

Schedule 79

STATE TREASURER

December 16, 2021

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

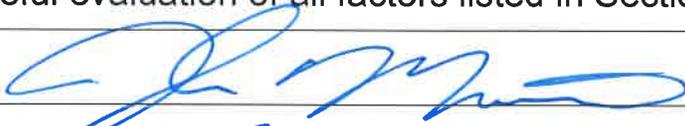
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE	79
AGENCY, BOARD OR COMMISSION	STATE TREASURER
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of April 4, 2013	

**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 <i>State Treasurer</i>	DATE <i>11/9/21</i>

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 <i>12/9/21</i>	

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 <i>Pat Redig</i>	
DATE <i>12/14/21</i>	

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 <i>12/16/2021</i>	

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. 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 79
TREASURER**

December 16, 2021

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

Supersedes Edition of April 4, 2013

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
79-1	ACCOUNTING - ACH NOTICE OF CHANGE AND RETURNED REPORTS	Information regarding changes of bank information relating to recipients of state payments and information pertaining to payments returned to state for various reasons.	5 years	
79-2	ACCOUNTING - ALL BANK STATEMENTS	Records relating to the reconciliation of the states several depository accounts.	5 years	
79-3	ACCOUNTING - BAD CHECK ADVICES	Detailed listing of each bad check.	5 years	
79-4	ACCOUNTING - BANK CREDIT AND DEBIT ADVICES - ADJUSTMENTS	Listing from various bank accounts and the amount that has been credited or debited.	5 years following the end of the fiscal year to which the record pertains	
79-5	ACCOUNTING - BANK WIRE TRANSFERS AND ELECTRONIC FUND TRANSFERS	Each day's activity relating to the transferring of funds between the State's bank accounts and into OIP, including the daily posting packet.	5 years	
79-6	ACCOUNTING - ELECTRONIC WARRANT CLEARING FILES	Electronic files received from banks, reporting the dollar amount of State Warrants processed that day.	5 years	
79-7	ACCOUNTING - END OF MONTH ALLOCATIONS	Various Excel worksheets used in the computation of reports or information projects.	ELECTRONIC RECORD: 10 years	
79-8	ACCOUNTING - FORGERY FILES	Includes copy of affidavit, claim supplementary form, copy of forged warrant, correspondence, etc.	10 years after release date	
79-10	ACCOUNTING - OPERATING INVESTMENT POOL (OIP)	Records relating to investments within the OIP. Emailed information from DAS regarding the OIP and monthly journal entries.	5 years following the end of the fiscal year to which the record pertains	
79-11	ACCOUNTING - RECEIPTS LEDGER/TREASURER'S LEDGER	Information recorded daily to determine total receipts received by each agency. Record on server and daily ledger packets (Treasurer's ledger, Receipts ledger).	5 years	
79-12	ACCOUNTING - STOP PAYMENT REQUESTS	Requests from agencies to stop a warrant for various reasons to reissue.	5 years	

