

Schedule 88

ADJUTANT GENERAL

MILITARY DEPARTMENT

July 10, 2018

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

88

AGENCY, BOARD OR COMMISSION

ADJUTANT GENERAL

DIVISION, BUREAU OR OTHER UNIT

MILITARY DEPARTMENT

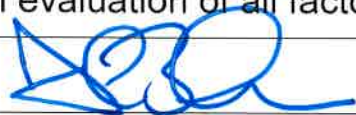
**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes Edition of December 28, 1991

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

The Adjutant General

DATE

22 May 2018

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

6/28/2018

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



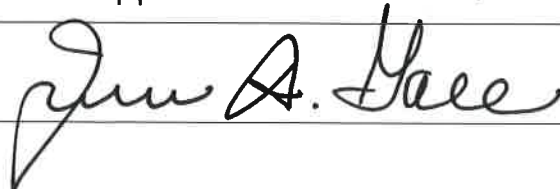
DATE

7/10/18

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

7/10/18

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 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 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.

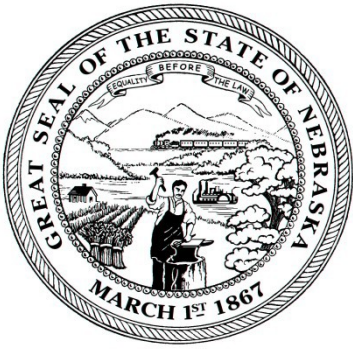
**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

SCHEDULE 88
ADJUTANT GENERAL
MILITARY DEPARTMENT
July 10, 2018

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

Supersedes Edition of December 28, 1991

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
88-1-1	201 MILITARY PERSONNEL RECORDS	Enlistment contracts, training and discharge documents for membership in the Nebraska National Guard. Includes medical records and substantiating documents.	TRANSFER ALL RECORDS TO FEDERAL DEPARTMENT OF MILITARY ORIGINAL RECORD: Microfilm and destroy after discharge SECURITY MICROFILM: Transfer to offsite storage; retain permanently MICROFILM WORK COPY: Retain permanently	Maintained by Federal Department of Military
88-1-2	MILITARY ORDERS HISTORICAL SET	Permanent orders reflecting activation/deactivation and reorganization of military units. Military orders documenting state emergency activation of units and individuals of the Nebraska Army National Guard. Includes promotion/reduction actions and discharge orders.	TRANSFER ALL RECORDS TO FEDERAL DEPARTMENT OF MILITARY ORIGINAL RECORD: Retain permanently or microfilm and destroy SECURITY MICROFILM: Transfer to offsite storage; retain permanently MICROFILM WORK COPY: Retain permanently	Maintained by Federal Department of Military
88-2-1	EMERGENCY OPERATIONS PLANS	State Emergency Operations Plans (SEOP) and Local Emergency Operations Plans (LEOP) are plans that predetermine actions to be taken by responsible elements of government and by cooperating private organizations to prevent avoidable disasters, reduce the vulnerability of residents to any disaster that may strike, establish capabilities for protecting citizens from the effects of disaster, respond effectively to the actual occurrence of disaster and provide for the recovery in the aftermath of any emergency.	Transfer 4 copies to the Library Commission Publications Clearinghouse, dispose of agency copies after superseded	
88-2-2	DAILY OPERATIONS LOGS	Chronological log of communications relating to disaster events as they occur.	Dispose of after 20 years	
88-2-3	DISASTER FILES	Record of every disaster as it happens. Includes damage assessment, weather reports, and actions taken in response to the disaster.	Dispose of after 3 years provided there are no outstanding claims against the agency	
88-2-4	GRANT FILES	Financial records, supporting documents, statistical records, and all other records pertinent to a grant.	Dispose of 5 years after the date of the final expenditure report or annual financial status report, whichever applies, subject to the exceptions stated in the Federal Emergency Management Agency circular No. A-102 or its successor policy	
88-2-5	TRAINING RECORDS	All instructors/student training records, certifications, and associated instructional materials.	Dispose of 5 years after completion of training or last course offering, whichever applies	



NEBRASKA SECRETARY OF STATE RECORDS DISPOSITION REPORT

Send to: Records Management Division
 440 S. 8th Street, Suite 210
 Lincoln, NE 68508-2294 402-471-2559
sos.recordsmanagement@nebraska.gov

Approved records retention schedules serve as the legal authority to dispose of records regardless of the media on which they reside. Nebraska revised statute §84-1212.02 requires agencies to report records dispositions on forms provided by the State Records Administrator. Use this form to meet that requirement.

1. AGENCY & DIVISION	
2. SCHEDULE NUMBER(S) ONLY- AGENCY SPECIFIC SCHEDULE OR GENERAL RECORDS SCHEDULE	
3. RECORD MEDIUM PAPER <input type="checkbox"/> ELECTRONIC <input type="checkbox"/> OTHER <input type="checkbox"/> _____	
4. FINAL DISPOSTION METHOD	
5. VOLUME OR FILE SIZE OF RECORDS DISPOSED	
6. OPTIONAL DETAILS FOR ELECTRONIC AND PAPER RECORDS (list whatever level of detail you will want to keep for future use to document what specifically you deleted/destroyed):	
7. SIGNATURE PRINTED NAME _____ SIGNATURE _____	DATE

INSTRUCTIONS

1. Enter the agency and division.
2. Enter the records schedule number(s) that provide authority to dispose of records. The schedule number is either the agency specific schedule and/or the general records schedule. If you are disposing of records from the general records schedule, enter either 24 for local agencies or 124 for state agencies.
3. Choose the record medium being disposed of.
4. Please describe how final disposal was accomplished such as trash, recycled, shredded, deleted, etc.
5. For paper records, report the total volume of records disposed. One standard size storage box (15x10x12) is one cubic foot. For electronic records, report the total file size deleted. An estimate of total volume is fine.
6. Use the optional information area to list the level of detail you want to keep for future use to document what specifically was deleted/destroyed.
7. Sign and date the form and send it to the Records Management Division at the address above. Retain a copy for your records in accordance with schedule 24-71 for local agencies and 124-100 for state agencies.