

# **Schedule 26**

# **LIBRARY COMMISSION**

**May 13, 2018**

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

**26**

AGENCY, BOARD OR COMMISSION

**LIBRARY COMMISSION (NLC)**

DIVISION, BUREAU OR OTHER UNIT

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

**Supersedes Edition of June 27, 2014**

**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

*Business Manager*

DATE

*5-08-18*

**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

*5/10/2018*

**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



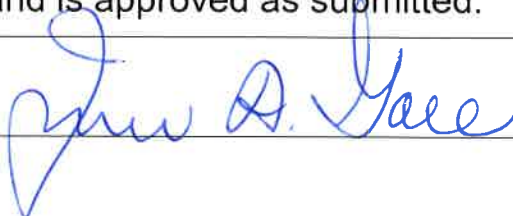
DATE

*5/11/18*

**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

*5/13/18*

## **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 2<sup>nd</sup> 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 26**  
**NEBRASKA LIBRARY COMMISSION (NLC)**

**May 13, 2018**

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

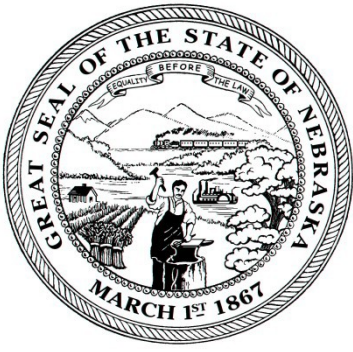
Supersedes Edition of June 27, 2014

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
26-4	<b>DISASTER RECOVERY AND ARCHIVE BACK-UP</b>	Back-ups are performed for the purpose of disaster recovery for both OS (operating systems)/applications and data. At the end of each month, a "snapshot" of data from the end-of-month backup is written to Blu-ray disks. The Blu-ray disks are considered to be archives; they contain only data—not OS or applications. On-site backups are stored in a fire-resistant magnetic media-rated safe. Copies of onsite backups are also kept in two separate off-site locations.	<b>DAILY:</b> Reused/Overwritten after 1 month <b>SNAPSHOT MONTHLY:</b> Permanent	
26-5	<b>INTERLIBRARY LOAN/REFERENCE - ACTIVITY REPORTS</b>	Reports used to compile monthly statistical report.	<b>Dispose of 1 year after annual report has been published</b>	<ul style="list-style-type: none"> <li>•Data is no longer maintained in paper</li> <li>•ILL (Interlibrary Loan) data is maintained on the OCLC server</li> <li>•NLC (Nebraska Library Commission) circulation and job site data is maintained on the NLC in-house home page</li> </ul>
26-6	<b>INTERLIBRARY LOAN/REFERENCE - LOAN REQUEST FROM PATRONS</b>	Request for books or periodicals.	<b>2 years (current &amp; prior year)</b>	<ul style="list-style-type: none"> <li>•ILL data maintained on the OCLC server</li> <li>•NLC records are kept in the NLC email archives</li> </ul>
26-7	<b>INTERLIBRARY LOAN/REFERENCE - MONTHLY STATISTICAL REPORT</b>	Statistical report compiled from Activity Reports.	<b>Dispose of 1 year after annual report has been published</b>	<ul style="list-style-type: none"> <li>•Data is no longer maintained in paper</li> <li>•ILL data maintained on the OCLC server</li> </ul>
26-8	<b>INTERLIBRARY LOAN/REFERENCE - NEUCAT (NEBRASKA UNION CATALOG)</b>	A microfilm listing of the books owned by the major Nebraska libraries.	<b>SECURITY MICROFILM:</b> Transfer to State Archives <b>MICROFILM WORK COPY:</b> 1 copy permanent for use in Interlibrary Loan	<ul style="list-style-type: none"> <li>•Obsolete - April 1986</li> <li>•Last edition (13th) produced</li> </ul>
26-9	<b>INTERLIBRARY LOAN/REFERENCE - NEULIST (UNION LIST OF NEBRASKA)</b>	A microfilm listing of the serial titles owned by the major Nebraska libraries. It was a quarterly produced list.	<b>SECURITY MICROFILM:</b> Transfer to State Archives <b>MICROFILM WORK COPY:</b> Permanent	Obsolete