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
79-13	ACCOUNTING - TREASURER DEPOSIT DOCUMENTS AND JOURNAL ENTRIES	Form used to record receipts, correct entries, the basis of the report is run from the Payroll and Financial Center, but includes additional notation and documentation unique to the work performed in the Treasurer's Office.	5 years following the end of the fiscal year to which the record pertains	
79-14	ACCOUNTING - TREASURER WARRANT REPORTS (PAYROLL AND ACCOUNTS PAYABLE)	Daily reports relating to cleared warrant information from clearing banks. This includes warrants rejected for various reasons, an AP/payroll split and complete lists of payroll and AP warrants cleared on given date. The basis of the report is run from	5 years	
79-15	ACCOUNTING - VOUCHER DOCUMENTS/MANUAL PAYMENT DOCUMENTS	Form initiates payment to vendor for goods and services, employees for reimbursement of expenses, to refund revenue other than to state agencies and other situations where a warrant or wire needs to be issued.	AGENCY COPY: 5 years ALL OTHER COPIES: When no longer of reference value	
79-16	ACCOUNTING - WARRANT COPY REQUEST FORMS	Requests submitted from agencies for copies of paid state warrants.	6 months after IBT goes to agency	
79-17	ACCOUNTING - WARRANT REGISTERS/WARRANTS WRITTEN	Listing of all State issued warrants.	10 years	
79-18	DISASTER RECOVERY	Back-ups will be performed by the Treasurer's Office for the purpose of disaster recovery. These back-ups are to be maintained for system restoration in the event of a disaster or system failure. They are never to be used or considered for records access	DAILY (M-TH): Incremental backups - disk to disk both at the STO and at the DR site. Overwrites backups older than 6 months. OFF-SITE (FRI): Full backup - disk to disk both at the STO and the DR site. Overwrites backups older than 6 months. MONTHLY (1s	
79-50	JOURNAL ENTRY TRANSFERS	Form used to record legislative transfers between state funds. The basis of the report is run from the Payroll and Financial Center, but includes additional notation and documentation unique to the work performed in the Treasurer's Office.	10 years	
79-19	NCSPC - BACK-UP MATERIAL FOR CHILD SUPPORT PAYMENTS	All paperwork received or generated pertaining to any payments made to the Nebraska Child Support Payment Center (NCSPC). This includes Change of Address Forms, Payment Coupons, Direct Deposit Forms, Autowithdrawl Forms, EPC Forms and Adjustment Forms.	ORIGINAL RECORD: Scan to server; 90 days ELECTRONIC RECORD: 5 years	
79-20	NCSPC - CHILD SUPPORT BAD CHECK ADVICES	Detailing listing of each bad check relating to child support payments.	5 years	
79-21	NCSPC - CHILD SUPPORT BANK CREDIT AND DEBIT ADVICES	Listing of various bank accounts and the amount that has been credited or debited for child support payments.	5 years	

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
79-22	NCSPC - CHILD SUPPORT CLEARING BANK WIRE TRANSFERS AND ELECTRONIC FUND TRANSFERS	Each day's activity relating to the transferring of funds to the clearing banks for child support payments.	5 years	
79-23	NCSPC - CHILD SUPPORT DEPOSIT DOCUMENTS AND JOURNAL ENTRIES	Form is used to create or liquidate encumbrances, cancel child support warrants, record child support receipts, correct child support entries, and record interfund transactions. The basis of the report is run from the Payroll and Financial Center, but in	5 years following the end of the fiscal year to which the record pertains	
79-24	NCSPC - CHILD SUPPORT FORGERY FILES	Includes copy of affidavit, claim supplementary form, copy of forged child support warrant, correspondence, etc.	10 years after release date	
79-25	NCSPC - CHILD SUPPORT REVENUE DISTRIBUTION REPORTS	Reports of revenue distribution for the State Treasurer's child support disbursements.	5 years	
79-26	NCSPC - CHILD SUPPORT STOP PAYMENT REQUESTS	Requests from individuals to stop child support warrant for various reasons to either reissue or cancel.	5 years following the end of the fiscal year to which the record pertains	
79-27	NCSPC - COMPUTER LEDGER RECORDS	Records detailed financial information on individual child support related accounts, i.e. banks, agencies, etc. All ledger records will be kept until reconciliation variance is resolved.	ORIGINAL RECORD: Scan to server; 5 years ELECTRONIC RECORD: 5 years OR resolution (whichever is later)	
79-28	NCSPC - DAILY DEPOSIT TAPES	Tapes are tabulated daily to determine total child support receipts received and all related child support deposit material.	5 years	
79-29	NCSPC - DAILY WARRANT CASH LETTER	Cash letters from banks that have processed State issued child support warrants.	5 years	
79-30	NCSPC - WARRANT REGISTERS/WARRANTS WRITTEN	Listing of all State issued child support warrants.	ORIGINAL RECORD: Scan to server; immediate disposal ELECTRONIC RECORD: 10 years	
79-31	NCSPC - WARRANT TAPES	Tapes and reports received from banks, reporting the dollar amount of State Child Support Warrants processed that day.	5 years following the end of the fiscal year to which the record pertains	
79-32	NCSPC - WORKSHEETS	Various worksheets used in the computation of reports or information projects.	5 years after completion and acceptance of final report or project	
79-33	NCSPC WARRANTS - CANCELLED CHILD SUPPORT WARRANTS	Child support warrants which are uncashed and were never issued to the payee.	5 years following the end of the fiscal year to which the record pertains	
79-34	NCSPC WARRANTS - OUTSTANDING CHILD SUPPORT WARRANTS (VALID)	Listing of valid child support warrants that have not made the paid, cancelled, or void file.	5 years following the end of the fiscal year to which the record pertains	

