

Schedule 77

LAND SURVEYORS

BOARD OF EXAMINERS

July 10, 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	77
AGENCY, BOARD OR COMMISSION	LAND SURVEYORS
DIVISION, BUREAU OR OTHER UNIT	BOARD OF EXAMINERS
Supersedes Edition of February 22, 1989	

**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>Cassy C Shulock</i>	
TITLE <i>Nebraska State Surveyor</i>	DATE <i>June 18, 2018</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 <i>Gayle Kouten</i>	DATE <i>6/28/2018</i>
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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 <i>Dawn Hayff</i>	DATE <i>7/10/18</i>
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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 <i>John A. Gall</i>	DATE <i>7/10/18</i>
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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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ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
77-1	APPLICATION FOR REGISTRATION TO PRACTICE LAND SURVEYING	Form completed prior to examination to become a registered land surveyor.	QUALIFIED AND ACCEPTED APPLICATIONS: 10 years after applicant is deceased NONQUALIFIED AND NOT ACCEPTED APPLICATIONS: 20 years after application or examination date REVOKED OR CANCELLED APPLICATIONS: 20 years after cancellation or revocation	
77-2	LAND SURVEYOR FORM	Examinations taken by applicants to be licensed by the Nebraska State Board of Examiners for land surveyors.	One blank sample copy permanent; all other examinations 1 year after date of examination	
77-3	LAND SURVEYOR REGISTRATION FILES	Registration file containing correspondence regarding licensing, personal references to the Examining Board, pertinent Board actions such as suspensions and reinstatement or revocation, copy of surveyor's license, etc.	ORIGINAL RECORD: Microfilm and destroy originals; OR, 10 years after verification of death SECURITY MICROFILM: Secure Storage MICROFILM WORK COPY: 10 years after verification of death of all surveyors on roll	
77-4	RECEIPTS FOR REGISTRATION FEES	Receipts for registration fees for surveyors.	5 years	