

# **Schedule 71**

# **REAL PROPERTY APPRAISER BOARD**

**June 23, 2020**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

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

SCHEDULE	71
AGENCY, BOARD OR COMMISSION	<b>Real Property Appraiser Board</b>
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of July 29, 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 DIRECTOR	DATE 6/10/20

**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 6/19/2020
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**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 6/19/20
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**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 6/23/2020
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## **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.
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. <http://www.sos.ne.gov/dyindex.html>. 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  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

**SCHEDULE 71  
REAL PROPERTY APPRAISER BOARD**

**June 23, 2020**

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

Supersedes Edition of July 29, 2015

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-3	<b>ALPHA OR NUMERICAL LISTING OF ENTITIES, INDIVIDUALS AND COMPANIES</b>	Reports and lists of all licensees and/or applicants that include, but are not limited to: individual, company and entity identification number, name and address, date, license type and status, business identification, and business name.	<b>Superseded</b>	
71-5	<b>APPRAISAL MANAGEMENT COMPANY FILES</b>	Files of Appraisal Management Companies that include, but are not limited to: applications, renewals, surety bonds, and correspondence.	<b>5 years after expiration</b>	•Contains Confidential Information - Neb. Rev. Stat. 84-712.05 •Secure disposal required
71-6	<b>APPRAISAL REPORTS- PROOF OF EXPERIENCE</b>	Real estate appraisals submitted with applications for Licensure and Certification.	<b>APPROVED APPLICATIONS:</b> 5 years after active credential expires <b>REJECTED/WITHDRAWN/INCOMPLETE APPLICATIONS:</b> 5 years	•Contains Confidential Information - Neb. Rev. Stat. 84-712.05 •Secure disposal required
71-7	<b>APPRAISER FILES</b>	Records of each trainee, licensed, and certified appraiser. Files are renewed annually and may include, but are not limited to: applications, renewals, correspondence, proof of appraiser experience, Uniform Standards of Professional Appraisal Practice (USPAP) compliance review reports, certificates of completion of educational activities, credentialing cards, and investigative data.	<b>5 years after expiration</b>	•Contains Confidential Information - Neb. Rev. Stat 84-712.05 •Secure disposal required
71-26	<b>AUDIT REPORTS AND FILES</b>	Reports of audits of the agency, including, but not limited to audits performed by the Auditor of Public Accounts, Appraisal Subcommittee of the Federal Financial Institutions Examination Council, the Nebraska State Patrol, the Federal Bureau of Investigation, and the files prepared to assist the auditors.	<b>10 years</b>	
71-8	<b>BOARD MEMBER FILES</b>	Documentation on the appointment of Board members and applicants that includes, but is not limited to: business interests, appointment letters, resume, pictures, signed Oath to perform duties according to law, copy of certificate from Governor, appointment application.	<b>10 years after no longer serving</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-9	COMPLIANCE FILES	Files of investigations and inquiries that include, but are not limited to: appraiser's name, address, business identification, business name, email address, reason for investigation/inquiry, and correspondence.	80 years	
71-10	CRIMINAL BACKGROUND CHECK REPORTS	Criminal background reports. Including, but not limited to: complete check on each appraiser applicant, including an FBI check received from the Nebraska State Patrol.	2 years after application withdrawn, denied, or approved	<ul style="list-style-type: none"> <li>•Confidential Record - Neb. Rev. Stat. 84-712.05</li> <li>•Secure disposal required</li> </ul>
71-12	EDUCATION PROVIDER AND INSTRUCTOR FILES	Files of providers and instructors providing pre-licensing and continuing education training activities for real property appraisers. Supplementary information that may include, but is not limited to: supplementary information, training course materials, and exams.	5 years after no longer approved to provide educational instructions	
71-13	ENFORCEMENT ACTIONS LISTING	Enforcement actions.	Superseded	
71-14	EXAMINATION RESULTS MATERIAL	Information supplied by contracted examination provider after each administration of examinations. Materials may include, but are not limited to: pass/fail roster, summary results of examination, and appropriate examination evaluation reports.	<b>INDIVIDUAL PASSING SCORE REPORTS:</b> 5 years after active credential expires <b>ALL OTHER MATERIAL:</b> 5 years	<ul style="list-style-type: none"> <li>•Confidential record - Neb. Rev. Stat 84-712.05</li> <li>•Secure disposal required</li> </ul>
71-15	INCOMPLETE, WITHDRAWN, OR DENIED EDUCATION/INSTRUCTOR APPLICATIONS	Files of incomplete, withdrawn, or denied education/instructor applications.	5 years	
71-16	PENDING APPLICATION AND FILE	Applications to become a trainee, licensed, or certified appraiser, or for registration as an appraisal management company and files including, but not limited to, communications, education, proof of experience, USPAP compliance review reports, examination score reports, surety bond, transcripts, registration verification information, corporate and/or business information.	<b>APPROVED:</b> File with AMC or appraiser applicant files, unless otherwise specified on this schedule. <b>NOT APPROVED:</b> 5 years after denial, withdrawal, or last correspondence.	<ul style="list-style-type: none"> <li>•Confidential Record - Neb. Rev. Stat. 84-712.05</li> <li>•Secure disposal required</li> </ul>
71-19	QUALIFYING/CONTINUING EDUCATION	Education activity files that include but are not limited to: provider information, course name, instructor name(s), instructor information, detailed course information, class rosters, and approval/denial letters.	5 years after no longer approved	
71-20	RECEIPT BOOKS			See Receipts in Schedule 124

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
71-22	<b>TEMPORARY CREDENTIAL FILES</b>	All temporary credential applications; approved, withdrawn and denied; and reports, that include, but are not limited to: identification number, name, license type, address, business identification, business name, social security number, email address, assignment information, communication, education, transcripts, credentialing verification information, examination, and license history.	<b>5 years</b>	<ul style="list-style-type: none"> <li>•Contains Confidential Information - Neb. Rev. Stat. 84-712.05</li> <li>•Secure disposal required</li> </ul>
71-25	<b>W-9's</b>	W-9s received from companies and individuals for voucher processing purposes.	<b>Superseded</b>	<ul style="list-style-type: none"> <li>•Contains Confidential Information - Neb. Rev. Stat. 84-712.05</li> <li>•Secure disposal required</li> </ul>