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
79-35	NCSPC WARRANTS - PAID CHILD SUPPORT WARRANTS	Child Support warrants that have been honored for payment.	ORIGINAL RECORD: Scan to server; 6 months from bank cleared date ELECTRONIC RECORD: 10 years	
79-36	NCSPC WARRANTS - RETURNED CANCELLED - EXPIRED CHILD SUPPORT WARRANTS	Child Support warrants which are uncashed and are cancelled prior to expiration.	5 years following the end of the fiscal year to which the record pertains	
79-37	NCSPC WARRANTS - VOID CHILD SUPPORT WARRANTS	Result from irregularities in printing, incorrect numbering (skips), etc. They are stamped VOID across the face of the instrument.	5 years following the end of the fiscal year to which the record pertains	
79-38	UNCLAIMED PROPERTY - AUCTION INVENTORY	Inventory of all items auctioned which includes the appraisal, method of sale and price, etc.	5 years after sell date	
79-39	UNCLAIMED PROPERTY - AUDIT REPORTS AND WORK PAPERS	Reports are supplied to holders of unclaimed property summarizing the findings of the compliance audit. The work papers are the supporting documentation detailing the findings that are summarized in the audit report.	ELECTRONIC REMITTANCES: Permanent PAPER REPORT: 5 years	
79-40	UNCLAIMED PROPERTY - CUSTODY INDEX	Listing of unclaimed property which is in the custody of the State and stored in the Treasurer's vault.	5 years after property has been claimed or auctioned Elecontronic Remittances: Permanent	
79-41	UNCLAIMED PROPERTY - CUSTODY RECORDS	Unclaimed property which is in the custody of the State and stored in the Treasurer's vault.	OTHER UNCLAIMED PROPERTY: 5 years after auction U.S. SAVINGS BONDS: Permanent	
79-42	UNCLAIMED PROPERTY - NEGATIVE PROPERTY FILE	File of companies that have no property to be reported as abandoned.	Following the end of the fiscal year to which the record pertains Electronic Remittances: Permanent	Neb. Rev. Stat. §69-1322
79-43	UNCLAIMED PROPERTY - REFUND FILES	Record of property that has been claimed and refunded to owners, beneficiaries or heirs.	AGENCY COPY: 5 years ALL OTHER COPIES: When no longer of reference value	
79-44	UNCLAIMED PROPERTY - REPORTED PROPERTY FILE	File of companies that have reported property presumed to be abandoned.	ELECTRONIC REMITTANCES: Permanent PAPER REPORT: 5 years	
79-45	UNCLAIMED PROPERTY - REPORTED PROPERTY INDEX FILE	Listing of private individuals having unclaimed property as reported by banks, insurance companies, or other firms.	ELECTRONIC REMITTANCES: Permanent PAPER REPORT: 5 years	
79-46	WARRANT STATUS CHANGE REPORT	Listing of all status changes made to accounts payable warrants.	5 years	
79-47	WARRANTS - CANCELLED	Warrants which are uncashed and were never issued to the payee.	6 months following the end of the fiscal year to which the record pertains	
79-48	WARRANTS - OUTSTANDING WARRANTS OVER ONE YEAR OLD (NWR 310-2)	Listing of outstanding warrants that are over one year old and are written off into the general fund.	50 years	
79-49	WARRANTS - VOID	Result from irregularities in printing, incorrect numbering (skips), etc. They are stamped VOID across the face of the instrument.	6 months following the end of the fiscal year to which the record pertains	