

Schedule 91

NEBRASKA ARTS COUNCIL

July 8, 2005

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	91
AGENCY, BOARD OR COMMISSION	NEBRASKA ARTS COUNCIL
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of April 3, 1989	

**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

EXECUTIVE DIRECTOR

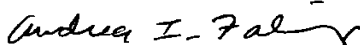
DATE

06-27-05

PART II - ARCHIVAL APPROVAL

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



STATE ARCHIVIST

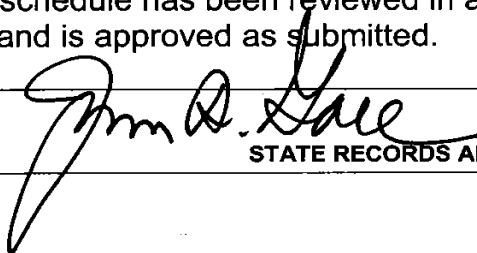
DATE

July 7, 2005

PART III -- APPROVAL BY 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



STATE RECORDS ADMINISTRATOR

DATE

7/8/05

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines 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. 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 Consultant 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 Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that 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 Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE NO. 91 - NEBRASKA ARTS COUNCIL

91-1 ADMINISTRATIVE RECORDS

91-1-1 RECORDS OF NEBRASKA ARTS COUNCIL MEMBER APPOINTMENTS

Notice of appointments to the Nebraska Arts council by the Governor and related information including resumes, committee assignments, correspondence, photographs and other documents.

Retain permanently.

91-1-2 COMMUNITY RECORDS (OBSOLETE)

Annual records of Nebraska communities which have or are considering organization of arts councils. Files typically include general correspondence, news clippings pertaining to the community and phone notes.

Immediately dispose of obsolete records.

91-1-3 FACILITIES INVENTORIES (OBSOLETE)

Inventory of art organizations' facilities indicating space availability for performance and exhibition touring programs.

Immediately dispose of obsolete records.

91-1-4 GOVERNOR'S ARTS AWARDS FILES

Bi-annual recognition by the Governor of people and organizations which have significant contributions to arts and arts education in Nebraska. Files typically include recipients list, nominations, invitations, news releases, etc.

RECIPIENTS LIST: Retain permanently.

NOMINATIONS: Retain permanently.

OTHER DOCUMENTS: Dispose of 3 years after presentation of awards.

91-1-5 PUBLIC MEETINGS SUPPORTING DOCUMENTATION

Supporting documentation and exhibits of the Arts Council panel and committee meetings. This information also can normally be found separately as part of the meeting minutes.

See General Records Schedule 124, MINUTES OF MEETINGS.

91-2 GRANT AND PROGRAM RECORDS

91-2-1 ARTIST FILES (OBSOLETE)

Files are maintained on artists applying to participate in the Artists-in-Schools/Communities and the Nebraska Touring Program. Files typically include applications, resumes and support materials provided by the artists.

Dispose of after 5 years, subject to review by the State Archivist before disposal for possible accession.

91-2-2 ARTS INFORMATION REFERRAL SERVICE (OBSOLETE)

Unpublished directory of artists in Nebraska who work in all the arts disciplines.
Immediately dispose of obsolete records.

91-2-3 GRANT FILES, FEDERAL

All accounting records, correspondence, applications, grant award documents, final financial reports and working papers which are used in preparation for application to various programs of the National Endowment for the Arts.

Dispose of 5 years after grant is closed, provided audit has been completed.¹

91-2-4 GRANT FILES, STATE

Grants are maintained by fiscal year and files typically include a copy of the award letter, contract, correspondence, accounting documents, final reports and newspaper clippings.

UNAPPROVED GRANT APPLICATIONS: Dispose of after 5 years.

APPROVED GRANT FILES: Dispose of 5 years after the grant is closed, provided audit has been completed.¹

91-2-5 GRANT DATABASE

Comprehensive database used to record information about grant applications submitted to the agency in various grant categories. Provides a record of each application, amount requested, amount awarded, etc.

ORIGINAL RECORD: Maintain in NAC database and scan onto CD-ROM, retain for 10 years.

ELECTRONIC DATA: Backup daily; dispose of when superseded.

SECURITY BACKUP COPY: Dispose of after superseded.

CD SECURITY COPY: Dispose of after 10 years.

CD WORK COPY: Dispose of when superseded or obsolete or after 10 years whichever is sooner.

91-2-6 ONE PERCENT FOR ART FILES

Files are maintained on state building projects which are required to spend one percent of their budget on art. Files typically include correspondence, meeting minutes and regulations.

Retain permanently.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

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.)

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet