

# **Schedule 165-2**

# **DEPARTMENT OF ADMINISTRATIVE SERVICES**

# **ACCOUNTING DIVISION**

**September 24, 2015**

Nebraska Records Management Division  
3242 Salt Creek Circle  
Lincoln, NE 68504  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE

**165-2**

AGENCY, BOARD OR COMMISSION

**DEPARTMENT OF ADMINISTRATIVE  
SERVICES**

DIVISION, BUREAU OR OTHER UNIT

**ACCOUNTING DIVISION**

**Supersedes Schedule 43-1 Edition of June 2, 1986**

**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



TITLE

*DAS - ADMINISTRATOR OF ACCOUNTING*

DATE

*9.15.2015*

**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

*9/24/2015*

**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



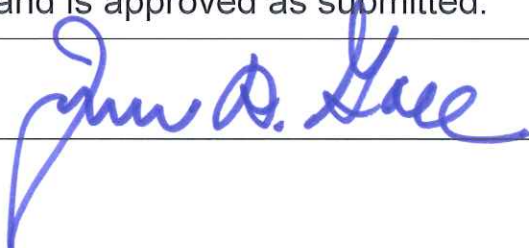
DATE

*9/21/15*

**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

*9/24/15*

## **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. Unless there is pending or on going, legal action, records request, or audit.
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 located on the Secretary of State Records Management website. [https://appengine.egov.com/apps/ne/sos\\_records\\_disposition\\_report](https://appengine.egov.com/apps/ne/sos_records_disposition_report). This report establishes that the destruction was performed in your normal course of business.

### **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  
3242 Salt Creek Circle  
Lincoln, NE 68504  
402-471-2559**

**SCHEDULE 165-2**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**ACCOUNTING DIVISION**  
**September 24, 2015**

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

Supersedes Schedule 43-1, Edition of June 2, 1986

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
165-2-1	ADDRESS BOOK FORMS	State of Nebraska substitute Form W-9 and ACH (Automated Clearing House) Enrollment forms used to create an address book number in Enterprise One (Payroll & Financial Center System) for processing payment to vendors and individuals. May include, but not limited to W-9 & W-8 related records.	<b>5 years after superseded or vendor purged from system (whichever applies)</b>	Other reference terms: EFT (Electronic Funds Transfer) and/or Direct Deposit
165-2-2	BUDGETARY REPORT - ANNUAL, STATE OF NEBRASKA	Report prepared annually which provides summary financial information by agency on a budgetary basis.	<b>ORIGINAL RECORD:</b> Permanent, Scan for security <b>ELECTRONIC RECORD:</b> Permanent	
165-2-3	CALCULATED PAYROLL DETAIL REPORT (NEI 63001)	Computer Output Microfilm (COM) maintained by NEIS office supports the payroll for each state employee at the lowest detail level. Is used to verify current year to date payroll information and employee funding.	<b>SECURITY MICROFICHE:</b> Transferred to State Archives <b>MICROFICHE WORK COPY:</b> Permanent	Obsolete 2002
165-2-4	COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) (FORMERLY STATE OF NEBRASKA ANNUAL FISCAL REPORT	State of Nebraska Comprehensive Annual Financial Report (CAFR) that provides a summary of the financial transactions of the state during the fiscal year. Includes work papers, correspondence, and all other related papers used in the preparation of the report.	<b>ORIGINAL RECORD:</b> Permanent, scan for security <b>ELECTRONIC RECORD:</b> Permanent	
165-2-5	EMPLOYEE EARNINGS RECORD, SOCIAL SECURITY - W-2 FORM (FORMERLY W-2 (NEI 5026))	Employees earning record for the year. Reports gross wages, federal, state and OSADI (Old-Age, Survivors, and Disability Insurance) taxes.	<b>ELECTRONIC RECORD:</b> 6 years	
165-2-6	ENTERPRISE ONE SYSTEM	All electronic data currently in the Payroll and Financial Center System.	<b>ELECTRONIC RECORD:</b> 10 years	
165-2-7	FORM 1099 INFORMATION	Access database containing information on people who earn over \$600.00 for contracted services provided to the state. May include vendor FTIN (Federal Tax Identification Number) and payment total.	<b>ELECTRONIC RECORD:</b> 7 years	
165-2-8	FUND APPLICATIONS	Forms used to request approval, add, change or terminate a fund.	<b>5 years after fund termination</b>	Forms DAS-02-29 & DAS-02-18

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
165-2-9	MASTER LEASE	Master Lease Purchase Program (MLPP) allows agencies a method to finance significant equipment acquisitions at the State of Nebraska. Records may include, but are not limited to: Certificate of Official Intent, Agency Authorization, and Equipment Schedule forms.	7 years after Financing	Neb. Rev. Stat. §81-1107
165-2-10	SOCIAL SECURITY - SECTION 218 AGREEMENTS (FORMERLY CONTRACTS)	Includes the original contract and modifications between the Federal Government and the State of Nebraska. Also includes "Resolutions" and "Plans and Agreements" between the State of Nebraska and the political subdivisions of the State.	ORIGINAL RECORD: Permanent; Scan for security ELECTRONIC RECORD: Permanent SECURITY MICROFILM (1951 - 1978): Transferred to the State Archives MICROFILM WORK COPY (1951-1978): Permanent	
165-2-11	SOCIAL SECURITY - WAIVER OF HEARING AND CONSENT TO PARTIAL TERMINATION OF AGREEMENT (FORMERLY WAIVER OF HEARING AND CONSENT TO PARTIAL TERMINATION OF AGREEMENT)	Copy of this waiver and consent is filed with the State Social Security Bureau when an entity is terminated from coverage.	ORIGINAL RECORD: Permanent SECURITY MICROFILM (1951 - 1978): Transferred to State Archives	
165-2-12	WARRANT CONTROL SHEETS - DAILY (FORMERLY DAILY WARRANT CONTROL FORMS (DAS 65-1202)	Daily reconciliation form used to balance the total number of warrants written each day.	5 years	
165-2-13	WARRANT CONTROL SHEETS - MONTHLY SUMMARY (FORMERLY MONTHLY WARRANT CONTROL FORMS (DAS 5-1203)	Monthly reconciliation form used to balance the total number of warrants used, voided, and added to each type of warrant stock used for the Payroll & Financial Center Systems.	5 years	
43-1-1-1	AUDIT REPORTS FOR STATE AGENCIES			See REPORTS-AUDIT, item 124-106
43-1-7-60	1099 REPORTABLE VENDORS (NAS 840)		Immediate disposal	Obsolete 2002
43-1-7-61	1099 UPDATES BATCH CONTROL (NAS 805)		Immediate disposal	Obsolete 2002
43-1-4-1	ACCUMULATED LEAVE ADJUSTMENT REQUEST (NEIS H-9)		Immediate disposal	Obsolete 2002
43-1-7-1	AGENCY ACCOUNT SUMMARY (NAS 775)		Immediate disposal	Obsolete 2002

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-1-5-1	AGENCY DEDUCTION REPORT (NEI 50255 AND NEI 63005)		Immediate disposal	Obsolete 2002
43-1-5-2	AGENCY RETIREMENT REPORT (NEI 50258)		Immediate disposal	Obsolete 2002
43-1-7-2	ALLOTMENT STATUS (NAS 310)		Immediate disposal	Obsolete 2002
43-1-2-1	APPOINTMENT OF AUTHORIZED AGENT CARDS		Immediate disposal	Obsolete
43-1-5-3	ATTENDANCE REPORT/PAYROLL UNITS CONTROL TOTALS (NEI 164006)		Immediate disposal	Obsolete 2002
43-1-4-2	ATTENDANCE UPDATE AND CORRECTION FORM (M-3)		Immediate disposal	Obsolete 2002
43-1-7-3	AUTHORIZATION AND CASH ERRORS SUMMARY (NAS 250)		Immediate disposal	Obsolete 2002
43-1-7-4	AUTHORIZED GRANT AWARDS PER ED (NAS 630-2)		Immediate disposal	Obsolete 2002
43-1-7-5	AUTHORIZED GRANT AWARDS PER HHS (NAS 630-1)		Immediate disposal	Obsolete 2002
43-1-7-6	BALANCE SHEET ACCOUNTS-MULTIPLE AGENCY FUNDS (NAS 595)		Immediate disposal	Obsolete 2002
43-1-6-1	BATCH CONTROL FORM (DAS-02-16)		Immediate disposal	Obsolete 2002
43-1-5-4	BATCH CONTROL LISTING (NEI 108)		Immediate disposal	Obsolete 2002
43-1-7-7	BATCH CONTROL REPORT (NAS 210)		Immediate disposal	Obsolete 2002
43-1-7-8	BATCH HEADER ACTIVITY SUMMARY FOR XXX (NAS 485)		Immediate disposal	Obsolete 2002
43-1-5-5	BATCH NUMBER CONTROL REPORT (NEI 108)		Immediate disposal	Obsolete 2002
43-1-7-9	BATCH SUSPENSE UPDATE (NAS 140)		Immediate disposal	Obsolete 2002
43-1-4-3	BATCH TICKET (NEIS Z-1)		Immediate disposal	Obsolete 2002

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-1-5-6	BOND STATUS REPORT (NEI 50252)		Immediate disposal	Obsolete 2002
43-1-7-10	BUDGET STATUS (NAS 671 676)		Immediate disposal	Obsolete 2002
43-1-6-2	BUDGET STATUS UPDATE (DAS-02-025)		Immediate disposal	Obsolete 2002
43-1-7-11	BUDGET STATUS UPDATES BATCH CONTROL (NAS 665)		Immediate disposal	Obsolete 2002
43-1-7-12	CASH AND INVESTMENT STATUS (NAS 320)		Immediate disposal	Obsolete 2002
43-17-13	CHART OF ACCOUNTS (NAS 180-1, NAS 180-2, NAS 122, NAS 123)		Immediate disposal	Obsolete 2002
43-1-4-4	CLASS CODE AND TITLE FORM (NEIS C-1)		Immediate disposal	Obsolete 2002
43-1-5-8	CLASSES BY SALARY GRADE (NEI 50205)		Immediate disposal	Obsolete 2002
43-1-5-9	CLASSIFICATION TITLE MASTER (ALPHABETIC) (NEI 50203)		Immediate disposal	Obsolete 2002
43-1-5-10	CLASSIFICATION TITLE MASTER (NUMERIC) (NEI 50201)		Immediate disposal	Obsolete 2002
43-1-6-3	CODING ATTACHMENT (DAS-02-08)		Immediate disposal	Obsolete 2002
43-1-5-11	COMPARISON OF PAY BY SALARY GRADE (NEI 50206)		Immediate disposal	Obsolete 2002
43-1-7-14	CONSTRUCTION SUMMARY (NAS 590)		Immediate disposal	Obsolete 2002
42-1-6-4	CORRECTION REQUEST FORM (DAS-02-17)		Immediate disposal	Obsolete 2002
43-1-8-1-9	CUM FED ID VALID UPDATES		Immediate disposal	Obsolete 2002
43-1-7-15	CUMULATIVE 1099 UPDATES (NAS 810)		Immediate disposal	Obsolete 2002
43-1-7-16	DAILY LETTER OF CREDIT CASH ACTIVITY (NAS 435)		Immediate disposal	Obsolete 2002
43-1-7-17	DAILY PROCESSING CONTROL (NAS 490)		Immediate disposal	Obsolete 2002
43-1-7-18	DAILY SCHEDULE OF SLC TRANS BY ACCOUNT (NAS 430)		Immediate disposal	Obsolete 2002

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-1-5-12	DATA BASE CONTROL REPORT (NEI 16007)		Immediate disposal	Obsolete 2002
43-1-5-13	DATA BASE MASTER CONTROL REPORT (NEI 340)		Immediate disposal	Obsolete 2002
43-1-5-14	DEDUCTION EXCEPTIONS (NEI 50264)		Immediate disposal	Obsolete 2002
43-1-5-15	DIRECT DEPOSIT REGISTER (NEI 64002)		Immediate disposal	Obsolete 2002
43-1-6-5	DISBURSEMENT DOCUMENT (DAS-02-09)		Immediate disposal	Obsolete 2002
43-1-7-19	ED/STATE GRANT EXCEPTIONS (NAS 615)		Immediate disposal	Obsolete 2002
43-1-7-20	EDIT ERRORS (NAS 240)		Immediate disposal	Obsolete 2002
43-1-7-21	EDIT SUSPENSE UPDATES BATCH CONTROL (NAS 150)		Immediate disposal	Obsolete 2002
43-1-4-5	EMERGENCY PAYROLL VOUCHER (J2A-J2B)		Immediate disposal	Obsolete 2002
43-1-5-16	EMPLOYEE CROSS REFERENCE (ALPHA) (NEI 50227)		Immediate disposal	Obsolete 2002
43-1-5-17	EMPLOYEE CROSS REFERENCE (NUMERIC) (NEI 50226)		Immediate disposal	Obsolete 2002
43-1-4-6	EMPLOYEE DATA BASE MAINTENANCE FORM (NEIS M-1)		Immediate disposal	Obsolete 2002
43-1-4-7	EMPLOYEE DEDUCTION AUTHORIZATION FORM (NEIS H-3)		Immediate disposal	Obsolete 2002
43-1-4-8	EMPLOYEE DEDUCTION CORRECTION REQUEST (NEIS M-2)		Immediate disposal	Obsolete 2002
43-1-5-18	EMPLOYEE PURGE REPORT (NEI 33000)		Immediate disposal	Obsolete 2002
43-1-5-19	EMPLOYEE STATUS INQUIRY (NEI 20505)		Immediate disposal	Obsolete 2002
43-1-5-20	EMPLOYEES HIRED DURING MONTH (NEI 50222)		Immediate disposal	Obsolete 2002
43-1-7-22	ENCUMBRANCE ACTIVITY (NAS 360)		Immediate disposal	Obsolete 2002
43-1-4-9	ENTITY ACTION REQUEST (NEIS D-1)		Immediate disposal	Obsolete 2002



ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-1-5-21	ENTITY STATUS INQUIRY (NEI 20507)		Immediate disposal	Obsolete 2002
43-1-3-2	ENTITY TRANSACTIONS FORM		Immediate disposal	Obsolete
43-1-5-22	EXCEPTION PAYROLL REPORT (NEI 63007)		Immediate disposal	Obsolete 2002
43-1-8-1-10	FED ID SUMMARY		Immediate disposal	Obsolete 2002
43-1-3-3	FEDERAL REPORT OF ADJUSTMENTS, FORM SSA-L4559		Immediate disposal	Obsolete
43-1-7-23	FTIN DIRECTORY (NAS 835)		Immediate disposal	Obsolete 2002
43-1-7-24	FUND ACTIVITY SUMMARY (DAILY AND MONTHLY (NAS 470))		Immediate disposal	Obsolete 2002
43-1-7-25	FUND ANALYSIS (NAS 550)		Immediate disposal	Obsolete 2002
43-1-7-26	FUND DETAIL (NAS 540)		Immediate disposal	Obsolete 2002
43-1-7-27	FUND MASTER UPDATES BATCH CONTROL (NAS 113)		Immediate disposal	Obsolete 2002
43-1-7-29	FUND SUMMARY (BY FUND TYPE) (NAS 565)		Immediate disposal	Obsolete 2002
43-1-7-28	FUND SUMMARY (NAS 560)		Immediate disposal	Obsolete 2002
43-1-7-30	FUTURE VOUCHERS (NAS 225)		Immediate disposal	Obsolete 2002
43-1-7-31	FUTURE VOUCHERS UPDATES BATCH CONTROL (NAS 150)		Immediate disposal	Obsolete 2002
43-1-7-32	GAAFR (GOVERNMENT ACCOUNTING AND AUDITING FINANCIAL REPORTING)FUND ANALYSIS (NAS 980)		Immediate disposal	Obsolete 2002
43-1-6-9	GENERAL DOCUMENT (DAS-02-11)		Immediate disposal	Obsolete 2002
43-1-7-33	GENERAL LEDGER (MONTHLY AND ANNUAL) (NAS 530 AND 730)		Immediate disposal	Obsolete 2002
43-1-3-4	GENERAL LEDGER (SSR)		Immediate disposal	Obsolete
43-1-3-5	GENERAL LEDGER (SUMMARY)		Immediate disposal	Obsolete

