

# **Schedule 49**

# **NATURAL RESOURCES DISTRICTS**

**June 27, 2017**

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


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

SCHEDULE
<b>49</b>
AGENCY, BOARD OR COMMISSION <b>NATURAL RESOURCES DISTRICTS</b>
DIVISION, BUREAU OR OTHER UNIT
Supersedes Edition of February 19, 1993

**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 Executive Director	DATE 5-16-17

**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 6/6/2017
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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 	DATE 6/27/17
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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 	DATE 6/27/17
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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 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 49  
NATURAL RESOURCES DISTRICTS**

**June 27, 2017**

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

Supersedes Edition of February 19, 1993

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/ COMMENTS
49-1-1	<b>BUDGET DOCUMENTS</b>			See 24-11
49-1-2	<b>CONSERVATION AWARD PROGRAM FILES</b>	Records of nominations and elections of honor farm families and other award programs.	<b>Transfer list of award winners to State Archives when no longer needed for immediate reference; dispose of nominations and other supporting files after winner is selected.</b>	Contact the State Archives to negotiate transfer
49-1-20	<b>DIRECTOR-CONFLICT OF INTEREST STATEMENT</b>	Statement of disclosure by elected officials in reference to financial interests, contractual interests and employment of immediate family members.	<b>5 years after director's term or conflict of interest no longer exists.</b>	Retain with personnel file of the person submitting the request Neb Rev. Stat. 49-1499.03
49-1-3	<b>USDA RURAL DEVELOPMENT FILE</b>	Includes loan agreements and annual receipts of payments on loans from <u>USDA Rural Development</u> .	<b>5 years or maximum of 10 if no audit has been performed</b>	
49-1-18	<b>DIRECTOR ELECTION CERTIFICATIONS</b>	Forms required by the Elections Division, Nebraska Secretary of State providing the name of the board member, the sub district.	<b>2 years</b>	Pub. L 86-44 Title III, 301; 74 Stat. 88 (May 6, 1960); 42 U.S.C., 1974-1974e
49-1-19	<b>DIRECTOR ELECTION SUB-DISTRICT BOUNDARIES</b>	Official certifications of District Maps used in elections.	<b>Retain permanently or transfer to the State Archives 4 years after the election to which the document pertains.</b>	Contact the State Archives to negotiate transfer
49-1-4	<b>INTERAGENCY AGREEMENTS</b>			See 24-31
49-1-5	<b>LEASE AGREEMENTS AND EASEMENTS</b>	Lease agreements and easements involving the Natural Resources District.	<b>5 years after completion, fulfillment, or voiding of contract</b>	
49-1-6	<b>LONG RANGE IMPLEMENTATION PLANS</b>	Plans include a one to five year plan enumerating activities performed by the Natural Resources Districts.	<b>Superseded</b>	
49-1-7	<b>MAINTENANCE BIDS</b>			See 24-31
49-1-8	<b>MAINTENANCE CONTRACTS</b>			See 24-31
49-1-9	<b>MAINTENANCE INSPECTION REPORTS, ANNUAL</b>	Reports of periodic inspection of construction to proper maintenance by the Natural Resources Districts. Reports are drawn up in the form of memoranda.	<b>10 years</b>	
49-1-10	<b>MASTER PLAN</b>	Generalized plan of the Natural Resources District for a 10 year period of goals and objectives of the Board of Directors.	<b>10 years or when superseded, whichever is later</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/ COMMENTS
49-1-11	NATURAL RESOURCES DISTRICTS POLICY STATEMENTS			See 24-92, and 24-34
49-1-12	DIRECTOR OATHS OF OFFICE	Oaths of Office taken by Natural Resources Districts' Directors.	After end of office term	
49-1-13	PUBLIC HEARING FILES	Petitions for public hearings, affidavits of publication of notice of public hearings, hearing minutes, etc., of all public hearings held by Natural Resources Districts.	<b>ORIGINAL RECORD:</b> Retain permanently or transfer to durable medium and destroy pursuant to 24-5 and 24-6, Originals may be transferred to State Archives when no longer of reference value if not microfilmed <b>MICROFILM WORK COPY:</b> Retain Permanently <b>MICROFILM SECURITY COPY:</b> Transfer to State Archives	Contact the State Archives to negotiate transfer
49-1-14	REVENUE BOND FILES	Includes Board of Directors' authorization of bond issue, certifications of authenticity of Board authorization, extracts of meeting minutes, proofs of publication, notice of sale, certificates of registration of finance bonds with the State Auditor and county clerks, bonds, receipts of purchase of bonds, schedule of repayment of bond and interest, paid coupons, final receipt of repayment, and other bond-related documents.	5 years or 10 if no audit has been completed	
49-1-15	RULES AND REGULATIONS	Rules and regulations approved at public hearings and promulgated by Natural Resources Districts.	<b>ORIGINAL RECORD:</b> Retain permanently or transfer to durable medium and destroy pursuant to 24-5 and 24-6 <b>SECURITY MICROFILM:</b> Transfer to State Archives <b>MICROFILM WORK COPY:</b> Retain permanently	Contact the State Archives to negotiate transfer
49-1-16	WELL REGISTRATIONS	Records of municipal, industrial, and irrigation wells registered with the <u>Department of Natural Resources</u> . Includes copies of well driller's certificate and the registration. This information may be obtained from the Nebraska Department of Natural Resources, the, and the Conservation and Survey Division of the University of Nebraska-Lincoln.	Permanent	
49-1-17	GROUNDWATER MANAGEMENT, INTEGRATED MANAGEMENT AND JOINT MANAGEMENT PLANS	Natural Resources District general assessment of and plans for management of regional groundwater aquifers including groundwater quality and quantity.	Superseded	

