

# **Schedule 180**

# **OFFICE OF THE CAPITOL COMMISSION**

**FEBRUARY 12, 2008**

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

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

SCHEDULE	<b>180</b>
AGENCY, BOARD OR COMMISSION	<b>Office of the Capitol Commission</b>
DIVISION, BUREAU OR OTHER UNIT	

**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 <i>Robert C. Ripley</i>	
TITLE CAPITOL ADMINISTRATOR	DATE JAN 29, 2008

**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 <i>Andrea Z. Faling</i>	STATE ARCHIVES	DATE Feb. 7, 2008
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**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 <i>Jim D. Lane</i>	STATE RECORDS ADMINISTRATOR	DATE 2/12/08
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RMA 01005D

## **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 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 dispose of 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**

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## **SCHEDULE 180 – OFFICE OF THE CAPITOL COMMISSION**

### **180-1      ADMINISTRATIVE RECORDS**

#### **180-1-1      ADMINISTRATIVE REPORTS**

Reports compiled by division heads on a regular basis for submission to department heads or their equivalent.

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

#### **180-1-2      ANNUAL REPORT**

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

#### **180-1-3      CAPITOL PROJECT FILES**

Summary file for all major projects done in and on the building, grounds, and environs. This is defined as projects that are assigned an official project number. Contents can include (but are not limited to): studies, bids, change orders, consultant contracts and payments, contractor contracts and payments, correspondence, media information, meeting minutes, miscellaneous costs, observation reports, requests for proposals, shop drawings, specs, test results, images.

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

#### **180-1-4      COMMUNICATIONS, LONG TERM**

Communications containing information related to the mission of the agency, i.e., documents major transactions, establishes or implements policy, establishes legal rights or responsibilities, or has other long-term ramifications to the operation of the agency.

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

#### **180-1-5      COMMUNICATIONS, PROJECT RELATED**

Communications related to a specific agency project. A project is an activity that has an identifiable beginning and end.

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

#### **180-1-6      DAILY LOG BOOKS**

Kept by staff members in the shops to document daily activities. Logs may include, but not limited to, maintenance of historical nature.

**Dispose of after 10 years or when no longer of administrative value, whichever is later.**

#### **180-1-7      MINUTES OF MEETINGS**

Official meeting minutes of the Capitol Commission.

**ORIGINAL RECORD: Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

**OTHER COPIES: Dispose of after no longer of reference value.**

#### **180-1-8      ORGANIZATION CHARTS**

**ORIGINAL RECORD: Retain permanently in Nebraska Capitol Collections.<sup>1</sup>**

**WORKING COPIES: Dispose of after superseded.**

#### **180-1-9      POLICY AND PROCEDURES MANUAL, AGENCY**

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

**WORKING COPIES: Dispose of after superseded.**

**180-1-10      REPORTS (CONSULTANTS AND COMMITTEES)**

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

**180-1-11      STUDIES AND REPORTS**

Includes **STUDIES AND REPORTS** not considered part of a Capitol Project.

**FINAL REPORT: Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

**WORKING COPIES: Dispose of after no longer of reference value.**

**180-2            CIRCULATING COLLECTIONS**

This collection contains natural and synthetic objects, which are elements of the Capitol's architecture. It includes, but is not limited to, furnishings, artwork, light fixtures, hardware, and architectural fragments. Many of these items are not in service and are in storage at the Capitol. When feasible, such objects are returned to functional use within the Capitol, its landscape, or site.

**180-2-1        AGENCY SURVEYS**

Original surveys done after many agencies moved out of the Capitol. It recorded original Capitol furnishings still in their possession.

**ORIGINAL RECORD: Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

**WORKING COPIES: Dispose of after no longer of reference value.**

**180-2-2        CAPITOL ORIGINAL INVENTORY FORMS**

Form filled out while reviewing furnishings in the field.

**ORIGINAL RECORD: Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

**WORKING COPIES: Dispose of after no longer reference value.**

**180-2-3        IMAGE CATALOG**

Record image taken of each type of furnishing within the Original Capitol inventory system.

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

**180-2-4        NIS INVENTORY PRINTOUTS**

Generated and reviewed annually.

