

Schedule 36-4

HISTORY NEBRASKA/ STATE HISTORICAL SOCIETY

MUSEUM DIVISION

May 24, 2018

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

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

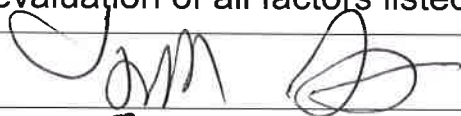
SCHEDULE	36-4
AGENCY, BOARD OR COMMISSION	HISTORY NEBRASKA/STATE HISTORICAL SOCIETY
DIVISION, BUREAU OR OTHER UNIT	MUSEUM DIVISION
Supersedes Edition of June 6, 2006	

**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

CEO

DATE

5/10/18

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

5/8/2018

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



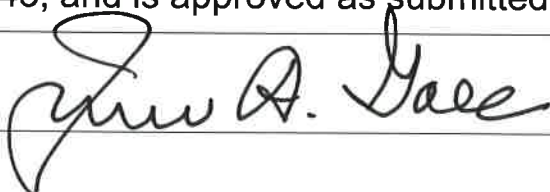
DATE

5/22/18

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

5/24/18

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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402-471-2559**

SCHEDULE 36-4
HISTORY NEBRASKA/NEBRASKA STATE HISTORICAL SOCIETY
MUSEUM DIVISION
May 24, 2018

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Supersedes Edition of June 6, 2006

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
36-4-1	ATTENDANCE REPORTS	Records of museum attendance. Total figures entered in museum annual report.	5 years, provided attendance totals have been entered in ANNUAL REPORT	Electronic
36-4-2	DEVELOPMENT PLANS	Long-range development plans or studies for museums and historic sites.	Transfer to State Archives when no longer of reference value	
36-4-3	EDUCATIONAL TOUR SCHEDULE BOOKS	Includes dates, name of group, numbers, for tours scheduled in museums.	1 year	Electronic
36-4-5	EDUCATION PROGRAM: GENERAL FILES	Brochures, flyers, newspaper clippings, and other publications related to museum programming, including but not limited to, educational workshops, interpretive information for educational trunks, exhibits, and programs.	Transfer 1 copy to State Archives when no longer of reference value or superseded	•Paper •Electronic
36-4-6	EDUCATION PROGRAM: BROWN BAG LECTURES	Brown Bag lecture series are video taped on various Nebraska history topics and subjects; the Brown Bag lectures are conducted once a month	Permanent	Brown Bag lectures are transferred to NSHS Audio-Visual Curator
36-4-7	PHOTOGRAPHIC RECORDS	Photographs of museum and branch facilities, activities, building, personnel, etc., as needed for media and office reference.	Until superseded or obsolete	
36-4-8	VISITOR STUDIES	Surveys and studies of traffic data and other information useful in determining the visitor potential and habits of visitors to museums.	10 years	
36-4-3-7	EXHIBIT FILES			OBSOLETE