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
26-10	INTERLIBRARY LOAN/REFERENCE - STATISTICAL FILE	Circulation of NLC items is kept online on the in-house homepage.	Dispose of 5 years after information has been published in an annual/biennial report	
26-11	LIBRARY DEVELOPMENT - CONTINUING EDUCATION RECORDS	Individuals submit forms attached to the public librarian re-certification application when applying for re-certification. The form is to record and verify attendance and contact hours at continuing education activities.	RE-CERTIFICATION APPLICATION RECEIVED: Attached to re-certification application; permanent RE-CERTIFICATION APPLICATION NOT RECEIVED: 1 year after re-certification date	
26-12	LIBRARY DEVELOPMENT - LIBRARY ACCREDITATION APPLICATION FORM	Libraries submit applications to the Commission to become an accredited public library. Public libraries need to complete an application every three years.	3 years after accreditation lapses	
26-14	LIBRARY DEVELOPMENT - LIBRARY STATISTICAL REPORTS	Public libraries submit annual reports to the Commission that provide performance data about basic library functions. The data collected includes information about funding, expenditures, library usage, collections, programs, and staffing. The data is used to produce annual compilations of public library performance and usage in the state. These reports are often consulted for information not included in the annual report. Some information collected is shared with a federal program that maintains a national database of public library statistics.	Permanent	
26-15	LIBRARY DEVELOPMENT - PUBLIC LIBRARIAN CERTIFICATION AND RE-CERTIFICATION APPLICATION	Individuals submit applications and continuing education hours to the Commission to become a certified public librarian. Over a three-year period individuals must submit re-certification applications and continuing education records to the Commission to remain a certified librarian.	RE-CERTIFICATION APPLICATION RECEIVED: Attach to re-certification application; permanent RE-CERTIFICATION APPLICATION NOT RECEIVED: 1 year after re-certification date	
26-16	LIBRARY DEVELOPMENT - STATE AID FORMS	Public libraries submit applications to the Commission providing information about basic library functions that are required to receive state aid monies. Information required includes: equal access to service, public funding, free service to residents, payment of minimum wage, amount of local expenditures and other similar facts.	5 years	
26-17	LIBRARY DEVELOPMENT - WORKSHOP MATERIALS	Workshop materials include all work papers which go into the development of a workshop. Materials include applications to the conference, brochures, programs and evaluations of what transpired.	When no longer of reference value	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
26-18	LIBRARY RESOURCE CENTER - DATABASE ORDER FORMS		5 years	
26-19	LIBRARY RESOURCE CENTER - OCLC LIBRARY PROFILE	Questionnaire is filled out by libraries/institutions who are members of the Online Computer Library Center (OCLC).	Permanent	
26-20	PUBLICATION CLEARINGHOUSE - STATISTICS	State and Federal acquisition, withdrawal , and cataloging data is compiled in monthly spreadsheets and transferred to annual spreadsheets.	MONTHLY: 3 years ANNUAL: 10 years	
26-21	PUBLICATIONS CLEARINGHOUSE - ACQUISITION RECORDS		STATE/LOCAL ACQUISITION: LOST/DUPLICATE PUBLICATIONS: After publication declared "lost" OR duplications are disposed of (whichever applies) ALL OTHERS: Permanent FEDERAL ACQUISITION: After publication(s) disposed of	Acquisition records are stored in the Library Commission automated catalog
26-22	PUBLICATIONS CLEARINGHOUSE - AGENCY FILE	Spreadsheet listing agency name and contact person for publications.	Update as needed; permanent	
26-23	PUBLICATIONS CLEARINGHOUSE - HISTORY FILE	Narrative material used in developing a program of operation of the Publications Clearinghouse.	Permanent	Located in Library Commission archives
26-24	PUBLICATIONS CLEARINGHOUSE - PUBLICATIONS, FEDERAL GOVERNMENT		5 years OR according to the Federal Depository Library Program regulations and the Library Commission collection development policies (whichever applies)	
26-25	PUBLICATIONS CLEARINGHOUSE - PUBLICATIONS, STATE/LOCAL AGENCIES		STATE/LOCAL AGENCY PUBLICATIONS: PAPER/PRINT COPY: Transfer 1 copy to the State Archives. Scan/digitize "selected" publications, store and microfilm. All other hard copies are permanent. ELECTRONIC RECORD: Permanent SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent	•Neb. Rev. Stat. §51-413 •Contact the State Archives to negotiate transfer
26-26	PUBLICATIONS CLEARINGHOUSE - STATE AGENCY LIAISON FORM	Agency contact form listing contact persons and publication reproduction permission. Used to update Agency File.	3 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
26-27	TALKING BOOK AND BRAILLE SERVICE - APPLICATION FORM, FACILITY	Becomes part of the borrower's file.	Dispose of concurrently with BORROWER'S FILE	
26-28	TALKING BOOK AND BRAILLE SERVICE - APPLICATION FORM, INDIVIDUAL	Becomes part of the borrower's file.	Dispose of concurrently with BORROWER'S FILE	
26-29	TALKING BOOK AND BRAILLE SERVICE - BORROWER'S FILE	The application form contains information about each borrower, as well as certification that the patron qualifies to use the services for the blind and physically handicapped.	<b>DECEASED PATRONS:</b> After end of the current federal statistical reporting period <b>INACTIVE PATRONS:</b> 5 years after becoming inactive <b>ALL OTHER CONTENTS OF BORROWER FILE:</b> When superseded by computer files	<ul style="list-style-type: none"> <li>•Confidential records included in files</li> <li>•Secure disposal required</li> </ul>
26-30	TALKING BOOK AND BRAILLE SERVICE - EQUIPMENT VERIFICATION	Letters are sent to borrowers (every 3-4 years) listing the equipment they should have and they send the Commission written verification.	After verification against computer records	
26-31	TALKING BOOK AND BRAILLE SERVICE - MACHINE REPORT, MONTHLY	Copy of report filed with the Library of Congress. Indicates talking book and cassette machines ready for assignment and those waiting for repair. Also lists machines which are lost or stolen.	1 year	



# NEBRASKA SECRETARY OF STATE RECORDS DISPOSITION REPORT

Send to: Records Management Division  
 440 S. 8<sup>th</sup> Street, Suite 210  
 Lincoln, NE 68508-2294 402-471-2559  
[sos.recordsmanagement@nebraska.gov](mailto: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.

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

## 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.