

Schedule 90

ETHANOL BOARD

January 3, 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

90

AGENCY, BOARD OR COMMISSION

NEBRASKA ETHANOL BOARD

DIVISION, BUREAU OR OTHER UNIT

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

Supersedes Edition of August 1, 2005

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

Administrator

DATE

11-28-17

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

12/12/2017

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



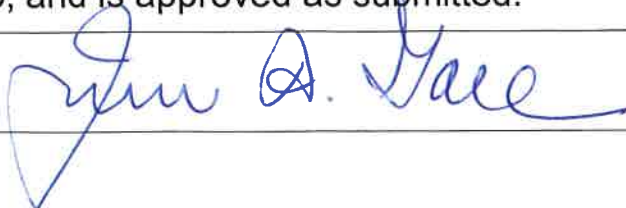
DATE

1/3/18

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

1/3/18

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 90
NEBRASKA ETHANOL BOARD**

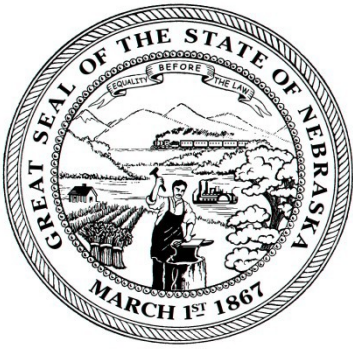
January 3, 2018

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

Supersedes Edition of August 1, 2005

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
90-1	ACCOUNTABILITY AND DISCLOSURE	Correspondence regarding accountability and disclosure issues that effect the agency	Retain permanently	
90-2	ADMINISTRATIVE RECORDS	May Include: Public Meetings supporting documentation such as press releases, agendas, guest logs, and/or media advisory. This information may normally be found as part of the Nebraska Ethanol Board Meeting Minutes.	Subject to review by the State Archives for possible accession	
90-4	ANNUAL AGENCY REVENUES AND EXPENDITURES	Complete agency budget, appropriation and expenditures records.	Retain permanently	
90-5	ARCHIVE	Archive of agriculture Alcohol history and ethanol related materials at the University Archives-Love Library, University of Nebraska-Lincoln, 1971-1995.	Retain permanently	
90-6	ATTORNEY GENERAL OPINIONS	Opinions issued by the Attorney General that effect the agency.	Retain permanently	
90-7	CONSUMER SURVEYS	Surveys to determine consumer awareness, buying trends, product perceptions, etc.	Retain permanently	
90-9	CONTRACT LOG BOOK	Logbook is used to record information about contracts. Provides a record of each contract, contract number and date issued.	Dispose of when superseded or obsolete.	
90-12	DIRECTIVES AND EXECUTIVE ORDERS	Directives and orders issued by the Governor that effect the agency.	Retain permanently	
90-14	ETHANOL PLANT FILES	Files of existing and proposed ethanol plants in the state of Nebraska.	Dispose of when superseded or obsolete.	
90-15	ETHANOL PRODUCTION	Nebraska and U.S. Production estimates.	Retain permanently	
90-16	ETHANOL PRODUCTION INCENTIVE CASH FUND	Production incentives paid, payment forecasts and fund balances used for statutory reporting requirements.	Retain permanently	
90-17	FISCAL REPORTS	May included NIS reports, budget status summary, transaction journals, personal service limitation status, monthly report of detailed disbursements, etc., accounting reports showing budgeted and actual revenue expenditures, cash balances, and deposits.	Dispose of after 5 complete fiscal years, provided an audit has been completed.	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
90-20	GOVERNORS' ETHANOL COALITION	Agency provided staff support for the 31 state GEC; provides staff participation for GEC committees and conference calls, provides technical support fro GEC for publications and meetings. Maintain meeting minutes. GEC now known as Governors' Biofuels Coalition (GBC).	Retain permanently	Suggest to retain until 2021. If Governor's Ethanol Coalition/Governors' Biofuels Coalition is still an entity contact them about future retention or disposal.
90-22	LEGISLATION	Legislation, introduced, indefinitely postponed, and passed, pertaining to ethanol and/or the agency.	Dispose of when superseded or obsolete.	
90-23	LEGISLATIVE HISTORIES	Nebraska and U.S. ethanol histories.	Retain permanently	
90-24	MASTER MAILING LIST	Report consists of members of news media, commodity boards, senators, agricultural organizations, board members, ethanol plants, E-85 stations.	Dispose of when superseded or obsolete.	Maintained as Outlook email contact groups.
90-26	PERSONNEL RECORDS	May include time entry, payroll register, payroll journal proof, payroll exception certifications, etc. Includes records of board members who have been appointed by the Governor and the terms of their appointments.	Dispose of after 3 years, provided audit has been completed.	
90-27	POLICIES	Acceptable use policies related to employees of the Nebraska Ethanol Board.	Dispose of when superseded or obsolete.	
90-28	PUBLICATIONS	Includes brochures, books and informational handouts regarding ethanol.	DRAFT MATERIAL: Dispose of after publication PUBLICATIONS: Transfer 4 copies to the Library Commission, Publications Clearinghouse, per Nebr. Rev. Stat. 51-413	
90-31	REGULATORY HISTORIES	Nebraska and U.S. industry regulatory requirements.	Retain permanently	
90-35	WEEKLY UPDATES	Weekly memo to board members.	Retain permanently	
90-21	HISTORICAL PRICES			Maintained online through DOE.
90-3	ANNUAL REPORT TO THE LEGISLATURE			OBSOLETE
90-10	CURRICULUM			OBSOLETE
90-13	ETHANOL AND CO-PRODUCT SALES			OBSOLETE
90-18	FLEXIBLE FUEL VEHICLES-E85			OBSOLETE
90-33	TRAVEL LOG FOR GM FLEXIBLE VEHICLE ON LOAN TO NEBRASKA			OBSOLETE



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.