

Schedule 19

COUNTY WEED CONTROL AUTHORITIES

May 10, 2019

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

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

SCHEDULE

19

AGENCY, BOARD OR COMMISSION

COUNTY WEED CONTROL AUTHORITIES

DIVISION, BUREAU OR OTHER UNIT

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes Edition of May 16, 2005

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

Rod Jay Stolpant

TITLE

PRESIDENT, N.W.C.A.

DATE

4-3-2019

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

Gayla Koutzig

DATE

5-2-2019

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

Deann Haffner

DATE

5-10-19

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

Robert B. Smith

DATE

5/10/19

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. The Local Agencies General Records Schedule #24 contains those records common to most local 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 this 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 General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
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**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. 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 the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

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
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

**SCHEDULE 19
COUNTY WEED CONTROL AUTHORITIES**

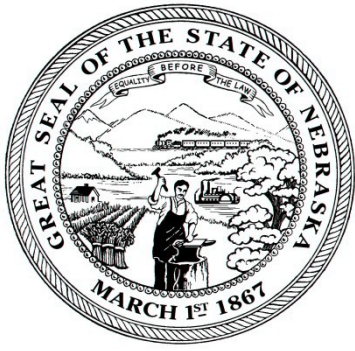
May 10, 2019

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

Supersedes Edition of May 16, 2005

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
19-1-21	BUDGET REPORT	Report which list the county annual fiscal report containing information of the current budgeted revenue and expenditures as well as the previous year revenues and expenditures related to the noxious weed control program. Signed by the Chairperson of the Weed Board or County Board, and submitted to the Department of Agriculture.	5 years	
19-1-4	CONTINUING EDUCATION RECORDS	All records of classes taken by Weed Control superintendents to fulfill the continuing education requirements. These records are kept at the NWCA Home Office, and the Department of Agriculture.	5 years	
19-1-6	COUNTY NOXIOUS WEED INSPECTION REPORT	Individual report of all noxious weed inspections performed by the Weed Superintendent. Includes the necessary information as define in the Act.	5 years	
19-1-2	COUNTY WEED CONTROL ACTIVITIES REPORT	Annual report of County Weed Superintendent of regulatory and enforcement activities, of educational activities, and so forth. Signed by the Chairperson of the Weed Board or County Board, and submitted to the Department of Agriculture.	5 years	
19-1-15	INDIVIDUAL NOTICE	Weed Control Authority's notice to serve landowners, controllers, or public officials in charge of weed infested land asking them to control the weeds on their land.	Dispose of concurrently with Statement of Services Performed	
19-1-16	INDIVIDUAL NOTICE DISPOSITION REPORT	Record kept by the Weed Control Superintendent showing dates and completion of the work require by the INDIVIDUAL NOTICE has been completed.	5 years	
19-1-5	INSPECTION/QUARANTINE FORM	Record of weed control authority's inspection of products in transit that are capable of disseminating noxious weeds, which certifies whether the product is free of noxious weeds or is contaminated with noxious weeds and is quarantined.	3 years after date of inspection	
19-1-19	NOTICE OF POSSIBLE UNPAID WEED CONTROL ASSESSMENT	Official statement of costs of destroying weeds sent by county weed control superintendent to county clerk to be added to the taxes on the property.	Dispose of concurrently with Statement of Services Performed	
19-1-20	NOXIOUS WEED CONTROL PLAN	Plan listing the goals for the coming year as well as a recap of the success or failure of goals from the previous year. Details which legal notices the County uses to notify landowners and the procedure of follow. Signed by the Chairperson of the Weed Board or County Board, and submitted to the Department of Agriculture.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
19-1-7	NOXIOUS WEED INFESTATION REPORT	Report of acreage of noxious weed infestations in the County, signed by the Chairperson of the Weed Board or County Board, and submitted to the Department of Agriculture.	5 years	
19-1-3	PETITIONS	Petitions submitted by the control authority to the Director of Agriculture for approval to add certain weeds to the county noxious weed list.	ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy SECURITY MICROFILM: Transfer to Secure Storage; retain permanently MICROFILM WORK COPY: Retain permanently	
19-1-14	PROOF OF PUBLICATION	News clippings of the legal notices published in newspapers of each county stating that noxious weeds must be destroyed.	2 years, provided no legal action is pending	
19-1-9	STATEMENT OF SERVICES PERFORMED	Financial statement presented to landowner for weed control services performed by the county weed control authority, or by the people hired by the authority.	5 years or maximum of 10 years if no audit has been performed	
19-1-10	TREATMENT RECORDS	Records of locations and types of all herbicide treatments done by the county weed control authority in the county.	5 years.	
19-1-1	WEED BOARD ROSTER	Report listing weed control authority board members and superintendent. Report indicates whether the board is independently elected or to the county board serves as the county weed control authority. Reports include name, address and years of service. Signed by the Chairperson of the Weed Board or County Board, and submitted to the Department of Agriculture.	5 years	
19-1-17	WEED CHARGE PROTEST	Protest by landowner objecting to charge for forced control of weeds. Protest results in a hearing with the county board.	Dispose of concurrently with Statement of Services Performed	



NEBRASKA SECRETARY OF STATE RECORDS DISPOSITION REPORT

Send to: Records Management Division
 440 S. 8th Street, Suite 210
 Lincoln, NE 68508-2294 402-471-2559
sos.recordsmanagement@nebraska.gov

Approved records retention schedules serve as the legal authority to dispose of records regardless of the media on which they reside. Nebraska revised statute §84-1212.02 requires agencies to report records dispositions on forms provided by the State Records Administrator. Use this form to meet that requirement.

1. AGENCY & DIVISION	
2. SCHEDULE NUMBER(S) ONLY- AGENCY SPECIFIC SCHEDULE OR GENERAL RECORDS SCHEDULE	
3. RECORD MEDIUM PAPER <input type="checkbox"/> ELECTRONIC <input type="checkbox"/> OTHER <input type="checkbox"/> _____	
4. FINAL DISPOSTION METHOD	
5. VOLUME OR FILE SIZE OF RECORDS DISPOSED	
6. OPTIONAL DETAILS FOR ELECTRONIC AND PAPER RECORDS (list whatever level of detail you will want to keep for future use to document what specifically you deleted/destroyed):	
7. SIGNATURE PRINTED NAME _____	DATE
SIGNATURE _____	

INSTRUCTIONS

1. Enter the agency and division.
2. Enter the records schedule item number(s) that provide authority to dispose of records. The schedule number is either the agency specific schedule and/or the general records schedule. If you are disposing of records from the general records schedule, enter either 24 for local agencies or 124 for state agencies.
3. Choose the record medium being disposed of.
4. Please describe how final disposal was accomplished such as trash, recycled, shredded, deleted, etc.
5. For paper records, report the total volume of records disposed. One standard size storage box (15x10x12) is one cubic foot. For electronic records, report the total file size deleted. An estimate of total volume is fine.
6. Use the optional details for electronic and paper records section to list the level of detail you want to keep for future use to document what specifically was deleted/destroyed.
7. Sign and date the form and send it to the Records Management Division at the address above. Retain a copy for your records in accordance with schedule 24-71 for local agencies and 124-100 for state agencies.