

Schedule 165-5

DEPARTMENT OF ADMINISTRATIVE SERVICES

RISK MANAGEMENT STATE CLAIMS BOARD

December 7, 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	165-5
AGENCY, BOARD OR COMMISSION	DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION, BUREAU OR OTHER UNIT	RISK MANAGEMENT-STATE CLAIMS BOARD
Supersedes Edition of September 24, 2015	

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

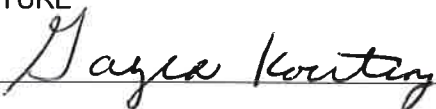
PART I – AGENCY STATEMENT:

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	Risk manager	DATE
		11/28/2018

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
		12/6/2018

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
		12/7/18

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
		12/7/18

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.

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SCHEDULE 165-5
DEPARTMENT OF ADMINISTRATIVE SERVICES
RISK MANAGEMENT - STATE CLAIMS BOARD
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Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

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ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
165-5-1	STATE INSURANCE CLAIMS	Record of all claims filed against the State's Self-Insurance Program. May include claim / incident report forms, documentation from insurance carriers of monies paid, repair estimates, photos, recorded statements, approval/denial letters, releases, and other correspondences.	Claim Files After 11/2018: Scan into Claims Management System and dispose of after image quality has been verified Electronic document shall be maintained for 5 years after the claim has closed Claim Files Prior to 11/2018: 5 years after date claim was closed	
165-5-2	TORT, MISCELLANEOUS AND CONTRACT CLAIMS FILE	Record of name, address, amount of claim, action taken on each tort, miscellaneous and contract claim, etc. Includes all records concerning torts, miscellaneous and contract claims against the state. May include original copies of Claim for Injury or Damage, Attorneys' petitions, disbursement documents having release statements on the back signed by the complainant, etc.	Claim Files After 11/2018: Scan to claims management system and dispose of after image quality has been verified Electronic document shall be maintained for 5 years after the claim has closed Claim Files Prior to 11/2018: 5 years after date claim was closed	
165-5-3	INSURANCE POLICIES			Move to 124-7
165-5-4	INVENTORY CENSUS RECORDS			Move to 124-7
165-5-5	STATE CLAIMS BOARD BILL OF EXCEPTIONS AND TRANSCRIPTS	Records of all State Claims Board which includes notice of hearings, sign-in sheets, recording forms, agendas, room reservations, opening act, audio recording, and all other relevant documents to the State Claims Board process.	5 years after the hearing is held	
165-5-6	WORKERS' COMPENSATION CASE FILE DATABASE	Includes particular information on Workers' Compensation Cases. May include name of individual, social security number, type of injury, payments and status of case etc.	Permanent	