

Updated Disposition Report instructions and address 11/2022
No changes were made to records retention

Schedule 116

WHEAT BOARD

APRIL 12, 1989

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

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NUMBER	116
AGENCY, BOARD OR COMMISSION	NEBRASKA WHEAT BOARD
DIVISION, BUREAU OR OTHER UNIT	

**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 • <i>Susan Zabel</i>	
TITLE <i>Records Officer</i>	DATE <i>11/22/88</i>

PART II — ARCHIVAL APPROVAL

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 • <i>Shirley L. Donahue</i>	DATE <i>1 Dec. 1988</i>
STATE ARCHIVIST	

PART III — APPROVAL BY 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 • <i>Allen Reardon</i>	DATE <i>April 12, 1989</i>
ADMINISTRATOR	

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.

**Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
402-471-2559**

INDEX

SCHEDULE 116 WHEAT BOARD

	Item	Page
BUSHEL DATA ROSTER	116-1	5
PUBLIC RELATIONS PUBLICATIONS	116-2	5
USDA/ASCS ASSESSMENT/PROMOTION FEE REGISTER ..	116-3	5
WHEAT BOARD CONTRACTUAL AGREEMENT	116-4	5
WHEAT BOARD SPECIAL PROJECT CONTRACTS	116-5	5
WHEAT CHECK-OFF CHANGE LISTING	116-6	5
WHEAT CHECK-OFF DEPOSIT LISTING	116-7	5
WHEAT CHECK-OFF ERROR LISTING	116-8	5
WHEAT CHECK-OFF FEE FORMS	116-9	5
WHEAT CHECK-OFF MAILING ROSTER	116-10	6

SCHEDULE 116 – WHEAT BOARD

116-1 BUSHEL DATA ROSTER

Annual computer printout listing bushel and check-off fee information submitted by first purchasers of wheat. Information is listed by individual first purchasers.

Dispose of after 5 years provided audit has been completed.¹

116-2 PUBLIC RELATIONS PUBLICATIONS

Informational material and recipe booklets promoting wheat and wheat foods.

Retain one (1) copy permanently; transfer four (4) copies to the Library Commission/Publications Clearinghouse.

116-3 USDA/ASCS ASSESSMENT/PROMOTION FEE REGISTER

Monthly computer printout listing of wheat producers who are accessed the wheat check-off when obtaining a Federal Commodity Credit Loan. This information is also summarized in the annual Bushel Data Roster.

Dispose of after 5 years provided audit has been completed.¹

116-4 WHEAT BOARD CONTRACTUAL AGREEMENTS

Contractual agreements with outside entities, contracting to perform research and services for the Nebraska Wheat Board.

Dispose of after 5 years provided audit has been completed.¹

116-5 WHEAT BOARD SPECIAL PROJECT CONTRACTS

Contractual agreements to specify special project requirements as determined by the Nebraska Wheat Board.

Dispose of after 5 years provided audit has been completed.¹

116-6 WHEAT CHECK-OFF CHANGE LISTING

Computer printout listing bushels reported and any changes made in first purchaser status.

Dispose of after 5 years provided audit has been completed.¹

116-7 WHEAT CHECK-OFF DEPOSIT LISTING

Computer printout wheat check-off amounts received from first purchasers.

Dispose of after 5 years provided audit has been completed.¹

116-8 WHEAT CHECK-OFF ERROR LISTING

Computer printouts listing error messages.

Dispose of after 5 years provided audit has been completed.¹

116-9 WHEAT CHECK-OFF FEE FORMS

Record of bushels purchased and tax collected from first purchasers in accordance with 2-230.24 R.R.S. 1943. Forms are retained by quarters.

Dispose of after 5 years provided audit has been completed.¹

116-10 WHEAT CHECK-OFF MAILING ROSTER

Annual computer listing of first purchasers receiving wheat check-off fee forms on a quarterly basis.

Dispose of when superseded.

NOTES

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete.