

Schedule 34-10

SECRETARY OF STATE

LICENSING DIVISION

February 5, 2018

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

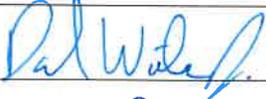
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE	34-10
AGENCY, BOARD OR COMMISSION	SECRETARY OF STATE
DIVISION, BUREAU OR OTHER UNIT	LICENSING DIVISION
Supersedes Edition of September 20, 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>Licensing Director</i>	DATE <i>1/8/18</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>1/30/2018</i>
---	--------------------------

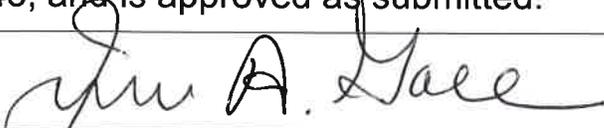
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

SIGNATURE 	DATE <i>2/5/18</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>2/5/18</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. 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**

**SCHEDULE 34-10
SECRETARY OF STATE
LICENSING DIVISION
February 5, 2018**

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

Supersedes Edition of September 20, 2013

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
34-10-17	APPLICATIONS-NOT COMPLETED OR WITHDRAWN	Applications and miscellaneous documents received by the Licensing Division, where the application process was stopped or never completed by the applicants.	6 months After application becomes inactive.	
34-10-1	LICENSING DATABASES AND FILES	Databases and files which contain a record for each license or certificate of registration. Record may include name, address, contact information, registration number and expiration date. Includes Athlete Agents, Civil Litigation, Collection Agency, Debt Management, Credit Services, Digital Signatures, and Truth and Deception Examiners Databases. Does not include Detective and Plain Clothes Investigator Database or files.	DENIED APPLICATIONS: 5 years APPLICATIONS, BONDS, COMPLAINTS, COPIES OF LICENSES, AND CORRESPONDENCE: 5 years after expiration, revocation, or surrender of license or company ceases doing business in Nebraska LICENSEE RECORD: 5 years after expiration of license or company ceases doing business in Nebraska.	Prior to 2006, a new database was created annually. After 2006, new entries added to existing database to create a history.
34-10-18	RULES AND REGULATIONS	Databases and files which contains a record for each Rule and Regulation.	APPLICANT INFORMATION PAGE: PERMANENT REGULATION: Scan to database and microfilm after copying and distribution of updates, dispose of 3 years after microfilming. PROPOSED REGULATION: 30 days After notice of termination. ADOPTED SUPPORTING DOCUMENTS: 3 years after microfilming. MICROFILM: Permanent; transfer security copy to State Archives.	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
34-10-11	DETECTIVE AND PLAIN CLOTHES INVESTIGATOR DATABASE AND FILES	Computer database and files containing names of licensed detective agencies, licensed private detectives, and licensed plain-clothes investigators. Records name, address and owner of each agency, name of their bonding company, license, card number and names and card numbers of the agency's licensed plain-clothes investigators. Records name and address for each private detective; records bonding company, licenses and card number. Initial applications for licensing, written exam, background check, fingerprints, photographs, bonds and correspondences. Database generates licenses and list of licensed detectives, detective agencies, and plain-clothes investigators in the state.	APPLICATIONS, BONDS, COMPLAINTS, COPIES OF LICENSES, AND CORRESPONSENCE: 10 years after expirations, revocation, or surrender of license or company ceases doing business in Nebraska LICENSEE RECORD: 10 years after expiration of license or company ceases doing business in Nebraska.	
34-10-8	COLLECTION CONSUMER COMPLAINTS	Complaints received about Collection Agencies and any follow-up correspondence done by the Licensing Division.	3 months after collectively reported to Board.	