

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

Schedule 45-1

DEPARTMENT OF LABOR NEBRASKA APPEAL TRIBUNAL

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

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

SCHEDULE	45-1
AGENCY, BOARD OR COMMISSION	Department of Labor
DIVISION, BUREAU OR OTHER UNIT	Nebraska Appeal Tribunal
Supersedes July 25, 1994	

**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

Commissioner

DATE

12/30/02

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

STATE ARCHIVIST

DATE

Jan. 8, 2003

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

ADMINISTRATOR

DATE

January 10, 2003

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.

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402-471-2559**

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SCHEDULE 45-1 - DEPARTMENT OF LABOR – NEBRASKA APPEAL TRIBUNAL

45-1-2 APPEAL HEARING FILES AND TAPES

Appeal Hearing Files may consist of a copy of the decision and exhibits. Tapes are recorded at Appeal Hearings. The Appeal Tribunal produces transcripts at the request of a district court only in the event a disposition is appealed to a District Court. The transcripts are District Court records. Section 84-915-.01, R.R.S. 1943, Official Record of Contested Cases; Agency Maintain; Contents; Use.

Transfer to the State Records Center 1 month after disposition of case, or after transcript is certified in the event of a district court appeal; dispose of 4 years after the disposition of case.

45-1-4 DOCKET BOOKS OF THE APPEAL TRIBUNAL

Each docket book is a numerical listing of docket numbers assigned to the case files of appeals received during a calendar year. Information includes the name and social security number of the claimant, the name of the employer (if any), the date of the appeal, and the appealed issue. CD Security Copy is maintained in the Records Management Division.

ORIGINAL RECORD: Scan to CD, microfilm, and destroy.

CD WORK COPY: Dispose of after 15 years.

CD SECURITY COPY: Dispose of after 15 years.

MICROFILM WORK COPY: Retain permanently.

MICROFILM SECURITY COPY: Transfer to the State Archives; retain permanently.

45-1-1 UNEMPLOYMENT INSURANCE COMPENSATION CASE FILES

Appeal case files include the appeal letter, deputy's determination and support papers, copies of the Notice of hearing, correspondence, exhibits received into evidence during the hearing, and copies of the decision or order disposing of the appeal. Section 84-915-.01, R.R.S. 1943, Official Record of Contested Cases; Agency Maintain; Contents; Use.

Transfer to the State Records Center 1 month after disposition of case; dispose of 4 years after disposition of case.

45-1-3 UNEMPLOYMENT INSURANCE COMPENSATION DECISIONS AND ORDERS

Unemployment insurance compensation decisions are rendered by the Nebraska Appeal Tribunal. Section 84-915-.01, R.R.S. 1943, Official Record of Contested Cases; Agency Maintain; Contents; Use.

ORIGINAL RECORD: Scan to CD and destroy.

CD WORK COPY: Dispose of after 10 years.

CD SECURITY COPY: Dispose of after 10 years.