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-1-8-1-6	GRANT/PROJECT BAL FEW		Immediate disposal	Obsolete 2002
43-1-8-1-7	GRANT/PROJECT BAL FWD (AFTER PURGE FOR JULY)		Immediate disposal	Obsolete 2002
43-1-8-1-8	GRANT/PROJECT BAL FWD UPDATES		Immediate disposal	Obsolete 2002
43-1-7-34	GRANT/PROJECT BALANCE FORWARD (NAS 580-2)		Immediate disposal	Obsolete 2002
43-1-7-35	GRANT/PROJECT BALANCE FORWARD UPDATES BATCH CONTROL (NAS 505)		Immediate disposal	Obsolete 2002
43-1-7-36	GRANT/PROJECT CASH AND INVESTMENT STATUS (NAS 325)		Immediate disposal	Obsolete 2002
43-1-6-10	GRANT/PROJECT HEADER UPDATE (DAS-02-19)		Immediate disposal	Obsolete 2002
43-1-7-37	GRANT/PROJECT LEDGER (NAS 580 AND 780)		Immediate disposal	Obsolete 2002
43-1-7-38	GRANT/PROJECT STATUS (NAS 330)		Immediate disposal	Obsolete 2002
43-1-6-11	GRANT/PROJECT SUBSIDIARY UPDATE (DAS-02-20)		Immediate disposal	Obsolete 2002
43-1-7-39	GRANT/PROJECT TRANSACTION CODING (NAS 185 AND NAS 124)		Immediate disposal	Obsolete 2002
43-1-7-40	GRANT/PROJECT UPDATES BATCH CONTROL (NAS 114)		Immediate disposal	Obsolete 2002
43-1-7-41	HHS/STATE GRANT EXCEPTIONS (NAS 635)		Immediate disposal	Obsolete 2002
43-1-8-1-5	HISTORY TRANSACTIONS (TT 20,30,20,50,60,70)		Immediate disposal	Obsolete 2002
43-1-4-10	INCOME ADJUSTMENT AUTHORIZATION (NEIS H-8)		Immediate disposal	Obsolete 2002
43-1-5-23	INQUIRY LOG REPORT (NEI 210)		Immediate disposal	Obsolete 2002

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-1-5-24	INQUIRY SECURITY FILE PRINT (NEI 215)		Immediate disposal	Obsolete 2002
43-1-5-25	INTRASTATE TRANSACTION DOCUMENT (NEI 64001)		Immediate disposal	Obsolete 2002
43-1-6-12	INTRASTATE TRANSACTIONS DOCUMENT (DAS-02-12)		Immediate disposal	Obsolete 2002
43-1-6-12	INTRASTATE TRANSACTIONS DOCUMENT (DAS-02-20)		Immediate disposal	Obsolete 2002
43-1-5-26	JOB CLASSIFICATION STATUS INQUIRY (NEI 20503)		Immediate disposal	Obsolete 2002
43-1-5-27	LABOR STATISTICS REPORT (NEI 50229)		Immediate disposal	Obsolete 2002
43-1-5-28	LEAVE STATUS REPORT (NEI 64004)		Immediate disposal	Obsolete 2002
43-1-5-29	LISTING OF BONDS ISSUED NEI 50253)		Immediate disposal	Obsolete 2002
43-1-3-6	MANUAL CONTROL LEDGER		Immediate disposal	Obsolete
43-1-3-7	MANUAL DEPOSIT ANALYSIS SUMMARY		Immediate disposal	Obsolete
43-1-5-30	MONTHLY BATCH STATUS (NEI 140)		Immediate disposal	Obsolete 2002
43-1-7-42	MTD POSTED TRANSACTION PURGE (NAS 510)		Immediate disposal	Obsolete 2002
43-1-7-43	MULTIPLE AGENCY FUNDS-BALANCE SHEET SUMMARY (NAS 596)		Immediate disposal	Obsolete 2002
43-1-6-13	MULTIPLE PAYEE ATTACHMENT (DAS-02-13)		Immediate disposal	Obsolete 2002
43-1-7-44	NAS DAILY RUN (NAS 370)		Immediate disposal	Obsolete 2002
43-1-5-31	NAS DOCUMENT Control Report (NEI 64005)		Immediate disposal	Obsolete 2002
43-1-4-11	NEIS ATTENDANCE REPORT (NEI 50250)		Immediate disposal	Obsolete 2002
43-1-8-2-1	NEIS DETAIL TRANSACTIONS		Immediate disposal	Obsolete 2002
43-1-8-2-3	NEIS EMPLOYEE DATA BASE		Immediate disposal	Obsolete 2002

