

Schedule 71

REAL PROPERTY APPRAISER BOARD

July 29, 2015

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

71

AGENCY, BOARD OR COMMISSION

REAL PROPERTY APPRAISER BOARD

DIVISION, BUREAU OR OTHER UNIT

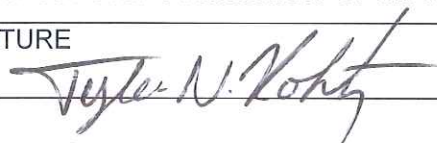
**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes Edition of November 19, 1992

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

DIRECTOR

DATE

7/29/15

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

7/29/2015

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



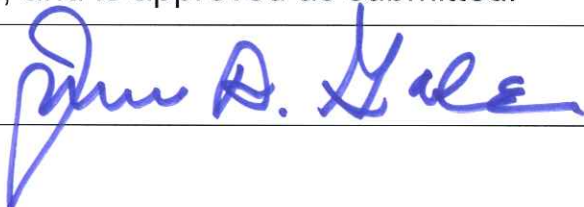
DATE

7/29/15

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

7/29/15

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 71
REAL PROPERTY APPRAISER BOARD**

July 29, 2015

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

Supersedes Edition of November 19, 1992

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-1	ACTIVE APPRAISER ROSTER	Information may include, but not limited to: name, address, social security number, identification number, and expiration date.	PRINTOUTS: Superseded ELECTRONIC RECORD: Superseded	
71-2	ALPHA AND ID ROSTERS	Files and reports that includes, but not limited to: name of licensees, employers, credential numbers, applicant numbers, in chronological order	Superseded	
71-3	ALPHA LISTING OF ENTITIES AND INDIVIDUALS	Reports issued of all licensees that includes, but not limited to: individual and entity identification numbers, name and address, date, license type and status, business identification, and business name.	Superseded	
71-4	APPRAISAL MANAGEMENT COMPANY ALPHA LISTINGS	AlphaListing of current Appraisal Management Company's.	Superseded	
71-5	APPRAISAL MANAGEMENT COMPANY FILES	Files of Appraisal Management Company's that includes, but not limited to: applications, renewals, surety bonds, and correspondence.	5 years after expiration	
71-6	APPRAISAL REPORTS- PROOF OF EXPERIENCE	Real estate appraisals submitted with applications for Licensure and Certification.	APPROVED APPLICANTS: After license/certification issuance REJECTED APPLICANTS: 5 years	<ul style="list-style-type: none"> •Confidential record - Neb. Rev. Stat. 84-712.05 •Secure disposal required
71-7	APPRAISER FILES	Records of each registered, trainee, licensed, and certified appraiser. Files are renewed annually and may include, but not limited to: applications, renewals, correspondence, proof of appraiser experience, pocketcard, and investigative data.	5 years after expiration	<ul style="list-style-type: none"> •Confidential record - Neb. Rev. Stat 84-712.05 •Secure disposal required

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-8	BOARD MEMBER FILES	Documentation on the appointment of Board members and applicants that includes, but not limited to: business interests, appointment letters, resume, pictures, signed Oath to perform duties according to law, copy of certificate from Governor, appointment application.	10 years after no longer serving	
71-9	COMPLIANCE FILES	Files of investigations and inquiries that includes, but not limited to: appraiser's name, address, business identification, business name, email address, reason for investigation/inquiry, and correspondence.	80 years	
71-10	CRIMINAL BACKGROUND CHECK REPORTS	Criminal background reports. Including, but not limited to: complete check on each appraiser applicant, including an FBI check that has been sent to our office from the Nebraska State Patrol.	APPLICATION WITHDRAWN/DENIED: 90 days APPLICATION APPROVED: Immediately upon license issued	
71-11	DENIED/WITHDRAWN APPLICATIONS	Files of appraiser and AMC applicants who were denied that includes, but not limited to: identification number, name, address, business identification, business name, social security number, email address, and license history, communication, education, transcripts, credentialing verification information, surety bond, registration verification information, corporate and/or business information, and examination, if applicable.	5 years after denial, withdrawal, or last correspondence	
71-12	EDUCATION PROVIDERS AND INSTRUCTORS FILE	File of providers and instructors providing pre-licensing and CEU training activities for real property appraisers. Supplementary information that may include, but not limited to: supplementary information, training course materials, and exams.	5 years after no longer approved to provide educational instructions	
71-13	ENFORCEMENT ACTIONS LISTING	Enforcement actions.	Superseded	
71-14	EXAMINATION RESULTS MATERIAL	Information supplied by contracted examination provider after each administration of examinations. Materials may include, but not limited to: pass/fail roster, summary results of examination, and appropriate examination evaluation reports.	5 years	<ul style="list-style-type: none"> •Confidential record - Neb. Rev. Stat 84-712.05 •Secure disposal required

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-15	INCOMPLETE EDUCATION/INSTRUCTOR APPLICATIONS	Files of incomplete education/instructor applications.	5 years	
71-16	PENDING AMC APPLICATION AND FILE	Applications to become an appraisal management company and files. Including, but not limited to communications, surety bond, transcripts, registration verification information, corporate and/or business information.	APPROVED: File with AMC files, unless otherwise specified on this schedule. NOT APPROVED: 5 years	
71-17	PENDING APPRAISER APPLICATION AND FILE	Applications to become a registered, trainee, licensed, or certified appraiser and files. Including, but not limited to communications, education, transcripts, credentialing verification information, and examination.	APPROVED: File with APPRAISER FILES, item 71-1, unless otherwise specified on this schedule. NOT APPROVED: 5 years	
71-18	POCKET CARDS	Copies of pocket cards issued to appraisers.	5 years	
71-19	QUALIFYING/CONTINUING EDUCATION	Files of education that includes, but not limited to: institute name, course name, instructor name(s), detailed course information, class rosters, and approval/denial letters.	5 years after no longer approved	
71-20	RECEIPT BOOKS	Receipt books.	5 years	
71-21	REGISTERED, TRAINEE, LICENSED, AND CERTIFIED APPRAISER STUBS	Stubs retained of each registration, license or certificate issued. May includes, but not limited to: number, name, address, receipt number, date issued, card number, and fee. All information may be obtained from the appraiser's file.	5 years	
71-22	TEMPORARY PERMIT APPLICANTS - APPROVED	All temporary permit applicants that includes, but not limited to: identification number, name, license type, address, business identification, business name, social security number, email address, communication, education, transcripts, credentialing verification information, examination, and license history.	5 years	
71-23	TEMPORARY PERMIT APPLICANTS - DENIED	All temporary permit applicants denied that includes, but not limited to: identification number, name, license type, address, business identification, business name, social security number, email address, communication, education, transcripts, credentialing verification information, examination, and license history.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-24	TEMPORARY PERMIT REPORTS	Reports of all temporary permit applicants that includes, but not limited to: identification number, name, license type, address, business identification, business name, social security number, email address, and license history.	5 years	
71-25	W-9's	W-9's.	Superseded	
71-4	NON-RENEWED APPRAISER ROSTER		Immediate disposal	Obsolete

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.

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