

Schedule 68

INDUSTRIAL RELATIONS COMMISSION

June 20, 2018

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

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

SCHEDULE

68

AGENCY, BOARD OR COMMISSION
INDUSTRIAL RELATIONS COMMISSION

DIVISION, BUREAU OR OTHER UNIT

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

Supersedes Edition of March 17, 1987

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

DATE

David P. ...
Residing Commissioner

5/24/18

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

Gayle Koutney

6/14/2018

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

Dawn Hauffman

6/20/18

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

John A. Dale

6/20/18

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. 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 68
COMMISSION OF INDUSTRIAL RELATIONS**

June 20, 2018

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

Supersedes Edition of March 17, 1987

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
68-1	BALLOTS	The voting ballots used in the election to determine whether the employees want to be represented by a labor organization	1 year after election results certified by Commission and all protests settled	
68-2	CASE FILES	Files include the original papers filed with the Commission which generally include the following: petition, correspondence copies, Certificate of Service, Answer, Notice of Appeals and Orders.	ORIGINAL RECORD: Microfilm and destroy originals after the case is closed SECURITY MICROFILM: Transfer to offsite storage or State Archives if applicable MICROFILM WORK COPY: Permanent	Subject to Archives review
68-7	CORRESPONDENCE - JUDGES	Correspondence from judges to each other and to the clerk of the Commission. Will include draft opinions.	After case is closed	•Confidential record •Neb. Rev. Stat. §84-712.05 (4)
68-3	DOCKET BOOK	Book lists by case number the date instruments were filed including petitions, answers and orders. Individual cases are by docket and sheet number. Docket book also has an alphabetical index to cross reference case numbers.	Subject to State Archives review when no longer of reference value	
68-4	EXHIBITS	Material entered as evidence in the Commission proceedings.	1 month after case closed	
68-5	REQUEST FOR ELECTION	Attachment asking for an election to determine unionization or not.	1 year after election results have been certified by commission and all protests have been settled	•Confidential record •Neb. Rev. Stat. §84-712.05 (4)
68-6	TRANSCRIPTS OF HEARINGS	Typed record of the commission proceedings for a case including all statements and cross examinations.	Subject to State Archives review 5 years after case is closed	•Neb. Rev. Stat. §48-807 to 48-808