

Schedule 52-5

PUBLIC SERVICE COMMISSION

NATURAL GAS/PIPELINE/ TRANSMISSION LINES

March 10, 2021

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

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

SCHEDULE

52-5

AGENCY, BOARD OR COMMISSION

PUBLIC SERVICE COMMISSION

DIVISION, BUREAU OR OTHER UNIT

**NATURAL GAS/PIPELINE/TRANSMISSION
LINES**

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

Supersedes Edition of July 10, 2018

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

Executive Director

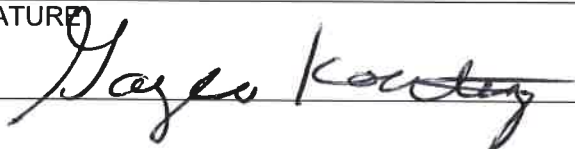
DATE

2-5-2021

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

2/23/2021

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

3/5/21

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

3/10/2021

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 located on the Secretary of State Records Management website. 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
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

SCHEDULE 52-5
NEBRASKA PUBLIC SERVICE COMMISSION
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Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of July 10, 2018

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
52-5-1	ANNUAL FINANCIAL REPORTS FROM JURISDICTIONAL UTILITIES	Reports contain a statement of revenues and meter counts, as well as annual shareholder reports.	5 years after date of report.	
52-5-2	APPLICATION DOCKET LIST	Docket list, stored electronically, and arranged in application number order, listing the name of the applicant, date filed, reason for request for authority, and date of final disposition.	Retain permanently for reference purposes only.	
52-5-3	ASSESSMENT RECORDS	Documentation of assessments to jurisdictional utilities and other applicants. Includes a copy of assessment order, letter to jurisdictional utility or other applicant with summary invoice from vendor, Commission-generated invoice and remittance stub, copy of check and receipt report.	5 years after date of record.	
52-5-5	FEDERAL FILINGS	Copies of applications, tariffs or other filings with federal agencies made by natural gas utilities.	3 years after date of filing.	
52-5-6	JURISDICTIONAL UTILITY RATE APPLICATION	Applications by jurisdictional utilities for general rate change. File generally contains application, correspondence, public comments, public notices, discovery, exhibits, transcript of public hearing if held, and other filings.	10 years after date of application, or until subsequent rate case is completed, whichever is longer.	
52-5-7	JURISDICTIONAL UTILITY TARIFF FILINGS	Rates, terms, conditions, and rules filed with the Commission regulating jurisdictional utilities.	5 years after superseded/obsolete.	
52-5-8	NATURAL GAS AND PIPELINE APPLICATIONS	Applications for authority or other actions. File generally contains application, financial statement, correspondence, public comments, public notices, discovery, exhibits, transcript if public hearing was held, and other filings.	10 years after resolution of application.	
52-5-9	TRANSMISSION LINE FILINGS	Applications for authority to construct a new power line over 700 volts, as well as notices filed pursuant to Neb. Rev. Stat. § 75-720. File generally contains application, correspondence, public notices, receipt for filing fee, exhibits (route map and specifications), completion notice, and any other filings.	10 years after notice of completion.	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
52-5-10	FRANCHISE AGREEMENT FILINGS	Franchise ordinances and agreements agreed upon between municipalities and utilities, filed with the Commission.	Retain until superseded/obselete.	