completed or when no longer of administrative value (whichever is sooner)	
155-036-000-000-000-000-000	INSTRUCTIONAL - STUDENT COURSE RECORDS	Grade book, tests, quizzes and attendance records.	NECC AND MPCC: 3 years following the end of the academic year during which each class is taught ALL OTHERS: 3 months following end of term	NECC - Academic Records Retention Policy & Procedures for Instruction #6110
155-037-000-000-000-000-000	LIBRARY/MEDIA - ACQUISITIONS AND HOLDINGS	Purchase information for books, periodicals, databases, equipment, inventory lists, missing and lost items lists.	5 years	
155-038-000-000-000-000-000	LIBRARY/MEDIA - CATALOG AND COLLECTION MANAGEMENT	Bibliographic records for books, serials, media, equipment, etc., Copyright contracts and license agreements.	Retain until item is withdrawn from collection	
155-039-000-000-000-000-000	LIBRARY/MEDIA - CIRCULATION AND TRANSACTIONS	Items checked out or on hold, overdues, missing and lost items connected to a patron.	Delete when item is returned or withdrawn from collection	
155-040-000-000-000-000-000	LIBRARY/MEDIA - OPERATIONAL	Interlibrary loan records, database statistics, circulation statistics and annual reports.	5 years or when no longer of administrative value (whichever is sooner)	
155-041-000-000-000-000-000	LIBRARY/MEDIA - PATRON AND PERSONNEL	Patron contact information and status. Employee files.	5 years after last patron contact or after employee termination	
155-042-000-000-000-000-000	LIBRARY/MEDIA - SHORT TERM	Overdues sent and routing communications	1 year or when no longer of administrative value (whichever is sooner)	
155-043-000-000-000-000-000	PAYROLL - EMPLOYEE PAY DOCUMENT		3 years	
155-044-000-000-000-000-000	PAYROLL - EMPLOYEE PAYROLL FILE		5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
155-045-000-000-000-000-000	PAYROLL - RUN DOCUMENT		3 years	
155-046-000-000-000-000-000	PAYROLL - SHORT TERM	Edit reports and working papers.	1 year or when no longer of administrative value (whichever is sooner)	
155-047-000-000-000-000-000	PAYROLL REGISTER		75 years	
155-048-000-000-000-000-000	STUDENTS - ACTIVITIES		1 year	
155-049-000-000-000-000-000	STUDENTS - ADMISSIONS		3 years	
155-050-000-000-000-000-000	STUDENTS - ASSESSMENT		3 years	
155-051-000-000-000-000-000	STUDENTS - CAREER ADVISING (ADA & NON-ADA)		3 years	
155-052-000-000-000-000-000	STUDENTS - DISCIPLINARY/ GRIEVANCE		3 years after action and appeals are complete	
155-053-000-000-000-000-000	STUDENTS - FINANCIAL AID	May include, but not limited to: FISAP (Fiscal Operations & Application to Participate, FFEL/DL (Federal Family Education Loan/Direct Loan), merit, need/non-need and borrower records/reports.	FFEL/DL RECORDS: 3 years after the end of award year in which records submitted BORROWER RECORDS: 3 years from end of award year in which student last attended ALL OTHERS: 3 years after end of award year	
155-054-000-000-000-000-000	STUDENTS - HOUSING		3 years	
155-055-000-000-000-000-000	STUDENTS - PLACEMENT		3 years	
155-056-000-000-000-000-000	STUDENTS - REGISTRATION		3 years	
155-057-000-000-000-000-000	STUDENTS - REGISTRATION TRANSCRIPTS		Permanent	
155-058-000-000-000-000-000	STUDENTS - SHORT TERM	Edit reports, working papers for reports and generation of student related reports.	1 year or when no longer of administrative value (whichever is sooner)	
155-059-000-000-000-000-000	STUDENTS - STUDENT RETENTION		3 years	

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter- size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal- size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb