

Schedule 56

REAL ESTATE COMMISSION

December 4, 2013

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**

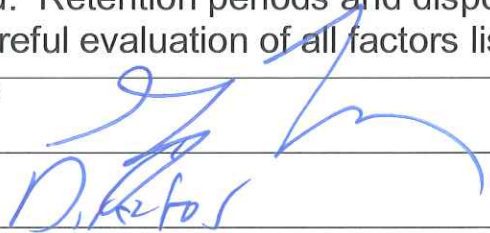
SCHEDULE	56
AGENCY, BOARD OR COMMISSION	REAL ESTATE COMMISSION
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of August 5, 2010	

**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

Director

DATE

11/25/2013

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

12/3/2013

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



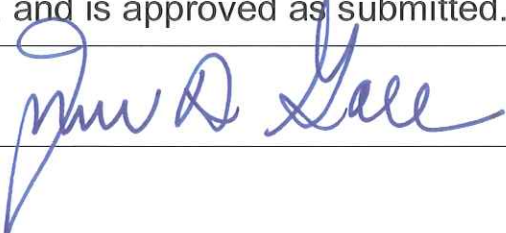
DATE

12/3/13

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

12/4/13

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. 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 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 the 2nd to 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 56
REAL ESTATE COMMISSION**

December 4, 2013

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

Supersedes Edition of August 5, 2010

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
056-001-000-000-000-000-000	GENERAL - ALPHA AND ID ROSTERS	1998 and prior mainframe computer reports which include, but are not limited to: Identification number and name of all licensees in alphabetical order.	After January 2049	<ul style="list-style-type: none"> •Obsolete record •Replaced by IFMC Licensee Database
056-002-000-000-000-000-000	GENERAL - ALPHA LISTING OF ENTITIES AND INDIVIDUALS (MASTER FILE)	1998 and prior mainframe reports issued of all licensees. Information includes, but is not limited to: individual and entity identification numbers, name and address, date, license type and status, business identification, business name and address trust account number and trust account examination date.	After January 2049	<ul style="list-style-type: none"> •Obsolete record •Replaced by IFMC Licensee Database
056-003-000-000-000-000-000	GENERAL - COMMISSIONER FILES	Documentation on the appointment of Commissioners which documentation may include, but is not limited to: Statement of Income, Investments and Business Interests, newspaper clippings, appointment letters, resume, retirement documentation, pictures, signed Oath to perform duties according to law, Public Employees Blanket Bond, copy of Certificate from Governor, appointment application, reappointment documentation, Commission Resolution at end of term.	10 years after no longer serving, subject to review by the State Archives for possible accession	<ul style="list-style-type: none"> •Contact State Archives to negotiate transfer •Note: Email records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-004-000-000-000-000-000	GENERAL - DBA BROKER ALPHA LISTS	1998 and prior mainframe computer reports of those licensees doing business as designated brokers. Information includes, but is not limited to: business identification number, type of license, license status, state and federal identification number, name, address, trust account number and individual trust account examination date.	After January 2049	<ul style="list-style-type: none"> •Obsolete record •Originally titled DBA Roster •Replaced by IFMC Licensee Database
056-005-000-000-000-000-000	GENERAL - DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS	The Real Estate Commission contracts with the Office of the Chief Information Officer (OCIO) to provide back-up services for electronic records. Back-up tapes or other storage media are only to be used for system restoration in the event of a disaster and should never to be used or considered for records management or archiving purposes.		See OCIO DISASTER RECOVERY BACK-UPS FOR THE OCIO OPEN SYSTEMS, item 124-042 and OCIO DISASTER RECOVERY DATA FOR THE ENTERPRISE EMAIL SYSTEM, item 124-043

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
056-006-000-000-000-000-000	GENERAL - IFMC LICENSEE DATABASE	The IFMC (Iowa Foundation for Medical Care) database, since January 1999, holds information, reports and history. Information includes a licensee's name, identification number, current address(es), place of birth, date of birth, social security number, original license issuance date, manner of doing business, license status, type of license, trust account information, application information, examination information, list of broker's affiliated licensees, licenses in other states (jurisdictions), errors & omissions insurance, complaint information, continuing education records, education provider & institution information, specialized registration information.	Superseded OR when no longer of administrative value as determined by the Real Estate Commission Director (whichever is later)	
056-007-000-000-000-000-000	GENERAL - IFMC UPDATE DOCUMENTATION	Documentation sent by IFMC, since January 1999, when an update to the software has been made. Documentation includes, but is not limited to: new version number of software and description of the changes that were made in each update since 1998.	Life of IFMC database	Note: Email records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-008-000-000-000-000-000	GENERAL - MASTER FILE RENEWAL REGISTERS	1998 and prior mainframe computer reports of all licensees. Information includes, but is not limited to: identification number, name, license type, renewal date, pocket card number and whether renewed or not.	After January 2049	<ul style="list-style-type: none"> •Obsolete record •Replaced by IFMC Licensee Database
056-009-000-000-000-000-000	GENERAL - NON-RENEWED ACTIVE AND INACTIVE BROKER REPORTS	1998 and prior annual computer reports include, but are not limited to: identification number, name and address, social security number, employer identification number, employer or business name and address, date licensed, license type, and a total summary of all non-renewed brokers.	After January 2049	<ul style="list-style-type: none"> •Obsolete record •Replaced by IFMC Licensee Database
056-010-000-000-000-000-000	GENERAL - NON-RENEWED ACTIVE AND INACTIVE SALESPERSON REPORTS	1998 and prior annual computer reports include, but are not limited to: identification number, name and address, social security number, employer identification number, employer or business name and address, license type, date licensed, and a total summary of all non-renewed salespersons.	After January 2049	<ul style="list-style-type: none"> •Obsolete record •Replaced by IFMC Licensee Database
056-011-000-000-000-000-000	GENERAL - NON-RENEWED BRANCH OFFICE REPORTS	1998 and prior annual computer reports include, but are not limited to: identification number, name, address, pocket card number, the designated broker's identification number, name and address.	After January 2049	<ul style="list-style-type: none"> •Obsolete record •Replaced by IFMC Licensee Database

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
056-012-000-000-000-000-000	GENERAL - RECEIPT CARD ROSTER	Receipt card roster for the calendar year, which roster is generated in increments from deposit to deposit. The roster includes, but is not limited to: identification number, name, license type, and a computer generated receipt card number. The corresponding deposit information is written on the roster.	5 years	
056-013-000-000-000-000-000	LICENSE - ABANDONED APPLICATIONS	Applications returned and no fee taken from people who: (1) had not submitted materials required prior to licensure; (2) had background checks which were outdated; and (3) special appearances who were not allowed to sit.	2 years after the date of the last correspondence in the file	Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-014-000-000-000-000-000	LICENSE - APPLICANTS QUALIFIED TO SIT FOR EXAMINATION	Daily roster generated by Commission staff and electronically submitted to the contracted examination company. A print copy is kept on file.	ELECTRONIC RECORD: After paper report printed PAPER REPORT: 1 year after submission to examination company	Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-015-000-000-000-000-000	LICENSE - APPLICATIONS OF THOSE WHO FAILED EXAMINATION	Applications of people who have failed examination and were never licensed.	7 years after the last failed examination	Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-016-000-000-000-000-000	LICENSE - BROKER TRUST ACCOUNT EXAMINATION REPORTS	Annual examinations are conducted on all required real estate trust accounts. Electronic and/or paper files result, which may include, but are not limited to: summary report of broker's trust funds which contains financial information, inadequacies in records or procedures, bank reconciliations, summary of open balances on real estate transactions, summary of closed real estate transactions, management accounts, exit interview reports and follow-up correspondence.	10 years	Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-017-000-000-000-000-000	LICENSE - CEASE AND DESIST ORDER/LETTER	Files may include, but are not limited to: Investigative report of findings, correspondence and the Cease & Desist Order or letter.	10 years after the date of the last correspondence in the file	Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
056-018-000-000-000-000-000	LICENSE - COMPLAINT CARDS	Cards are filed by complainant(s) names(s) and respondent(s) names(s). Information includes, but is not limited to: respondent(s) name(s), complainant(s) name(s), the complaint file number and final disposition.	80 years after date of complaint	Note: Email records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-019-000-000-000-000-000	LICENSE - CONTINUING EDUCATION, BROKER-APPROVED TRAINING & PRE-LICENSE EDUCATION SCHEDULES	Files may include, but are not limited to: education provider's course schedules and notice of training schedules (TRG2's).	2 years after date of course	Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-020-000-000-000-000-000	LICENSE - CONTINUING EDUCATION, BROKER-APPROVED TRAINING & PRE-LICENSE EDUCATION VERIFICATION FILES	Files may include, but are not limited to: lists verifying course, activity, attendees, and annual reports of continuing education and broker-approved training course offerings.	PRE-LICENSE EDUCATION: 80 years from date on list CONTINUING EDUCATION & BROKER-APPROVED TRAINING: 4 years from date on list	Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-021-000-000-000-000-000	LICENSE - CONTINUING EDUCATION & BROKER-APPROVED TRAINING COURSE COMPLETION CERTIFICATES	Continuing Education and Broker-Approved training activity completion certificates.	4 years from course completion date	Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-022-000-000-000-000-000	LICENSE - CONTINUING EDUCATION & BROKER-APPROVED TRAINING PROVIDER FILES	Files may include, but are not limited to: education activity sponsor information, education activity information, Instructor Approval Policies, continuing education activity renewal applications, course outlines and correspondence.	INDIVIDUAL COURSE APPLICATIONS: 1 year after approval expiration	Note: Email records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-023-000-000-000-000-000	LICENSE - CONTINUING EDUCATION INSTRUCTOR FILES	Files may include, but are not limited to: continuing education instructor applications and correspondence.	After expiration of all continuing education activities for which he/she instructs, transfer to LICENSE - INACTIVE CONTINUING EDUCATION & PRE-LICENSE INSTRUCTOR FILES, item 056-031	Note: Email records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-024-000-000-000-000-000	LICENSE - CURRENT BRANCH LICENSE FILES	Files may include, but are not limited to: original application, application for annual renewal of license, consent to examine trust account, copies of correspondence, receipt card, and license.	After non-renewal transfer to LICENSE - NON-RENEWED OR VOIDED BRANCH OFFICE LICENSE FILES, item #056-042	Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
056-025-000-000-000-000-000	LICENSE - CURRENT BROKER LICENSE FILES	Files may include, but are not limited to: application(s) for annual renewal, original application for license as a real estate broker, correspondence, report of examination results, verification of experience, pre-license education certificates, consent to examine trust account, additional application information, license transfer information, receipt cards, licenses, a picture of the broker, continuing education certificates and broker-approved training certificates.	After non-renewal OR void, transfer to LICENSE - NON-RENEWED OR VOIDED BROKER LICENSE FILES, item #056-043	<ul style="list-style-type: none"> If the licensee progressed from saleperson to broker, the LICENSE - NON-RENEWED OR VOIDED SALESPERSON LICENSE FILES, ITEM #056-044 will be included Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-026-000-000-000-000-000	LICENSE - CURRENT SALESPERSON LICENSE FILES	Files may include, but are not limited to: applications for annual renewal, original applications for license as a real estate salesperson, report of examination results, pre-license education certificates, additional application information, license transfer information, receipt cards, licenses, and correspondence, a picture of the salesperson, continuing education certificates and broker-approved training certificates.	After non-renewal OR void, transfer to LICENSE - NON-RENEWED OR VOIDED SALES PERSON LICENSE FILE, item #056-044	<ul style="list-style-type: none"> If the licensee progresses to broker, these item will be in LICENSE - CURRENT BROKER LICENSE FILE, item #056-025 Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-027-000-000-000-000-000	LICENSE - ERRORS & OMISSIONS INSURANCE 7 DAY CERTIFIED LETTER LIST	Reports which are run daily, since January 1999, from the IFMC Licensee Database (referred to as the "E & O Seven Day Call List") to notify licensees of upcoming errors and omission insurance expiration date.	After obsolete	Note: Email & electronic records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-028-000-000-000-000-000	LICENSE - ERRORS & OMISSIONS INSURANCE COVERAGE ROSTERS	Annual and daily electronic coverage rosters received from the Errors & Omissions Insurance Program Administrator since 1993.	ELECTRONIC RECORD: After printing paper report REPORT: 20 years PAPER	Note: Email & electronic records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-029-000-000-000-000-000	LICENSE - EXCHANGE AGENTS	File may include, but not limited to: statement with list of timeshare programs, principal office contact information, designation of responsible managing employee or person with whom any contact is to be made, and updates as necessary.	7 years after the last dated correspondence in the file	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
056-030-000-000-000-000-000	LICENSE - EXPIRED ELIGIBILITY TO TAKE THE EXAMINATION NOTICE	This notice to the contracted examination company lists those examination candidates whose application is expiring and who are no longer eligible to take the examination.	3 months after submission to the examination company	Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-031-000-000-000-000-000	LICENSE - INACTIVE CONTINUING EDUCATION & PRE-LICENSE INSTRUCTOR FILES	Files may include, but are not limited to: approval applications for instructors and correspondence.	After inactive for 3 calendar years	Note: Email records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-032-000-000-000-000-000	LICENSE - INACTIVE POST-SECONDARY AND PROPRIETARY PRE-LICENSE PROVIDER FILES	Files may include, but are not limited to: original provider approval materials, course approval applications, course outlines, and correspondence.	1 year after placed on inactive	Note: Email records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-033-000-000-000-000-000	LICENSE - MEMBERSHIP CAMPGROUND FILES	Files may include, but are not limited to: original application, annual renewals for entities registered under the Nebraska Membership Campground Act, receipt(s) and correspondence.	NOT REGISTERED (WITHDRAWN/DENIED/REJECTED): 5 years after receipt of application REGISTERED: 7 Years after non-renewal or withdraw	Note: Email records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-034-000-000-000-000-000	LICENSE - MEMBERSHIP CAMPGROUND SALESPERSON FILES	Files may include, but are not limited to: original application, annual renewals of registration, receipt(s), and correspondence.	NOT REGISTERED (WITHDRAWN/DENIED/REJECTED): 5 years after receipt of application REGISTERED: 7 Years after non-renewal or withdraw	Note: Email records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-035-000-000-000-000-000	LICENSE - MISCELLANEOUS COMPLAINTS AND INQUIRIES	Confidential complaints and inquiries which were not sworn. Information includes, but is not limited to correspondence and investigative material. No Commission decision results.	2 years after receipt date of complaint or inquiry	Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-036-000-000-000-000-000	LICENSE - MISCELLANEOUS ORDERS/SUBSCRIPTIONS	Orders and subscriptions may include, but are not limited to: roster or mailing label orders, trust account manual orders, license law manual orders and meeting minutes subscriptions.	7 years	Note: Email & electronic records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
056-037-000-000-000-000-000	LICENSE - MONTHLY COMPILATION OF EXAMINATION SCORE REPORTS	Report is received monthly from the contracted examination company. It includes the score report for each candidate taking the examination during the immediate preceding month.	7 years after date of report	Note: Email records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-038-000-000-000-000-000	LICENSE - MONTHLY PASSING ROSTER	Monthly roster of passing candidates does not include scores and is used to alert subscribers to those who have successfully passed the examination.	3 months after Commission approval	Note: Email records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-039-000-000-000-000-000	LICENSE - NON-APPLICANT COURSE COMPLETION CERTIFICATES	Course completion certificates from persons who have not filed an application for licensure.	2 years	Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-040-000-000-000-000-000	LICENSE - CRIMINAL BACKGROUND REPORTS	Criminal background reports, beginning in September 2003. Includes, but is not limited to: complete check on each applicant, including an FBI check that has been sent to our office from the Nebraska State Patrol and beginning in September 2013 a Nebraska Real Estate Commission fingerprint and background waiver.	APPLICATION NOT RECEIVED/WITHDRAWN/DENIED OR REJECTED: 90 days APPLICATION RECEIVED: Immediately upon license issued	
056-041-000-000-000-000-000	LICENSE - NON-APPLICANT TRANSCRIPTS	Official education transcript from persons who have not filed an application for licensure.	2 years	Note: Email records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-042-000-000-000-000-000	LICENSE - NON-RENEWED OR VOIDED BRANCH OFFICE LICENSE FILES	Files may include, but are not limited to: original application, application for annual renewal, consent to examine trust account, copies of correspondence, receipt card, and license.	7 years after non-renewal or void	Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
056-043-000-000-000-000-000	LICENSE - NON-RENEWED OR VOIDED BROKER LICENSE FILES	Files may include, but are not limited to: application(s) for annual renewal, original application for license as a real estate broker, correspondence, report of examination results, verification of experience, pre-license education certificates, additional application information, consent to examine trust account, license transfer information, receipt cards, licenses, and a picture of the broker and continuing education certificates.	14 years after non-renewal or void	<ul style="list-style-type: none"> •If the licensee progressed from salesperson to broker, the LICENSE - NON-RENEWED OR VOIDED SALESPERSON LICENSE FILES, item #056-044 will be included •Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-044-000-000-000-000-000	LICENSE - NON-RENEWED OR VOIDED SALESPERSON LICENSE FILES	Files may include, but are not limited to: application(s) for annual renewal, original application for license as a real estate salesperson, report of examination results, pre-license education certificates, additional application information, license transfer information, receipt cards, license, correspondence, a picture of the salesperson and continuing education certificates.	14 years after non-renewal or void	<ul style="list-style-type: none"> •If the licensee progresses to broker, these items will be in LICENSE - CURRENT BROKER LICENSE FILE, item #056-025 •Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-045-000-000-000-000-000	LICENSE - PERIODIC EXAMINATION SCORE REPORTS	Report of individual's examination scores which are generated by the contracted examination company and received in the Commission office multiple times a week.	After receipt and reconciliation with LICENSE - MONTHLY COMPILATION OF EXAMINATION SCORE REPORTS, item 056-037	Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-046-000-000-000-000-000	LICENSE - POST-SECONDARY AND PROPRIETARY PRE-LICENSE PROVIDER FILES	Files may include, but are not limited to: original provider approval materials, course approval applications, course outlines, and correspondence.	After declared inactive, transfer to LICENSE - INACTIVE POST-SECONDARY AND PROPRIETARY PRE-LICENSE PROVIDER FILES, item 056-032	Note: Email & electronic records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
056-047-000-000-000-000-000	LICENSE - PRE-LICENSE EDUCATION INSTRUCTOR FILES	Files may include, but are not limited to: approval applications for instructors and correspondence.	After going inactive, transfer to LICENSE - INACTIVE CONTINUING EDUCATION & PRE-LICENSE INSTRUCTOR FILES, item 056-031	Note: Email records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-048-000-000-000-000-000	LICENSE - PRIOR FEES AND REFUNDED FEES	Applications of people who: (1) have paid their fees and then fail to take the examination; (2) passed the examination but did not get license; (3) chose not to take the examination and received a refund for the examination fee.	7 years after filing date of the latest received application	Note: Email & electronic records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-049-000-000-000-000-000	LICENSE - RECIPROCAL AND LICENSE RECOGNITION AGREEMENTS	Agreements between Nebraska and other real estate regulatory bodies regarding the licensure of real estate salespersons and brokers from each jurisdiction in the other jurisdiction.	EXPIRED AGREEMENTS: 1 year following the end of the fiscal years to which the record pertains	Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-050-000-000-000-000-000	LICENSE - REJECTED CONTINUING EDUCATION FILES	Files may include, but are not limited to: continuing education activity sponsor applications, education activity applications, Instructor Approval Policies, continuing education activity renewal applications, course outlines, and correspondence.	3 years after rejection	Note: Email records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-051-000-000-000-000-000	LICENSE - RETIREMENT SUBDIVISIONS AND COMMUNITIES FILES	Files may include, but are not limited to: original registration of entities which sell retirement subdivisions and communities, correspondence, annual renewal documentation, and receipt(s).	NOT REGISTERED (WITHDRAWN/DENIED/REJECTED): 5 years after receipt of application REGISTERED: 7 years after non-renewal or withdraw	Note: Email records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-052-000-000-000-000-000	LICENSE - SWORN COMPLAINT FILES	Confidential complaints may include, but are not limited to: the complaint, correspondence, the answer to a complaint, exhibits, copy of hearing notice, commission decision, bond(s), subpoena(s), and transcript of proceedings, appeal file, non-public appeal and investigative files, and disciplinary action order.	COMPLAINTS RESULTING IN REVOCATION: 80 years after date of revocation ALL OTHER COMPLAINTS: 15 years after adjudication	•Confidential record •Note: Email records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion
056-053-000-000-000-000-000	LICENSE - TIME-SHARE AND SUBDIVIDED LANDS FILES	Entities offering out-of-state and certain in-state time-share projects or subdivided land developments for sale in Nebraska must register with the Commission. Files may include, but are not limited to: original application, receipt(s), annual continuation of registration filings, all materials required under each respective law, Exchange Agent filings, and correspondence.	NOT REGISTERED (WITHDRAWN/DENIED/REJECTED): 5 years after receipt of application REGISTERED: 7 years after non-renewal or withdraw	Note: Email & electronic records printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
056-054-000-000-000-000-000	LICENSE - VOIDED RECEIPT CARDS AND LICENSES	Receipt cards and licenses that have been voided due to processing errors that were irreversible. All other voided receipt cards are kept in the current license file.	3 years	Note: Email & electronic records received are printed and filed as required by Schedule 124 or Schedule 56, may be disposed of at the creator/recipient's discretion

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 TH 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.

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