

Schedule 52-10

PUBLIC SERVICE COMMISSION

BROADBAND DEPARTMENT

August 21, 2024

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

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

SCHEDULE

52-10

AGENCY, BOARD OR COMMISSION

PUBLIC SERVICE COMMISSION

DIVISION, BUREAU OR OTHER UNIT

BROADBAND DEPARTMENT

NEW

**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



Brittany L. Seabrooks (Aug 20, 2024 09:37 CDT)

TITLE Paralegal/Records Officer

DATE

Aug 20, 2024

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



Anna Holley (Aug 20, 2024 09:56 CDT)

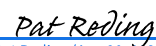
DATE

Aug 20, 2024

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



Pat Reding (Aug 20, 2024 10:14 CDT)

DATE

Aug 20, 2024

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



Robert B. Evnen (Aug 21, 2024 15:26 CDT)

DATE

August 21, 2024

RMA 01005D

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.

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Lincoln, NE 68504
402-471-2559**

SCHEDULE 52-10
NEBRASKA PUBLIC SERVICE COMMISSION
BROADBAND DEPARTMENT

August 21, 2024

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

Retention schedules apply to all state-funded Nebraska Broadband Bridge Program and federally-funded Capital Projects Fund grant cycles, except where otherwise noted.

NEW

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
52-10-1	BROADBAND GRANT MATERIALS	All materials related to the outreach, implementation, applications, administration, challenges, award materials, progress reports, certifications of project completion, and speed testing data. Includes project and challenge shapefiles and other mapping data. Includes awardee and challenger attestation and acknowledgement forms. Excludes payment files and docket files.	State-funded NBBP: 15 years following final distribution of grant funds in the relevant grant cycle. Federally-funded NBBP: 15 years after either the termination date of the Grant Award as provided in the Close-out Notice provided by the Commission, or the conclusion of any claim, litigation, or exception relating to the Grant Award, whichever is later, unless extended as required by 2 C.F.R. § 200.334.	
52-10-2	DOCKET FILES	Electronic docket folders relating to individual grant cycles. Includes NBBP, CPF, and BEAD dockets. Docket folders generally contain: orders, legal pleadings and motions, public notices, hearing exhibits and transcript, and other documents pertaining to the grant cycle.	15 years after final payment in grant cycle is made.	
52-10-3	PAYMENT FILES	Documentation for broadband grant payments including reimbursement requests, invoices, payment calculations, and other underlying documentation.	Retain permanently for reference purposes only.	
52-10-4	CAPITAL PROJECTS FUND RECORDS	Records pertaining to Capital Projects Fund grant funding received by the State of Nebraska and distributed by the Nebraska Public Service Commission. Including Financial records, statistical records, and performance reports.	5 years after either the termination date of the Grant Award as provided in the Close-out Notice provided by the Commission, or the conclusion of any claim, litigation, or exception relating to the Grant Award, whichever is later, unless extended as required by 2 C.F.R. § 200.334.	
52-10-7	BROADBAND SERVICE MAPS	Maps of broadband serviceable locations in Nebraska, developed and maintained by the PSC or its contracted vendors, showing current or historical data. Maintained in electronic format.	When superseded/obsolete and no longer of reference value.	

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