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-1-4-12	NEIS INPUT FORMS		Immediate disposal	Obsolete 2002
43-1-8-2-2	NEIS POSITION DATA BASE		Immediate disposal	Obsolete 2002
43-1-5-32	NOTIFICATION OF UPCOMING EMPLOYEE TRANSACTIONS (NEI 50209)		Immediate disposal	Obsolete 2002
43-1-4-13	ONE-TIME PAYMENT AUTHORIZATION (NEIS S-1)		Immediate disposal	Obsolete 2002
43-1-2-6	PAID WARRANT RECEIPTS		Immediate disposal	Obsolete
43-1-6-14	PAYEE REFERENCE ATTACHMENT (DAS-02-14)		Immediate disposal	Obsolete 2002
43-1-5-33	PAYROLL ATTENDANCE CONTROL REGISTER (NEI 50304)		Immediate disposal	Obsolete 2002
43-1-5-34	PAYROLL DOCUMENT (NEI 63002)		Immediate disposal	Obsolete 2002
43-1-4-14	PAYROLL INTRASTATE DOCUMENT CORRECTION REQUEST (NEIS M-4)		Immediate disposal	Obsolete 2002
43-1-7-45	PAYROLL POSTING SUMMARY (NAS 390)		Immediate disposal	Obsolete 2002
43-1-7-46	PERSONAL SERVICE LIMITATION STATUS (NAS 340)		Immediate disposal	Obsolete 2002
43-1-7-47	PERSONAL SERVICE UPDATES (NAS 117)		Immediate disposal	Obsolete 2002
43-1-5-35	PERSONAL SERVICES FORM NUMBER 10 (NEI 50230)		Immediate disposal	Obsolete 2002
43-1-4-15	PERSONNEL INFORMATION FORM (NEIS H-1)		Immediate disposal	Obsolete 2002
43-1-4-16	POSITION ACTION REQUEST (NEIS E-1)		Immediate disposal	Obsolete 2002
43-1-4-17	POSITION ASSIGNMENT FORM (NEIS H-2)		Immediate disposal	Obsolete 2002
43-1-4-18	POSITION EXPENDITURE TRANSFER (NEIS E-2)		Immediate disposal	Obsolete 2002

