

# **Schedule 165-1**

# **DEPARTMENT OF ADMINISTRATIVE SERVICES**

## **MATERIEL DIVISION**

**September 24, 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	<b>165-1</b>
AGENCY, BOARD OR COMMISSION	<b>DEPARTMENT OF ADMINISTRATIVE SERVICES</b>
DIVISION, BUREAU OR OTHER UNIT	<b>MATERIEL DIVISION</b>
Supersedes Schedule 43-4 Edition of February 25, 1985	

**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

Materiel Administrator

DATE

9-2-2015

**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

9/24/2015

**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



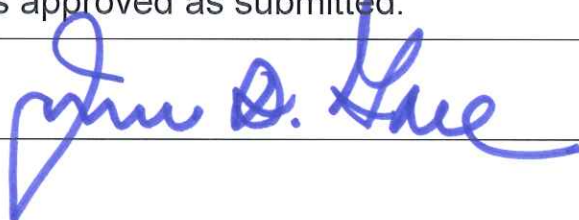
DATE

9/21/15

**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

9/24/15

## **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](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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3242 Salt Creek Circle  
Lincoln, NE 68504  
402-471-2559**

**SCHEDULE 165-1**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**MATERIEL DIVISION**  
**September 24, 2015**

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

Supersedes Schedule 43-4 Edition of February 25, 1985

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
165-1-1	<b>CENTRAL STORES MONTHLY INVENTORY LISTING (FORMERLY, CENTRAL STORES INVENTORY BILLING SYSTEM)</b>	Central stores monthly inventory listing currently includes the following weekly computer reports: AGENCY REQUISITIONS FOR DAILY TRANSACTIONS, MASTER LISTING and PURCHASE ORDER LISTING.	<b>5 years</b>	
165-1-2	<b>CONTROL LEDGER</b>	Is used to log all postage meter report batches sent for data entry.	<b>State Records Center after 6 months; 5 years</b>	
165-1-3	<b>FIXED ASSET REPORT (FORMERLY, INVENTORY DATA MASTER LISTING)</b>	Computer data maintained by the division and used to generate the master inventory listing and all associated reports.	<b>5 years</b>	Agency submits a copy to Central Finance
165-1-4	<b>OFFICE SERVICES-SHIPPING AND RECEIVING FORM</b>	Form is completed when anything arrives at the loading dock. Lists who shipped the item, who received it dates shipped, and delivered.	<b>1 year</b>	
165-1-5	<b>OFFICE SUPPLY BUREAU (OSB) REQUISITION FORM (FORMERLY, CENTRAL STORES SUPPLY REQUISITION)</b>	Form used to receive supplies from Central Stores.	<b>1 month or after billed by Central Finance</b>	
165-1-6	<b>PRINT SHOP RECORDS-PRINTING REQUISITION FILE</b>	File is maintained documenting state agency printing requests. May include but not limited to: Printing Requisition Form, Paper Supply Order Forms, Cost Schedules, Price Estimate Worksheet, Graphics Order Acknowledgement, Print Order Acknowledgement, Graphics Design Routing Slip, Routing Slip, Proof Form, Shipping & Receiving Form	<b>5 years</b>	
165-1-7	<b>PURCHASING-AGENCY REPORTS ON DIRECT DOLLAR AUTHORIZATIONS</b>	Monthly report of what was purchased on direct authorization. Report may include vouchers.	<b>5 years</b>	
165-1-8	<b>PURCHASING-BID LIST APPLICATION</b>	Applications vendors fill out to be put on the bid list.	<b>1 year</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
165-1-9	<b>PURCHASING-VENDOR PERFORMANCE REPORT (FORMERLY, AGENCY COMPLAINTS)</b>	Materiel Division complaints against vendors for goods or services provided under contract to the state.	<b>ORIGINAL RECORD:</b> 8 years <b>ELECTRONIC RECORD:</b> 8 years	
165-1-10	<b>SURPLUS PROPERTY-AUCTION FILE</b>	All materials pertaining to items sold at each auction are maintained chronologically. May include but not limited to: Sales Report, Sale of Surplus Property Report, Surplus Property Notification (SPN)	<b>5 years</b>	
43-4-1-1	<b>ACCOUNTING RECORDS</b>			See ACCOUNTS PAYABLE, Item 124-1 & ACCOUNTS RECIEVABLE Item 124-3
43-4-1-8	<b>BILLING MEDIA, MONTHLY</b>			See BILLING RECORDS, MATERIEL DIVISION, Item 124-15
43-4-1-2-1	<b>COMPUTER REPORTS (2 YEARS AND AUDIT)</b>			See ACCOUNTS PAYABLE, 124-2 and 124-15
43-4-1-10	<b>INTRASTATE TRANSACTION DOCUMENTS (ACCOUNTS RECEIVED)</b>			See BILLING RECORDS, MATERIEL DIVISION, Item 124-15
43-4-2-3	<b>LOST OR STOLEN PROPERTY REPORT</b>			See INVENTORY, NOTICE OF EQUIPMENT REMOVED FORM, Item 124-68
43-4-1-9	<b>MONTHLY TOTALS (BILLING)</b>			See BILLING RECORDS, MATERIEL DIVISION, Item 124-15
43-4-3-5	<b>OFFICE SERVICES-POSTAGE AUTHORIZATION FORM</b>			See POSTAGE AUTHORIZATION FORM, Item 124-92
43-4-4-7	<b>PURCHASE ORDER</b>			See AGREEMENTS & CONTRACTS, Item 124-7
43-4-4-11	<b>PURCHASING-BID BOND RECEIPT LETTER</b>			See AGREEMENTS & CONTRACTS, Item 124-7
43-4-4-2	<b>PURCHASING-CONTRACTS</b>			See AGREEMENTS & CONTRACTS, Item 124-7
43-4-4-4	<b>PURCHASING-LATE BID</b>			See AGREEMENTS & CONTRACTS, Item 124-7
43-4-4-8	<b>PURCHASING-SUMMARY SHEET, MONTHLY</b>			See AGREEMENTS & CONTRACTS, Item 124-7
43-4-6-3	<b>SURPLUS PROPERTY-INVENTORY, ANNUAL</b>			See INVENTORY, ANNUAL Item 124-67

<b>ITEM NUMBER</b>	<b>RECORD TITLE</b>	<b>DESCRIPTION/EXAMPLES</b>	<b>RETENTION</b>	<b>REFERENCE/COMMENTS</b>
43-4-5-3	<b>PRINT SHOP RECORDS-COST SCHEDULE (FORM 65FM21R0881 REV. 7/83)</b>	Form is attached to the printing requisition when the job is logged into the print shop. Form is used to compute billing to the agency.		Transferred to 165-1-6
43-4-5-5	<b>PRINT SHOP RECORDS-DAS STATE PRINTING ORDER ACKNOWLEDGEMENT (FORM 65FM220581)</b>	Form acknowledges receipt of the job in the print shop and gives a date when work will be completed.		Transferred to 165-1-6
43-4-5-6	<b>PRINT SHOP RECORDS-GRAPHICS DESIGN ROUTING SLIP (FORM 65FM01R0582)</b>	Two-part form used to assign work done, time needed to do work and finish date for the work in the graphics area. Both copies are eventually filed together.		Transferred to 165-1-6
43-4-5-4	<b>PRINT SHOP RECORDS-GRAPHICS ORDER ACKNOWLEDGEMENT (FORM 65FM260282)</b>	Two-part form that acknowledges receipt of the job in the graphic area of the print shop and gives a date of when graphics work will be completed		Transferred to 165-1-6
43-4-5-9	<b>PRINT SHOP RECORDS-PAPER SUPPLY ORDER</b>	One-part form that is used when a specific paper must be ordered for a job or for ordering of paper that is to be kept in stock.		Transferred to 165-1-6
43-4-5-2	<b>PRINT SHOP RECORDS-PRICE ESTIMATE WORKSHEET (FORM 65 FM11 1180)</b>	Three part form is used when an agency requests an estimate on a specific job or work to be done at the print shop.		Transferred to 165-1-6
43-4-5-8	<b>PRINT SHOP RECORDS-PROOF FORM (GRAPHICS DESIGN GROUP) (FORM 65FM020480)</b>	Form that accompanies the job proof. The form contains information pertaining to the specific job and work that has been done. Once the agency approves the proof, the form is signed and returned to the graphics area. Proof slips remain attached to the proof and are filed in the proof file.		Transferred to 165-1-6
43-4-5-7	<b>PRINT SHOP RECORDS-ROUTING SLIP</b>	Four-part form indicating the scheduling dates for the work to be done on a job in the various areas of the print shop. When each area completes their assigned work they add a completion date to the form.		Transferred to 165-1-6
43-4-5-11	<b>PRINT SHOP RECORDS-SHIPPING AND RECEIVING FORM (FORM A-2572-03)</b>	Three part form used by the print shop. It lists who shipped the item, who received it, dates shipped and delivered.		Transferred to 165-1-6
43-4-6-7	<b>SURPLUS PROPERTY-NOTIFICATION (SP1)</b>	Numerical file of all forms submitted on property which is to be surplus.		Transferred to 165-1-10

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-4-6-5	<b>SURPLUS PROPERTY- REPORT OF SALE</b>	Form lists what was sold and to whom. GENERAL DOCUMENT and/or INTRASTATE DOCUMENT may be attached.		Transferred to 165-1-10
43-4-6-6	<b>SURPLUS PROPERTY- SALES REPORTS, MONTHLY</b>	File maintained on each item sold. Includes bids, CORRESPONDENCE, and copies of SURPLUS PROPERTY NOTIFICATION, REPORT OF SALE OF SURPLUS PROPERTY, and a receipt for each item.		Transferred to 165-1-10
43-4-1-2-2	<b>COMPUTER REPORTS (3 YEARS)</b>	The following computer reports share a common retention in Materiel Division: Alpha Employee Reference Listing Personal Services Form Number 10 Summary Staffing Reports Emergency Payroll Voucher Interstate Payroll Transaction Document Payroll Document Warrant Register Payroll Journal Entry Transfer Register Leave Status	<b>Immediate disposal</b>	Obsolete 1988
43-4-1-2-3	<b>COMPUTER REPORTS (5 YEARS)</b>	The following computer reports will share a common retention in Materiel Division: Calculated Payroll Detail Report Employee Cross Reference (Numeric) Report of Positions by Subprogram	<b>Immediate disposal</b>	Obsolete
43-4-2-2	<b>ACCOUNT 4500 EXPENDITURES NOT ON INVENTORY</b>	Monthly computer report is prepared as needed. Report compares expenditures that should be inventoried against an inventory listing. Is used primarily for audits.	<b>Immediate disposal</b>	Obsolete
43-4-1-5	<b>DEPOSIT NOTICE CORRESPONDENCE</b>	Copies of letters which tell the agency what the minimum advance postage deposit is.	<b>Immediate disposal</b>	Obsolete
43-4-1-6	<b>ERROR LISTING, COMPUTER</b>		<b>Immediate disposal</b>	Obsolete
43-4-1-11	<b>JOURNAL ENTRY REGISTER (POSTAGE)</b>		<b>Immediate disposal</b>	Obsolete
43-4-1-7	<b>MERGE CONTROL TOTALS</b>	Provides figures that must be balanced for postage and printing.	<b>Immediate disposal</b>	Obsolete
43-4-2-4	<b>MOTOR VEHICLE OPERATION LOG</b>	Logs of all agency owned vehicles.	<b>Immediate disposal</b>	Obsolete
43-4-3-1	<b>OFFICE SERVICES- AUDITRON BILLING RECORD</b>	Record of agency auditron reading and subsequent charge for copies. Record is used in preparing the billing form for these services.	<b>Immediate disposal</b>	Obsolete

