

Updated Disposition Report instructions and address 11/2022  
No changes were made to records retention

# **Schedule 44**

## **COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION**

April 10, 2006

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

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

|   |  |
|---|--|
| SCHEDULE                                | <b>44</b>  |
| AGENCY, BOARD OR COMMISSION             | <b>Coordinating Commission for Postsecondary<br/>Education</b> |
| DIVISION, BUREAU OR OTHER UNIT          |  |
| Supersedes edition of December 31, 2001 |  |

**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 <i>Marsha A. Hee</i> |                       |
| TITLE<br>Executive Director    | DATE<br>April 5, 2006 |

**PART II - ARCHIVAL APPROVAL**

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 <i>[Signature]</i> | DATE<br><i>April 7, 2004</i> |
| STATE ARCHIVES               |                              |

**PART III -- APPROVAL BY 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 <i>[Signature]</i> | DATE<br><i>April 10, 2004</i> |
| STATE RECORDS ADMINISTRATOR  |                               |

## **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**

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## **SCHEDULE 44 – COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION**

### **44-20           ARTICULATION REPORTS**

Reports of all articulation and cooperative agreements entered into by Nebraska postsecondary institutions.

**Transfer to the State Records Center after 1 year; dispose of after 5 years.**

### **44-1             BUDGET FILE**

Includes budget requests, payroll records and expenditures of the Coordinating Commission for Postsecondary Education.

**Transfer to the State Records Center after 2 years; dispose of after 7 years.**

### **44-22           BUDGET REPORTS FROM PUBLIC POSTSECONDARY INSTITUTIONS**

Includes public postsecondary institutions submitted administrative and capital construction budgets and related materials.

**BUDGETS: Transfer to the State Records Center after 4 years; dispose of after 12 years.**

**SUPPLEMENTAL BUDGETS: Transfer to the State Records Center after 6 years; dispose of after 12 years.**

### **44-25           COMMISSION COMMITTEE AGENDAS**

The commission committees are subgroups of the Commission, preparing information for Commission meetings. May include subgroups' minutes, agendas, handouts, and related materials for committee meetings.

**Dispose of after 10 years, subject to review by the State Archives for possible accession.**

### **44-2             COMMISSION DAILY FILES**

All correspondence sent from the commission office in chronological order.

**Dispose of after 5 years.**

### **44-29           COMMISSION MEETING AGENDAS AND APPENDICES**

Includes agenda and appendices from Commission meetings.

**Retain permanently.**

### **44-3             COMMUNICATIONS, MEDIUM-TERM**

Communications containing information related to the operations of the agency, but does not have long-term significance or policy implications.

**Dispose of after 5 years.**

### **44-4             CONSULTANT CONTRACTS**

Contracts between the Coordinating Commission for Postsecondary Education and various consulting firms for research services.

**Transfer to the State Records Center when terms of contract are fulfilled; dispose of 5 years after terms of contract are fulfilled, provided audit has been completed. <sup>1</sup>**

#### **44-17 FINANCIAL AID PROGRAMS**

The Nebraska State Grant (NSG) has replaced the following financial aid programs: Scholarship Assistance Program (SAP), State Scholarship Award Program (SSAP), State Student Incentive Grant (SSIG), and Postsecondary Education Award Program (PEAP) programs. Files of Postsecondary Education Institutions participating in financial aid programs. Files include application to participate, reallocation application, record of accounting transactions, copy of warrant issues and student data forms.

**Dispose of after 7 years, provided audit has been completed. <sup>1</sup>**

#### **44-8 HISTORICAL STUDIES OF COMMISSION**

One time studies used to justify the commission, and other historical records.

**Transfer to the State Archives when no longer of reference value; retain permanently.**

#### **44-10 IMPROVING TEACHER QUALITY GRANT FILES (Formerly Eisenhower Professional Development Grant Files)**

Records of federal grants given to postsecondary education institutions and administered by the commission under the Education For Economic Security Act, Title II. Files may include request for proposals, proposals from postsecondary education institutions and final reports.

**Dispose of 5 years after the grant is completed, provided audit has been completed.**

#### **44-9 IPEDS (INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM)**

Files include completed IPEDS form from postsecondary education institutions. Forms include data on enrollment, degrees, financial statistics, and salaries. Data is entered into computer.

**COMPLETED IPEDS FORMS: Transfer to State Records Center; dispose of after 12 years.**

**ELECTRONIC DATA: Backup daily; dispose of after 12 years.**

**COMPUTER PRINTOUT: Dispose of after 12 years.**

**SECURITY COPY: Dispose of after 12 years.**

#### **44-7 NEEDS (NEBRASKA EDUCATION DATA SYSTEM)**

Files include completed NEEDS forms from postsecondary education institutions. Data on forms is entered into computer.