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-1-4-19	POSITION EXPENDITURES CORRECTION FORM (NEIS E-4)		Immediate disposal	Obsolete 2002
43-1-4-20	POSITION INFORMATION CORRECTION REQUEST (NEIS E-3)		Immediate disposal	Obsolete 2002
43-1-5-36	POSITION STAFFING REPORT (NEI 50210)		Immediate disposal	Obsolete 2002
43-1-5-37	POSITION STATUS INQUIRY (NEI 20504)		Immediate disposal	Obsolete 2002
43-1-7-48	POST CLOSING FUND SUMMARY (NAS 760)		Immediate disposal	Obsolete 2002
43-1-7-49	POST CLOSING FUND SUMMARY BY FUND TYPE (NAS 765)		Immediate disposal	Obsolete 2002
43-1-7-50	POSTAGE BILLING LISTING (NAS 295)		Immediate disposal	Obsolete 2002
43-1-7-51	POSTED RECEIPT TRANSACTION (NAS 305)		Immediate disposal	Obsolete 2002
43-1-7-52	POSTED TRANSACTION SUMMARY (NAS 475)		Immediate disposal	Obsolete 2002
43-1-7-53	POSTED TRANSACTIONS (NAS 300)		Immediate disposal	Obsolete 2002
43-1-8-1-1	POSTING MASTER		Immediate disposal	Obsolete 2002
43-1-8-1-2	POSTING MATER		Immediate disposal	Obsolete 2002
43-1-7-55	PROGRAM SUMMARY (NAS 571-574)		Immediate disposal	Obsolete 2002
43-1-7-54	PROGRAM/PERSONAL SERVICES UPDATE BATCH CONTROL (NAS 111)		Immediate disposal	Obsolete 2002
43-1-1-2	PROJECT FILES		Immediate disposal	Obsolete
43-1-5-38	PROOF ERROR AND STATUS LOG (NEI 16004)		Immediate disposal	Obsolete 2002
43-1-3-10	RECAPITULATION OF STATE'S REPORT OF WAGES PAID, FORM SSA-3962		Immediate disposal	Obsolete
43-1-3-9	RECAPITULATION REPORTS, ANNUAL		Immediate disposal	Obsolete
43-1-5-39	REPORT OF DEDUCTIONS NOT TAKEN (NEI 63009)		Immediate disposal	Obsolete 2002

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-1-5-40	REPORT OF PAY DISTRIBUTION (NEI 50216)		Immediate disposal	Obsolete 2002
43-1-5-41	REPORT OF POSITIONS BY SUBPROGRAM (NEI 05220)		Immediate disposal	Obsolete 2002
43-1-5-42	RUN TO RUN CONTROL REPORT (NEI 1606)		Immediate disposal	Obsolete 2002
43-1-5-44	SALARY CHANGES BY AGENCY (NEI 50221)		Immediate disposal	Obsolete 2002
43-1-4-21	SALARY GRADE CHANGE FORM (NEIS A-1)		Immediate disposal	Obsolete 2002
43-1-5-45	SALARY Schedules (NEI 50217)		Immediate disposal	Obsolete 2002
43-1-5-46	SALARY STATUS INQUIRY (NEI 20502)		Immediate disposal	Obsolete 2002
43-1-5-43	SCF CHANGE REGISTER (NEI 325)		Immediate disposal	Obsolete 2002
43-1-5-47	SCHEDULE OF EMPLOYEES' MANDATORY RETIREMENT DATES (NEI 50218)		Immediate disposal	Obsolete 2002
45-1-5-48	SECURITY FILE MAINTENANCE REPORT (NEI 20506)		Immediate disposal	Obsolete 2002
43-1-3-8	SOCIAL SECURITY - NOTICE OF IDENTIFYING NUMBER (FORMERLY NOTICE OF IDENTIFYING NUMBER, FORM OAR-S14)		Immediate disposal	Obsolete
43-1-3-11	STATE CONTRIBUTION RETURN, Form SSS-3961		Immediate disposal	Obsolete
43-1-7-56	STATE GRANT EXPENDITURES REPORTED TO ED (NAS 608)		Immediate disposal	Obsolete 2002
43-1-7-57	STATE GRANT EXPENDITURES REPORTED TO HHS (NAS 626)		Immediate disposal	Obsolete 2002
43-1-3-12	STATE'S REPORT OF ADJUSTMENTS, FORM SSA-3964		Immediate disposal	Obsolete

