

Schedule 165-6

DEPARTMENT OF ADMINISTRATIVE SERVICES

TRANSPORTATION SERVICE BUREAU

October 7, 2015

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

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

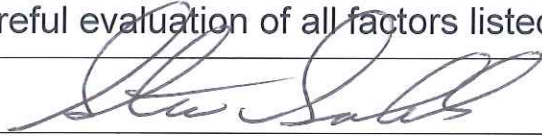
SCHEDULE	165-6
AGENCY, BOARD OR COMMISSION	DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION, BUREAU OR OTHER UNIT	TRANSPORTATION SERVICE BUREAU
Supersedes Schedule 43-6 Edition of June 8, 2001	

**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

Administrator

DATE

9/28/15

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

10/5/2015

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



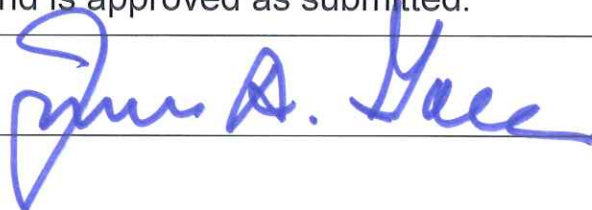
DATE

10/6/15

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

10/17/15

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 165-6
DEPARTMENT OF ADMINISTRATIVE SERVICES
TRANSPORTATION SERVICE BUREAU
October 7, 2015

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

Supersedes Schedule 43-6 Edition of June 8, 2001

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
165-6-1	AUTO LEASE BILLING	Monthly report provided to each agency detailing billing for the month.	State Records Center after 2 years; 5 years	
165-6-2	AUTO RENTAL BILLING	Monthly report provided to each agency detailing billing for the month.	State Records Center after 2 years; 5 years	
165-6-3	DAILY TRIP CHARGE TICKET	Form used for verification of billing, including vehicle and renting agency information.	State Records Center after 2 years; 5 years	
165-6-4	ELECTRONIC GAS TICKETS	Report on amount of fuel dispensed at the TSB pumps.	5 years	
165-6-5	EQUIPMENT AND LICENSE FILE	History file is maintained on each vehicle by equipment number. May include work orders, invoices, accident reports, vehicle title file and permanent assignment sheet.	5 years	
165-6-6	FLEET CARD MASTER LISTING (FORMERLY VOYAGER CREDIT CARD MASTER LISTING)	Data accessible through Fleet Card records.	State Records Center after 1 year; 5 years	
165-6-7	FLEET CARD SUMMARY DOCUMENT (FORMERLY VOYAGER SUMMARY DOCUMENT)	Includes detailed summary of Fleet Card transactions by week.	5 years	
165-6-8	FLEET CARD SYSTEM CHARGE SLIPS (FORMERLY VOYAGER SYSTEM CHARGE SLIPS)	Charge slips generated for the Fleet Card system at the point of purchase. The state employee signs the slips at time of purchase. The slips are to be retained by the employee's agency.	5 years	
165-6-9	FLEET CARD SYSTEM CHARGES-DETAILED LISTING NE DAS TSB ACCT 86904-1004 (FORMERLY VOYAGER SYSTEM CHARGES-DETAILED LISTING NE DAS TSB ACCT 86904-1004)	Includes detailed summary of Fleet Card transactions.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
165-6-10	PERMANENT ASSIGNMENT SHEETS	Internal tool which directs personnel on individual vehicle assignments.		Transferred to EQUIPMENT AND LICENSE FILE, Item 165-6-5
165-6-11	TSB SHOP TICKETS	Shop ticket showing work completed in the TSB garage, replaced by Work Order.		Transferred to EQUIPMENT AND LICENSE FILE, Item 165-6-5
165-6-12	UNIFORM FUEL CREDIT CARD SYSTEM - BILLING SUMMARY	Monthly computer generated report from the Department of Roads. Lists gas ticket sales at State pumps controlled by Roads. Includes agency name, amount, rate, cost, quarts of oil, and total cost	5 years	
165-6-13	VEHICLE MASTER BY AGENCY (LEASE BILLING WORKSHEETS)	Monthly computer generated report listing each vehicle by license number, equipment number, status, number of days leased by each agency, and beginning and ending mileage for the month.	5 years, subject to review by the Administrator before disposal	
165-6-14	VEHICLE MASTER LISTING WITH LICENSE NUMBER CROSS REFERENCE	Monthly report that includes license number, equipment number, status, type, year, make, model, current mileage, agency assigned, assignment date, county location, surplus number and date surplus.	5 years, subject to review by the Administrator before disposal	
165-6-15	VEHICLE TITLE FILE	File includes vehicle invoice, permanent assignment and turn in slips for each transaction made for the vehicle.		Transfer to EQUIPMENT AND LICENSE FILE, Item 165-6-5
165-6-16	VEHICLE TRAVEL LOGS	Official travel logs detailing usage of TSB vehicles.	5 years	
165-6-17	VEHICLES BY MILEAGE WITH SURPLUS PROJECTIONS	Monthly report listing units by agency showing current mileage and month projected to reach 75,000 miles based on average miles driven per month. Used to project number of new vehicles needing to be purchased.	3 months	
165-6-18	VOYAGER CREDIT CARDS		When replaced or vehicle declared surplus	
43-6-17	TRIP TICKETS BILLED BY FACILITY (Obsolete)			See EQUIPMENT AND LICENSE FILE, Item 165-6-5
43-6-1	ACCOUNTS PAYABLE			See ACCOUNTS PAYABLE, Item 124-1
43-6-3	AUTOMOBILE ACCIDENT REPORTS			See EQUIPMENT AND LICENSE FILE, Item 165-6-5

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-6-9	GASOLINE BOOK	Annual compilation of gas pumped out of TSB gas storage tanks. Used in reconciling gas tickets.	Immediate disposal	OBSOLETE
43-6-11	OUTSTANDING NON-CASH VOUCHERS	Monthly report listing all ITD's that are outstanding. Includes rental and lease billings. Current year billings located in office.	Immediate disposal	OBSOLETE
43-6-13	PREVENTATIVE MAINTENANCE REPORT	Monthly computerized report that flags vehicles which need maintenance such as oil changes, tune ups, etc. Leasing agency is sent one copy. Report is used to ensure preventive maintenance is being kept up on vehicles (VISMON6E, VIS255B).	Immediate disposal	OBSOLETE
43-6-14	QUARTERLY USAGE REPORT	Lists equipment and license number, describes vehicle, mileage driven, operating costs, cost per mile, miles per gallon, operating and replacement revenues. Report is used to identify low usage vehicles.	Immediate disposal	OBSOLETE 2001
43-6-15	REVENUE PROJECTIONS OF NEW RATES BASED ON FISCAL YEAR DATA	Computer generated report generated after submitting the rates that will be in effect for the next fiscal year to get an estimate of revenues (VISREQ3a, VIS2580B).	Immediate disposal	OBSOLETE
43-6-16	TERMINATION SLIPS	Internal tool which gives directives to personnel on what vehicles will be turned in from agencies and what should be done to them when they are turned.		<ul style="list-style-type: none"> ●OBSOLETE ●See EQUIPMENT AND LICENSE FILE, Item 165-6-5
43-6-34	VEHICLE INFORMATION SYSTEM (VIS)	Fleet (cards, trucks, van, etc.) management system that enables TSB to manage vehicle cost and usage information from the point of purchase to disposal (surplus). TSB provides vehicles on a rental or lease arrangement to other Nebraska State agencies, and establishes/enforces necessary policies/rules/regulations on the use of TSB-owned vehicles. VIS also provides other accounting functions in support of TSB that are not directly related to managing vehicle information, such as purchase/payment for equipment and facilities.	Immediate disposal	OBSOLETE

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-6-22	VEHICLE LISTING OF MILES, OPERATING COSTS AND REVENUE	Monthly and quarterly computer generated report lists vehicle type, miles, operating costs, and cost per mile. Used to indicate the money generated and lost. Quarterly report is a summary of the preceding months (VISM0N7D, VIS445B).	Immediate disposal	OBSOLETE
43-6-23	VEHICLE LISTING OF REPLACEMENT REVENUE AND COST	Annual report by equipment number listing replacement revenues and cost.	Immediate disposal	OBSOLETE 2001
43-6-27	VEHICLES SOLD IN FISCAL YEAR	Annual report listing all vehicles sold in the fiscal year.	Immediate disposal	OBSOLETE
43-6-29	VEHICLE UTILIZATION FORMS	Weekly sheet completed by TSB motor pools to determine the vehicle utilization of each motor pool.	Immediate disposal	OBSOLETE 2001
43-6-30	VENDOR LISTING BY NAME AND PAYMENTS MADE	Annual accumulative report listing all vendors by Federal I.D. Number. Listing of all invoices paid to that vendor since the first of the fiscal year. Report may include invoice number, equipment number of vehicles, date paid, voucher number, and the cost breakdown (VISANN6A, VIS325B).	Immediate disposal	OBSOLETE
43-6-37	VOYAGER CARD SYSTEM CHARGES-DETAILED LISTING ACCT NE TSB- OTHER AGENCIES 86904-4545 & NE TSB-III 86904-5369	Computer generated monthly and/or weekly detailed listing of all charges on the Voyager System. Generated by Voyager program.	Immediate disposal	OBSOLETE