**COMPLETED NEEDS FORMS: Transfer to State Records Center; dispose of after 12 years.**

**COMPUTER PRINTOUT: Dispose of after 12 years.**

**ELECTRONIC DATA: Backup daily; dispose of after 12 years.**

**SECURITY COPY: Dispose of after 12 years.**

#### **44-19 OFF-CAMPUS FILES**

Academic programs offered by public postsecondary institutions outside of the institutions' designated geographic service area as identified in the Commission's Comprehensive Statewide Plan for Postsecondary Education.

**Transfer to the State Records Center after 1 year; dispose of after 5 years.**

**44-23 OUT-OF-STATE APPLICATIONS**

Includes files of institutions that have made application to offer courses in Nebraska.  
**Dispose of after 5 years.**

**44-18 PROGRAM REVIEW FILES**

Commission reviews of existing programs at all public postsecondary institutions and approval of any proposed new programs at all public postsecondary institutions.  
**Transfer to State Records Center after 3 years; dispose of after 8 years.**

**44-11 REPORTS FROM OTHER STATES**

Reports received by the commission from counterpart agencies in other states. Includes directories, statistical reports, etc.  
**Dispose of 4 years after received.**

**44-26 SPECIAL PROJECTS**

Includes reports that are mandated by the governor and the Legislature and reports that are published infrequently.  
**Transfer to the State Archives; retain permanently.**

**44-16 SPRE (STATE POSTSECONDARY REVIEW PROGRAM)  
(OBSOLETE 1999)**

Includes all records from the SPRE Federal grant program. The grant program had a duration of 2 years. Records include, but are not limited to, general correspondence, notes from meetings, notes from statewide hearings, proposed standards, rules and regulations.  
**Transfer to State Records Center after termination of grant; dispose of 5 years, provided audit has been completed.<sup>1</sup>**

**44-12 SSIG INSTITUTIONAL FILES (STATE STUDENT INCENTIVE GRANT)**

**See Records Retention Schedule Item # 44-17, FINANCIAL AID PROGRAMS.**

**44-13 STUDY OF TEACHER EDUCATION IN NEBRASKA**

Periodic review of state teacher requirements and programs for further education.  
**Dispose of when no longer of reference value.**

**44-27 STUDIES & REPORTS**

Includes raw materials, studies, and reports not listed separately.  
**Dispose of after no longer of reference value to the Commission, with the final report subject to review by the State Archivist before disposal.**

**44-28 SURVEY & RAW DATA**

Includes surveys and raw data from the surveys completed by the Commission.  
**Dispose of after 5 years, subject to review by the State Archivist before disposal.**



**44-21 TUITION AND FEES**

Includes tuition comparisons with Commission defined peer institutions and recommendations on tuition and financial aid policies. Back-up data for tuition and fee report and miscellaneous tuition information.

**Transfer to State Records Center after 2 years; dispose of after 5 years.**

**44-24 TWO OR FOUR-YEAR PRIVATE COLLEGES**

Includes files of institutions that have made application to create a two or four-year private college in Nebraska, new program applications at private colleges, and annual reports.

**Dispose of after 10 years.**

**SELECTED ITEMS FROM SCHEDULE 124**

**124-4-6 APPLICATION AND OTHER SUPPLEMENTAL MATERIAL OF PEOPLE NOT HIRED**

See Records Retention Schedule 124, State Agencies, General Records.

**Dispose of 4 years after date of application. Changed from 3 to 4 years per schedule 124.**

**124-1-11-4 COMMUNICATIONS, LONG-TERM**

Communications containing information related to the mission of the agency, i.e., documents major transactions, establishes or implements policy, establishes legal rights or responsibilities, or has other long-term ramifications to the operation of the agency.

Communications to be transferred to the State Archives must be on paper or microfilm.

**Transfer to the State Archives after 8 years; retain permanently.**

**124-1-11-5 COMMUNICATIONS, PROJECT RELATED**

Communications related to a specific agency project. A project is an activity that has an identifiable beginning and end. Communications to be transferred to the State Archives must be on paper or microfilm.

**Dispose of 8 years after the end of the project, subject to review by State Archivist before disposal.**

**124-4-15 EMPLOYMENT HISTORY FILE**

See Records Retention Schedule 124, State Agencies, General Records.

**Dispose of 10 years after termination of employment.**

**124-5 NONRECORD MATERIAL**

See Records Retention Schedule 124, State Agencies, General Records. (last page)

**NONRECORD MATERIAL may be destroyed at any time by the agency. No RECORDS DISPOSITION REPORT (RMA 03006B) is required.**

**124-4-30 TIME SHEETS AND TIME CARDS**

See Records Retention Schedule 124, State Agencies, General Records.

**Dispose of 3 years, provided audited has been completed.<sup>1</sup>**

**124-4-29 TIME OFF AND/OR SICK LEAVE REQUESTS**

See Records Retention Schedule 124, State Agencies, General Records.

**Dispose of after verification of time sheets, provided audit has been completed.<sup>1</sup>**

**124-4-31 TIME WORKED AND ABSENCES, INDIVIDUAL ACCOUNTING  
(OBSOLETE WITH THE IMPLEMENTATION OF NIS)**

**Dispose of after 3 years.**

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**NOTE**

*1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.*