<b>ITEM NUMBER</b>	<b>RECORD TITLE</b>	<b>DESCRIPTION/EXAMPLES</b>	<b>RETENTION</b>	<b>REFERENCE/COMMENTS</b>
43-4-3-3	<b>OFFICE SERVICES-CENTRAL BILLING POSTAGE FORM</b>	Form used to debit and credit agencies for improper metering in the mailroom.	<b>Immediate disposal</b>	Obsolete
43-4-3-6	<b>OFFICE SERVICES-POSTAGE METER BOOK</b>	Meter readings are recorded daily in books.	<b>Immediate disposal</b>	Obsolete
43-4-3-7	<b>OFFICE SERVICES-SERVICE ORDER</b>	Form filled out by mechanical service personnel. Lists agency, billing code, service, labor, parts, and remarks.	<b>Immediate disposal</b>	Obsolete
43-4-3-4	<b>OFFICE SERVICES-STATEMENT OF MAILING WITH PERMIT IMPRINTS</b>	Certificates which the agency fills out when it makes bulk mailings. Includes quantity shipped, weight, and cost.	<b>Immediate disposal</b>	Obsolete
43-4-3-9	<b>OFFICE SERVICES-UNITED PARCEL SERVICE RECORD BOOK</b>	Two types of UPS record books are being maintained. 1. Book contains copies of daily recordings which is used in billing the agencies. 2. Second book is used to record daily the number of packages which are shipped out of state or which are insured.	<b>Immediate disposal</b>	Obsolete
43-4-5-13	<b>PRINT SHOP RECORDS-AGENCY CONTROL LOG</b>	Form contains all information on a job by specific agency. Lists job number, agency requisition number, job description, who received the finished job and date received. Used to cross reference information.	<b>Immediate disposal</b>	Obsolete
43-4-5-12	<b>PRINT SHOP RECORDS-STATE PRINTING MASTER CONTROL LOG</b>	Form contains information about each job. Log lists job number, agency requisition number, agency number, job name or description, date requested, printing schedule dates and dates completed, quantity and amount of job. The log lists each job as it enters the shop.	<b>Immediate disposal</b>	Obsolete
43-4-5-10	<b>PRINT SHOP RECORDS-SUPPLY ORDER</b>	Form is used when ordering print shop supplies.	<b>Immediate disposal</b>	Obsolete
43-4-4-6	<b>PRINT BID SUMMARY SHEET</b>	Sheet is made up weekly. Includes the requisition number, article, agency, amount, vendors, and the amount bid.	<b>Immediate disposal</b>	Obsolete 1984
43-4-4-3	<b>PURCHASING-CONTRACT LOG</b>	Logbook maintained by buyers on contracts. Includes item number, expiration date, contractor, and using agency.	<b>Immediate disposal</b>	Obsolete



ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
43-4-4-5	PURCHASING-LOGBOOKS	Four books are used annually to record requisition numbers and to correlate them with their purchase orders. Data includes requisition number, purchase order number, vendor, and price of purchase order. Direct purchase information also is included.	Immediate disposal	Obsolete
43-4-7-1	STATE FORMS MANAGEMENT REPORT (65-001-81)	Form is completed for each form generated by a state agency. Data includes purpose of form being described, frequency of use, quantity generated and method of printing, etc. Information will be used to compile statistics and cost figures.	Immediate disposal	Obsolete
43-4-6-1	SURPLUS PROPERTY- AGENCY LOGBOOK	Log is used to assign SURPLUS PROPERTY NOTIFICATION numbers to agencies. Includes numbers assigned and person contacted.	Immediate disposal	Obsolete
43-4-6-4	SURPLUS PROPERTY- MANUAL ACCOUNTING RECORD	Record is a manual backup to the INTRASTATE DOCUMENT and/or GENERAL DOCUMENT. It includes expending and billing agencies, reference number, amount for each fund number, voucher or treasurer's number, and the date it appears on the computer report as paid.	Immediate disposal	Obsolete
43-4-1-12	VOUCHER NUMBER LOGBOOK		Immediate disposal	Obsolete