

Schedule 2

EQUAL OPPORTUNITY COMMISSION

August 6, 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

2

AGENCY, BOARD OR COMMISSION

EQUAL OPPORTUNITY COMMISSION

DIVISION, BUREAU OR OTHER UNIT

Supersedes Edition of October 4, 2000

**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

Barbara Albers

TITLE

Executive Director

DATE

July 26, 2012

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

Dayes Koutenz

DATE

7/26/2012

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

Diana Huffman

DATE

8/2/12

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

John A. Luce

DATE

8/6/12

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 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 2 EQUAL OPPORTUNITY COMMISSION

August 6, 2012

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

Supersedes Edition of October 4, 2000

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
002-001-000-000-000-000-000	ADMINISTRATIVE - AUTO TRAVEL REQUEST	Form filled out by employees, includes the date of travel, destination, reason for travel, the estimated time of the travel and the method (either personal vehicle or TSB leased vehicle)	2 years	Copy attached to expense document - see ACCOUNTS PAYABLE, item 124-001
002-002-000-000-000-000-000	ADMINISTRATIVE - COMMISSION MEMBER LISTING	List of commission members. May include, but not limited to: addresses, phone numbers and date when term expires.	Superseded	
002-003-000-000-000-000-000	ADMINISTRATIVE - COMMISSION PACKET	Monthly packet distributed to supervisors and commissioners. Includes copies of all cases to be acted upon by the Commission at the next meeting.	6 months	<ul style="list-style-type: none"> •Confidential record •Secure disposal required
002-004-000-000-000-000-000	ADMINISTRATIVE - PUBLIC EDUCATION OUTREACH RECORDS	Information regarding education efforts of the agency.	3 years	
002-005-000-000-000-000-000	ADMINISTRATIVE - STAFF MEETING RECORDS	Summarized minutes, attachment (in paper format) and electronic copy of typed minutes. Includes agenda for all staff meeting held one or more times per year.	5 years	Filed by calendar year
002-006-000-000-000-000-000	ADMINISTRATIVE - STAFF MEMBER LISTING	Listing of current employees in the Commission office.	Superseded	
002-007-000-000-000-000-000	ADMINISTRATIVE - SUPERVISORY FILE	Copies of case review forms, various performance memoranda, performance reviews and similar documents used to trace employee performance.	CURRENT EMPLOYEES: 3 years after end of fiscal year FORMER EMPLOYEES: 2 years after employee's termination date	Filed by fiscal year
002-008-000-000-000-000-000	INVESTIGATIVE - CASE ACTIVITY (MONTHLY AND SEMI-ANNUALLY)	Printouts indicate new cases filed, information on cases closed, information on cases assigned to individual investigators, their status and length of time in their possession.	3 years	
002-009-000-000-000-000-000	INVESTIGATIVE - CASE ASSIGNMENT SHEETS	Forms which show the date a case is assigned for investigation and to whom it's assigned.	6 months	
002-010-000-000-000-000-000	INVESTIGATIVE - CASE FILE DIGITAL RECORDINGS	Intake and investigative digital recordings related to a case filed with the Commission.	9 months after closure date	
002-011-000-000-000-000-000	INVESTIGATIVE - CASE MANAGEMENT SYSTEM (CMS)	Computer database utilized by the agency to keep track of inquiries made by the public, cases filed, and the processing steps of each case file from initiation through closure.	5 years after closure date	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
002-012-000-000-000-000-000	INVESTIGATIVE - CASE NUMBER CARD	Card used on each discrimination case file. Includes name and addresses of the parties to the charge and the law filed under.	5 years	
002-013-000-000-000-000-000	INVESTIGATIVE - CASE TRACKING SHEETS	Form used to check out a case for a file review or subpoenas, signed by the person who picks up the file.	3 years	Filed by calendar year
002-014-000-000-000-000-000	INVESTIGATIVE - COMPLIANCE INFORMATION	Compliance documentation related to settlements.	5 years after closure date	
002-015-000-000-000-000-000	INVESTIGATIVE - EEOC DECISION LETTERS	Copies of EEOC's decision and/or Right to Sue notice on cases investigated by NEOC. Cases where NEOC did not take a state charge, only a federal charge.	5 years	<ul style="list-style-type: none"> •Filed by NEOC case number •Date based on date of EEOC decision
002-016-000-000-000-000-000	INVESTIGATIVE - EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATION CASE FILES	Investigation files that deal with alleged discrimination in employment, housing and public accommodations. Files may include, but not limited to: Charges of Discrimination, complaints, investigation data, filings, pleading, decision letters, recommendation orders, rulings, transcripts, miscellaneous forms, public hearings, civil actions, District Court proceedings and final investigation reports.	ORIGINAL RECORD: Transfer to secure storage 9 months after case closure; 5 years after case closure ELECTRONIC RECORD: After case closure	<ul style="list-style-type: none"> •Confidential record •Secure disposal required
002-017-000-000-000-000-000	INVESTIGATIVE - MONTHLY INTAKE REPORTS	Report showing the breakdown of the types of discrimination charges taken in each month.	2 years	Submitted to Intake Unit Director and stored with INVESTIGATIVE - PRELIMINARY CHARGE FORM AND RELATED INTAKE DOCUMENTS, item 002-018
002-018-000-000-000-000-000	INVESTIGATIVE - PRELIMINARY CHARGE FORM AND RELATED INTAKE DOCUMENTS	Records provide details on alleged discriminatory inquiries which do not result in a Commission investigation.	2 years	Includes digital recordings and CMS records
002-019-000-000-000-000-000	INVESTIGATIVE - PUBLIC HEARING DECISIONS	May include, but not limited to: Agency's Final Order, Recommended Order, Decision from the hearing examiner, copy of withdrawal form and/or other related paperwork.	5 years	Dispose of concurrently with INVESTIGATIVE - EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATION CASE FILES, item 002-016
002-020-000-000-000-000-000	INVESTIGATIVE - REASONABLE CAUSE HOUSING LETTER OF DETERMINATION	Copy of notification sent to both parties, giving the reason for the Commission decision.	6 years after closure date	
2-2-4	CASE PROCESSING LOGS		Immediate disposal	Obsolete 2011

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.

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