

Schedule 37-250

DEPARTMENT OF TRANSPORTATION

STRATEGIC PLANNING DIVISION

March 25, 2022

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

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

SCHEDULE	37-250
AGENCY, BOARD OR COMMISSION	DEPARTMENT OF TRANSPORTATION
DIVISION, BUREAU OR OTHER UNIT	STRATEGIC PLANNING DIVISION
Supersedes Edition of October 26, 2021	

**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>Director</i>	DATE <i>2/10/22</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>3/16/22</i>
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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 <i>3/23/22</i>
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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 <i>3/25/2022</i>
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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. 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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**SCHEDULE 37-250
DEPARTMENT OF TRANSPORTATION
STRATEGIC PLANNING DIVISION**

March 25, 2022

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.
Records that are handled by all Divisions and Districts will be listed in Department of Transportation General Schedule 37

If you cannot find a record or you have questions on its retention period, please
contact the NDOT Records Officer in the Communication Division

Paper records are scanned and destroyed after image verification.

Retain in ECM

Supersedes Edition of October 26, 2021

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
37-250-3	ANNUAL REPORT CERTIFYING AMOUNT OF OPERATING COSTS ELIGIBLE PER FISCAL YEAR	Funds requested by each applicant for eligible operating costs reported in two categories. 1) paratransit vehicles and 2) handicapped-accessible fixed-route bus systems.	5 years	Nebraska Revised Statutes 13-1210
37-250-1	AUTOMATIC TRAFFIC DATA	Data is collected regarding the volume and classification of vehicular traffic at selected locations. It is used to analyze traffic characteristics and is also used in planning. Data has been collected since 1936.	ELECTRONIC DB2 FILES: Permanent OTHER ELECTRONIC: 20 years	
37-250-2	DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL SETTING PROCESS AND PLAN	Disadvantaged business enterprises plan.	3 years or after new plan is approved by Federal Transit Administration (FTA)	
37-250-29	ECONOMIC OPPORTUNITY PROGRAM (EOP)	Application documentation and draft applications.	INITIAL APPLICATION: 7 years unless superseded by an additional application whether contract is in place or not. DENIED APPLICATION: 7 years	
37-250-16	LICENSE PLATE DATA FROM TRAFFIC STUDIES	Origin-Destination (O-D) studies typically track license plates, includes electronic, photo, video and paper.	After O-D report approval, until no longer of reference value but no more than 1 year	
37-250-18	MANUAL VEHICLE CLASSIFICATION DATA	Detailed hourly count data by vehicle type.	20 years	
37-250-19	METROPOLITAN PLANNING ORGANIZATION (MPO) DOCUMENTS	All MPO-related documents <i>except</i> MPO Operating Manual (see below) and MPO-NDOT Agreements (see Agreements Section schedule)	10 years	
37-250-20	METROPOLITAN PLANNING ORGANIZATION (MPO) OPERATING MANUAL			See Schedule 124-General Records for State Agencies -- POLICY AND PROCEDURES MANUAL - OTHER, item 124-132
37-250-21	NDOT LONG RANGE TRANSPORTATION PLAN (LRTP)	LRTP creates, through a collaborative process, a statewide transportation planning document.	10 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
37-250-22	NDOT TRANSPORTATION INVESTMENT GENERATING ECONOMIC RECOVERY (TIGER) GRANT APPLICATION		10 years	
37-250-10	PERMIT LOGS/REGISTERS	Indicates fee charged for each permit.	3 years, provided audit has been completed	
37-250-9	PERMITS (CONTINUOUS OPERATION, MOBILE OR MODULAR HOUSING AND SINGLE TRIP)	Includes form RM 512 (application for continuous operation permit), form RM 446 (application for special single trip permit for the movement of mobile or modular housing), form RM 427 (application for special single trip permit), route surveys, tax receipts for pre-owned manufactured homes, and emails pertaining to permits such as route selection.	DATABASE: Permanent PERMIT DOCUMENTATION (ELECTRONIC AND PAPER): 5 years	
37-250-23	PORTABLE MACHINE TRAFFIC COUNT DATA	Detailed hourly traffic data and automatic traffic data.	ELECTRONIC DB2 FILES: Permanent OTHER ELECTRONIC: 20 years	
37-250-24	STATEWIDE WORK PROGRAM		10 years	
37-250-25	TITLE VI PLAN, NDOT	Approved plan and Federal Transit Administration (FTA) approval.	3 years or after new plan is approved by FTA.	
37-250-26	TITLE VI PLAN, SUB-RECIPIENTS	Approved plan and board approval, most current.	Superseded	Ongoing as sub-recipients receive Federal Transit Administration (FTA) operating and capital funding. Replace as plans are updated and/or during the application process.
37-250-27	TRAFFIC MODEL	Traffic Models for NDOT sub-areas, regional areas, comprehensive plans, and MPOs.	20 years	
37-250-28	TRUCK WEIGHT STUDY	Detailed weight and count data.	20 years	