

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

Schedule 61

NEBRASKA MOTOR VEHICLE INDUSTRY LICENSING BOARD

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

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

SCHEDULE	61
AGENCY, BOARD OR COMMISSION	NEBRASKA MOTOR VEHICLE INDUSTRY LICENSING BOARD
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of February 22, 1996	

**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>William J. Jackson</i>	
TITLE Executive Director	DATE 3/4/05

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>Andrea I. Faling</i>	DATE March 11, 2005
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>John A. Galle</i>	DATE March 17, 2005
STATE RECORDS 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.

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INDEX

SCHEDULE 61 NEBRASKA MOTOR VEHICLE INDUSTRY LICENSING BOARD

	Item	Page
COMPLAINT FILES.....	61-3	5
GENERAL REPORTING FORMAL HEARING TAPES.....	61-5	5
HEARING FILES.....	61-4	5
INVESTIGATORS ACTIVITY REPORTS	61-1	5
LICENSING RECORDS.....	61-2	5
RECORDS DISPOSITION REPORT (BLANK FORM)		6

SCHEDULE NO. 61 - NEBRASKA MOTOR VEHICLE INDUSTRY LICENSING BOARD

61-1 INVESTIGATORS ACTIVITY REPORTS

Reports show the number of dealer contacts, inspections and complaints investigated during the week.

Dispose of after 3 years, provided audit has been completed.¹

61-2 LICENSING RECORDS

Records include copies of Auction Dealer Licenses, Motorcycle Dealer Licenses, Motor Vehicle Dealer Licenses, Trailer Dealer Licenses, Factory and Distributor Representative Licenses, Manufacturer and Distributor Licenses, Salesmen Licenses, Wrecker and Salvage Licenses, finance companies, name and address changes, special permits, etc.

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

61-3 COMPLAINT FILES

Record of complaints, generally filed against dealers. Files usually consist of correspondence and related information.

Dispose of 3 years after last activity regarding complaint.

61-4 HEARING FILES

Records pertaining to each Motor Vehicle Industry Licensing Board hearing. May include notice of hearing, transcript of proceedings, correspondence, etc.

ORIGINAL RECORDS: Dispose of 10 years after date of hearing.

TAPE RECORDINGS: Transcribe and erase after approved by the Board.

61-5 GENERAL REPORTING FORMAL HEARING TAPES

Tape recordings of each hearing.

Transcribe and erase after approved by the Board.

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.