

Schedule 52-6

PUBLIC SERVICE COMMISSION

NEBRASKA UNIVERSAL SERVICE FUND

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

52-6

AGENCY, BOARD OR COMMISSION

PUBLIC SERVICE COMMISSION

DIVISION, BUREAU OR OTHER UNIT

NEBRASKA UNIVERSAL SERVICE FUND

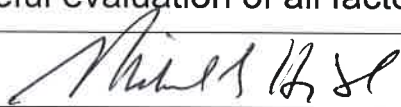
Supersedes Edition of July 10, 2018

**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

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 52-6
NEBRASKA PUBLIC SERVICE COMMISSION
NEBRASKA UNIVERSAL SERVICE FUND
March 10, 2021

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
52-6-1	ADVISORY BOARD RESOLUTIONS/ RECOMMENDATIONS	Resolutions or Recommendations entered into by advisory board.	10 years after date of resolution or recommendation.	
52-6-2	APPLICATION DOCKET LIST	Electronic database containing application/docket number listing in numerical order, generally includes: name of the applicant, date filed, description of docket, and date of final disposition.	Retain permanently for reference purposes only.	
52-6-3	APPLICATION FILES	Each file is an application of a telecommunications carrier, a docket opened by the Commission to investigate and/or resolve specific issues regarding the administration of the NUSF, or complaints that have been brought by the Commission against specific telecommunications carriers for alleged violations of Commission rules and orders. These files generally contain: petitions, motions, and supporting documentation from applicant; comments filed by interested parties; various pleadings; copies of official orders of Commission or Hearing Officer; hearing transcripts; and all other pertinent information.	10 years after docket becomes inactive.	
52-6-4	CARRIER AUDIT FILES	Each file contains audit reports from carriers required to submit NUSF Remittance Worksheet audits and/or NUSF Payment audits. Consists of Agreed Upon Procedure letter and third party examination report.	10 years after audit report.	
52-6-6	FUND PAYMENT FILES	Monthly documentation for NUSF program payments including monthly payment calculations and all underlying documentation. Includes underlying documentation to calculate individual support program payments such as the model for calculation of annual high cost program payments, documentation verifying costs for reimbursement of approved broadband grant projects, 497 forms for NTAP reimbursements; and service provider invoices for telehealth payments.	Retain permanently for reference purposes only.	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
52-6-7	NEBRASKA TELEPHONE ASSISTANCE PROGRAM (NTAP) APPLICATIONS	Applications from Nebraska citizens seeking to receive NTAP credits on their monthly telephone bills. Applicant's file may consist of original application, correspondence, copies of program documentation, and/or copies of power of attorney.	Retain permanently as required by federal law; convert to digital storage media as needed.	
52-6-11	PHONE COMPANY REPORTS	Document listing customer information provided to carriers.	Retain permanently as required by federal law; convert to digital storage media as needed.	
52-6-8	REMITTANCE DEPOSIT DOCUMENTS/JOURNAL ENTRIES/FUND TRANSFER DOCUMENTS	Monthly and/or quarterly remittance deposits by ACH Credit or ACH Debit. Journal Entry document created to move monies from one Fund to another or created to correct an error of entry. Fund Transfers and the associated Journal Entry to move monies from the NUSF to the E-911 Funds to split out dual Fund payments.	10 years after date of deposit.	
52-6-9	COMPANY REMITTANCE FILES (formerly "REMITTANCE WORKSHEETS")	Remittance files contain annual summaries of surcharge payments to the NUSF, true-up requests and supporting documentation, banking information for ACH transactions, company contact information and department correspondence with the company. All individual monthly remittances worksheets are maintained electronically in a database system.	10 years after date of worksheet.	
52-6-10	TELEHEALTH FILES	Information related to all hospitals in Nebraska eligible for Telehealth support. Files for individual hospital sites contain applications for funding, department correspondence with hospital contact or service providers, Nebraska state support schedules, federal support schedules, and any account audits or reconciliation of funding amounts.	10 years after date of application.	