

Updated address 12/2022
No changes were made to records retention

Schedule 52-9

PUBLIC SERVICE COMMISSION

911 DEPARTMENT

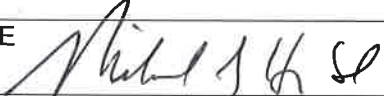
March 10, 2021

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

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE	SCHEDULE 52-9
	AGENCY, BOARD OR COMMISSION PUBLIC SERVICE COMMISSION
TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	DIVISION, BUREAU OR OTHER UNIT 911 DEPARTMENT
	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 <i>Executive Director</i>	DATE <i>2-5-2021</i>

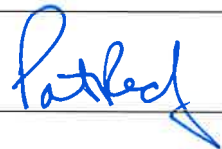
PART II – APPROVAL OF STATE ARCHIVES:

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 <i>2/23/2021</i>	


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 <i>3/5/21</i>	

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 <i>3/10/2021</i>	

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 52-9
NEBRASKA PUBLIC SERVICE COMMISSION
911 DEPARTMENT
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
52-9-1	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.	
52-9-2	CORRESPONDENCE (ANNUAL)	Correspondence received and sent from the Department, filed by year.	5 years after date of correspondence.	
52-9-3	INVOICES/PAYMENT INFORMATION	Documentation for any payments made from the 911 Service System fund for Next Generation 911 including invoices received from wireless carriers, local exchange carriers, GIS vendors, equipment vendors, or PSAPs. PSC documentation supporting payments made for Wireless E911 legacy payments.	10 years after date of payment.	
52-9-4	QUARTERLY REPORTING OF WIRELESS CARRIERS	Quarterly reports of wireless carriers detailing subscriber information by county in the State and reflecting the total number of towers each respective wireless carrier has in each county in the State.	10 years after date of report.	
52-9-5	COMPANY REMITTANCE FILES	Remittance files contain annual summaries of surcharge payments to the 911 Service System fund, 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.	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
52-9-6	WIRELESS E911 DOCKET FILES AND NEXT GENERATION 911 DOCKET FILES (formerly WIRELESS E911 APPLICATIONS AND NEXT GENERATION 911 APPLICATIONS)	Contains applications requesting funding for cost recovery or reimbursement of expenses related to local exchange carrier charges, wireless service provider charges, geographical information system (GIS) data and/or equipment charges, or 911 equipment charges necessary to receive wireless Phase I/II service, Next Generation 911 service, or other actions of the Commission. File generally includes: request for funding and supporting documentation from applicant, comments filed by interested parties, working documents of Commission and copies of official orders of Commission, hearing transcripts, exhibits filed, and all other pertinent information.	10 years after closing of docket.	
52-9-7	PUBLIC SAFETY ANSWERING POINT MAPS	Maps of locations of PSAPs, showing current or historical data. Maintained in electronic format.	5 years after superseded/obsolete.	
52-9-8	FUNDING AUDIT DOCUMENTS	Agency work papers and documentation relating to audits of wireless funds expenditures by public service answering points and/or wireless carriers.	10 years after creation of document.	