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-1-1-4	STATEWIDE COST ALLOCATION PLAN, A-87		Immediate disposal	Obsolete
43-1-5-49	STATUS INQUIRY (INVALID) (NEI 205)		Immediate disposal	Obsolete 2002
43-1-4-22	STATUS INQUIRY PASSWORD AUTHORIZATION (NEIS S-1)		Immediate disposal	Obsolete 2002
43-1-4-23	STATUS INQUIRY REQUEST (NEIS S-2)		Immediate disposal	Obsolete 2002
43-1-8-1-4	SUMMARY HISTORY		Immediate disposal	Obsolete 2002
43-1-5-50	SUMMARY OF OVERTIME REPORT (NEI 50254)		Immediate disposal	Obsolete 2002
43-1-5-51	SUMMARY STAFFING REPORT ( NEI 50301)		Immediate disposal	Obsolete 2002
43-1-4-24	SUSPENSE DATA BASE CORRECTION REQUEST (NEIS M-5)		Immediate disposal	Obsolete 2002
43-1-6-15	SUSPENSE FILE UPDATE (DAS-02-21)		Immediate disposal	Obsolete 2002
43-1-7-58	SYSTEM CONTROL CHANGE REGISTER (NAS 160)		Immediate disposal	Obsolete 2002
43-1-5-52	SYSTEM CONTROL FILE (NEI 32002)		Immediate disposal	Obsolete 2002
43-1-7-59	SYSTEM CONTROL FILE AND INPUT CONTROL FILE (NAS 195)		Immediate disposal	Obsolete 2002
43-1-5-53	SYSTEM CONTROL FILE MAINTENANCE PRINT (NEI 32001)		Immediate disposal	Obsolete 2002
43-1-4-25	TABLE MAINTENANCE FORM		Immediate disposal	Obsolete 2002
43-1-4-26	TO-DATE PAYROLL ADJUSTMENTS (NEIS H-5)		Immediate disposal	Obsolete 2002
43-1-7-62	TRANSACTION CODING (NAS 175 AND NAS 121)		Immediate disposal	Obsolete 2002
43-1-8-1-3	TRANSACTION CODING MASTER		Immediate disposal	Obsolete 2002
43-1-6-13	TRANSACTION CODING MASTER UPDATE (FORM) (DAS-02-22)		Immediate disposal	Obsolete 2002

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-1-7-63	TRANSACTION CODING MASTER UPDATE BATCH CONTROL (NAS 115)		Immediate disposal	Obsolete 2002
43-1-3-13	TRANSMITTAL OF CORRECTED INCOME AND TAX STATEMENTS, FORM W-3C		Immediate disposal	Obsolete
43-1-3-14	TRANSMITTAL OF INCOME AND TAX STATEMENTS FOR STATE AND LOCAL GOVERNMENTAL EMPLOYERS, FORM W-3 S & L		Immediate disposal	Obsolete
43-1-7-64	UPDATE/ERROR REPORT (NAS 415)		Immediate disposal	Obsolete 2002
43-1-5-54	VACANCY REPORT (NEI 50212)		Immediate disposal	Obsolete 2002
43-1-2-7	VAULT KEY SIGNOUT SHEET		Immediate disposal	Obsolete
43-1-7-65	VENDOR DIRECTORY (NAS 190)		Immediate disposal	Obsolete 2002
43-1-7-66	VENDOR MASTER UPDATES BATCH CONTROL (NAS 140)		Immediate disposal	Obsolete 2002
43-1-7-67	VENDOR TRANSACTIONS - ANNUAL (NAS (No Suggestions))		Immediate disposal	Obsolete 2002
43-1-7-68	VENDOR TRANSACTIONS - MONTHLY (NAS 830 m)		Immediate disposal	Obsolete 2002
43-1-7-69	VENDOR TRANSACTIONS - SEMI-ANNUALLY (NAS 830SA)		Immediate disposal	Obsolete 2002
43-1-6-17	VOUCHERS (NAS PROCESSED)		Immediate disposal	Obsolete 2002
43-1-6-18	WARRANT CANCELLATION ATTACHMENT (DAS-02-14)		Immediate disposal	Obsolete 2002
43-1-7-70	WARRANT REGISTER (NAS 280 AND 480)		Immediate disposal	Obsolete 2002
43-1-7-71	WARRANT REPORT (NAS 290)		Immediate disposal	Obsolete 2002
43-1-7-72	WARRANT SIGNOUT LISTING		Immediate disposal	Obsolete 2002



ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-1-5-57	YEAR TO DATE EMPLOYEE EARNINGS REPORT (NEI 50261)		Immediate disposal	Obsolete 2002