**Dispose of after 2 years or no longer of reference value, whichever is later.**

**180-2-5        SURPLUS/TRANSFER**

Documentation establishing ownership by the Original Capitol Collection (OCC) of furnishings transferred from other agencies through Surplus.

**ORIGINAL RECORD: Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

**WORKING COPIES: Dispose of after no longer of reference value.**

## **180-3      PERMANENT COLLECTIONS**

These materials are the bulk of the Nebraska Capitol Collections (NCC). In addition to the modern records referenced above, the NCC includes the Archival Collections and objects permanently retired from use. These objects include, but are not limited to, furnishings, artwork, light fixtures, hardware and architectural fragments. These objects are used for research and reference purposes; documenting original finishes, construction techniques and other aspects important to the accurate restoration and preservation of pieces in the Circulating Collections and the Capitol itself.

### **180-3-1      ACCESSION LOG**

Record of accessions. Includes the log (accession) number, date received, donor name, collection name, brief description of the collection contents and disposition of material.

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

### **180-3-2      ACCESSION FILE**

Contains documents relating to the transfer of ownership of an object or collection via either donation or OCC purchase. For a donation, this may include a receipt for prospective donation, the donation form, correspondence, the history of the object or the collection, permanent loan information, conservation reports and catalog descriptions of the objects. The donation form includes the donor's name, address, and description of donated objects, log number, catalog number and both the donor's signature and the signature of the OCC representative. For a purchase, this may include any supporting documentation created during the transaction: ebay listing, correspondence with seller, receipt of purchase. Some items in the collections are found in the building. These are documented to the fullest extent possible and a record of this is kept in this file.

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

### **180-3-3      CATALOG FILE**

A numerical file for each individual museum object which contains descriptive and historical data, and may include a photograph or slide of the object. The catalog number consists of the accession number plus the object number.

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

### **180-3-4      COLLECTIONS DISPOSITION FORMS**

Form used to document the disposition of collections or parts of collections that are transferred to another collection, another division or organization, or removed from collections.

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

### **180-3-5      DONOR FILES**

Chronological list of items donated.

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

### **180-3-6      EXHIBIT FILES**

Comprised of research materials, exhibits scripts, object lists, artifact lists, designs and publicity materials relating to exhibits at Nebraska State Capitol.

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

**180-3-7 INCOMING LOAN FILE**

This file deals with the OCC/Nebraska Capitol Collections (NCC) borrowing from other institutions for exhibition or research purposes. It may include a loan agreement form, list of the object borrowed, correspondence, and where applicable a facility reports form as well as a certificate of insurance.

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

**180-3-8 OUTGOING LOAN FILE**

This file deals with collection objects that the OCC/NCC loans to other institutions for exhibition purposes. It may include a loan agreement form, a list of the objects loaned, correspondence, and where applicable a facility reports form, and a certificate of insurance.

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

**180-3-9 PERMISSION AND USE FORMS**

Forms that patrons fill out and sign agreeing to conditions and NCC has placed on the patrons' use of copies purchased from the NCC's photograph collection.

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

**180-3-10 PROSPECTIVE DONOR FORM FOR RETURNED DONATIONS**

Includes receipt for prospective donation and correspondence.

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

**180-4 TOURISM**

**180-4-1 GUEST REGISTRY BOOKS**

**Dispose of after 5 years or no longer of reference value, whichever is later.**

**180-4-2 PUBLICATION FILES**

Comprised of information gathered in the creation of publications by the OCC. Publications could include brochures, informational fliers, and information on the website. Materials contained in the files include but are not limited to research, correspondence and images.

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

**180-4-3 SPECIAL EVENTS FILES**

Includes but is not limited to: Facility Use Permits, correspondence and set up maps.

**Retain permanently in the Nebraska Capitol Collections.<sup>1</sup>**

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**Notes**

*1. Records kept in the Nebraska Capitol Collections (NCC) are permanent historical records. All records in the NCC collection shall be transferred to the State Archives if funding or space for the NCC cease to exist under the Office of the Capitol Commission.*



# RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	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, AN ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)**

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