

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

Schedule 31-2

DEPARTMENT OF AGRICULTURE

DEVELOPMENT AND PROMOTION

May 18, 2011

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

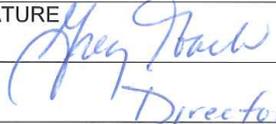
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE
31-2
AGENCY, BOARD OR COMMISSION DEPARTMENT OF AGRICULTURE
DIVISION, BUREAU OR OTHER UNIT DEVELOPMENT AND PROMOTION
Supersedes Edition of October 24, 1990

**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	5-9-2011

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	5-11-2011

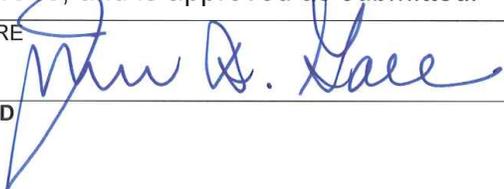
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE	
DATE	5/11/11

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	5/18/11

RMA 01005D

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**

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SCHEDULE 31-2 – DEPARTMENT OF AGRICULTURE – DEVELOPMENT AND PROMOTION

31-2-2 BEGINNING FARMER PROGRAM

31-2-2-1 ANNUAL REPORTS

Report compiling program activities intended to help build the future of Nebraska agriculture and summarizing results of these activities. Reports may include, but is not limited to: President's annual report, administrator's notes, list of board members and staff, board meeting dates, financial report, and program statistics.

See ANNUAL AND BIENNIAL AGENCY REPORTS, Schedule 124.

31-2-2-2 BOARD MEETINGS

May include, but is not limited to: Meeting notification to Board Members, legal notices, agendas, motion voting sheets, minutes and Secretary's notes.

See MEETING MINUTES, Schedule 124.

31-2-2-3 CASE FILES

May include, but is not limited to: Applications, supporting documents, correspondence and Tax Credit copies. Refer to NEB. REV. STAT. §77-5201 - §77-5215.

Dispose of 6 years after the last tax credit year.

31-2-2-4 DATABASE

Used for statistical purposes and to manage program. May include, but is not limited to: name, address, contact information of beginning farmer and asset owner, annual rents, and tax credits.

Update as needed; retain permanently.

31-2-3 FARM MEDIATION PROGRAM

31-2-3-1 CASE FILES

May include, but is not limited to: Mediation Request Forms, Consent Forms, Agreements and Correspondence. Refer to NE. REV. STAT. § 2-4801 - §2-48-15, 7 CFR 785.9 & CFR 3015.24.

Dispose of after 5 years.

31-2-3-2 CLINIC ATTENDEES

May include, but is not limited to: Mediation Request Forms, Evaluations, etc. Refer to NE. REV. STAT. § 2-4801 - §2-48-15, 7 CFR 785.9 & CFR 3015.24.

Dispose of after 5 years.

31-2-3-3 CONTRACTS

Records documenting service provided for a specified cost and period of time.

See AGREEMENTS AND CONTRACTS, Schedule 124.

31-2-3-4 DATABASE

Maintain complete statistical records of program participation and costs and make them available upon request. Refer to NEB. REV. STAT. §2-4815.

Update as needed; retain permanently.

31-2-3-5 REIMBURSEMENTS

Records documenting compensation for expenses. May include, but is not limited to: travel, meals, lodging, and services.

See **ACCOUNTS PAYABLE, Schedule 124.**

31-2-3-6 STAFF TRAINING DOCUMENTATION

May include, but is not limited to: Attendance, course content documents, dates, locations, and agenda.

Dispose of after 5 years.

31-2-4 NEBRASKA AGRICULTURAL YOUTH INSTITUTE

31-2-4-1 CONFERENCE ORGANIZATION AND EVALUATION RECORDS

Includes speakers' resumes, program preparation materials, delegate evaluation forms, etc.

Dispose of after 2 years.

31-2-4-2 CONVENTION APPLICATIONS

Includes applications from delegates and counselors.

Dispose of after 2 years.

DELETED RECORDS

31-2-1 FEDERALLY INSURED STUDENT LOAN FILES (OBSOLETE 1990)

31-2-2-3 FINAL REPORT (OBSOLETE 1990)

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.