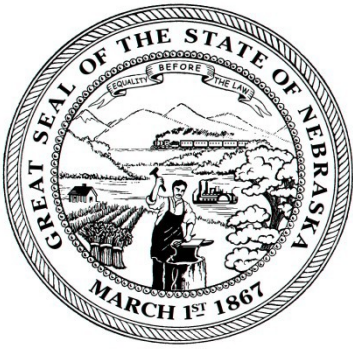
ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/ COMMENTS
49-2-1	<b>APPLICATION FOR APPROVAL OF CONSTRUCTION PLANS</b>	These records are prepared for Natural Resources Districts for all construction that requires Permits to Store Water from the Nebraska Department of Natural Resources and contains necessary data as required by approving agency to effect approval.	<b>After life of structure</b>	
49-2-2	<b>APPLICATION FOR PERMIT TO APPROPRIATE STORED WATERS</b>	Form submitted to Nebraska Department of Natural Resources requesting permission to use water from a Natural Resources District Structure. Includes Irrigation Project Map which shows location of water and pump, and the areas to be irrigated with the water. Two copies are retained at Nebraska Department of Natural Resources.	<b>After water rights end</b>	
49-2-3	<b>APPLICATION FOR PERMIT TO STORE WATERS</b>	Form sent to Nebraska Department of Natural Resources with structure plans and specifications for their approval. When approved, copies of all the documents are returned to Natural Resources District.	<b>After water rights end</b>	
49-2-4	<b>CHEMIGATION PERMITS</b>	Copy of permit granted to landowners to apply chemicals through irrigation systems. Includes inspection sheets used when granting permit.	<b>10 years</b>	10 year retention required by Department of Environmental Quality
49-2-5	<b>CONSERVATION INCENTIVE PROGRAM RECORDS</b>	Agreements, Inspections, Payments, Correspondence for conservation programs between Natural Resources Districts and Landowners and operators providing a percentage of reimbursement of the cost for practicing any conservation programs such as Nebraska Soil and Water Conservation Program (NSWCP), Nebraska Buffer strip Program, Wildlife Habitat Improvement Program (Whip), tree planting, terracing, seeding waterways, etc.. Most agreements demand a the-year maintenance of the program.	<b>AGREEMENT:</b> 5 Years or maximum of 10 if no audit has been completed <b>CONSERVATION INCENTIVE PROGRAM STATUS REPORTS:</b> 5 years or maximum of 10 if no audit has been completed	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/ COMMENTS
49-2-6	<b>CONSTRUCTION RECORDS</b>	Bonds submitted by both the Natural Resources Districts and the construction company as insurance against non-performance. Schedule of amount of the contract price to be paid as certain amounts of work are completed. Contracts between Natural Resources Districts and the building contractor. Includes specifications, performance agreements, contract prices, etc. Agreement between the Federal Government and Natural Resources Districts describing in specific terms what each party will do on specific projects. This agreement serves in essence as a Federal Fund Request. Orders from the Natural Resources Districts to the construction company to suspend and resume work. This allows the Natural Resources Districts to keep track of the actual time spent working by the construction company.	<b>5 years or maximum of 10 if no audit has been completed</b>	
49-2-18	<b>DAM STRUCTURE</b>	Plans, documentation, permits, inspections and any other related documents.	<b>10 years after the structure is demolished or sold</b>	
49-2-7	<b>EROSION AND SEDIMENT CONTROL PROGRAM RECORDS</b>	All records of the erosion and sediment control program, including: agreement between the Natural Resources District and the landowner, erosion and sediment control complaints, action taken, and inspections.	<b>10 years</b>	
49-2-8	<b>FIELD BOOKS</b>	Field books used in surveying the relocation of roads and the building of structures.	<b>ORIGINAL RECORD:</b> Retain permanently or transfer to durable medium and destroy pursuant to 24-5 and 24-6 <b>SECURITY MICROFILM:</b> Transfer to State Archives <b>MICROFILM WORK COPY:</b> Retain Permanently	Contact the State Archives to negotiate transfer
49-2-19	<b>FLOWMETER RECORDS</b>	Flowmeter records, data or correspondence, when Natural Resources District requires flowmeter data reporting and/or flowmeter installation.	<b>10 years</b>	
49-2-20	<b>GROUNDWATER QUALITY/QUANTITY MANAGEMENT REPORTS AND CROP REPORTS</b>	Landowner reporting forms required by the Natural Resources District for nitrate levels and soil and water test results.	<b>5 years</b>	
49-2-21	<b>GROUNDWATER QUALITY/QUANTITY VIOLATION RECORDS</b>	Records, data, correspondence, compliance plans and hearing/court records for violators of groundwater quantity or quality rules and regulations.	<b>Permanent</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/ COMMENTS
49-2-22	HAZARD MITIGATION PLAN	Plans, agreements and 5-year review documentation, related to Multi-Hazard Mitigation Plans that are administered by local Natural Resources District for multiple counties.	5 years after superseded	
49-2-23	HERBICIDE/CHEMICAL APPLICATION	Forms, reports log books or maps relating to the application of chemical application by Natural Resources District staff.	5 years	
49-2-24	IRRIGATED ACRES, CERTIFICATIONS, VARIANCES AND TRANSFERS	Includes maps, data, forms proof of irrigation, FSA documentation, instruments of transfer, permits, title searches or any other relevant documents relating to the determination of certification of irrigated acres (including surface water and commingled acres.)	Superseded	
49-2-9	IRRIGATION AGREEMENTS AND RIGHT TO USE PERMITS	Agreement between landowner and Natural Resources District for the landowner to irrigate using the water from the structure. May include the annually reviewed and revised permit submitted to Nebraska Department of Natural Resources requesting the use of water from storage facilities. Permit runs until cancelled.	After agreement expires or permit is cancelled	
49-2-10	JOB DIARY	Daily record of construction work on projects. The diary contains information about structures which may not appear in other records.	<b>ORIGINAL RECORD:</b> After structure life ends; or, transfer to durable medium and destroy originals pursuant 24-12 <b>SECURITY MICROFILM:</b> Transfer to security storage; after structure life ends <b>MICROFILM WORK COPY:</b> After life struction ends	
49-2-11	LAND RIGHTS CORRESPONDENCE	Includes letters to landowners making offers for land rights and related correspondence.	After land rights are obtained or final litigation, whichever is later.	
49-2-12	LAND RIGHTS DOCUMENTS	Conveyances of property and land rights to Natural Resources Districts. Includes deeds, easements, leases, and all other land rights documents.	<b>LEASE:</b> Expiration of lease <b>APPRAISALS:</b> After land rights are obtained or final litigation, whichever is later <b>ALL OTHER LAND RIGHT DOCUMENTS:</b> After property is conveyed to another party	
49-2-13	RELOCATION AGREEMENTS	Agreements between Natural Resources Districts and other parties concerning the expense included in all relocations caused by Natural Resources Districts' construction.	5 years or maximum of 10 if no audit has been completed	
49-2-14	STATIC WATER LEVEL RECORDS	Field notes on water level measurements used to monitor the underground water level.	Retain Permanently; or, after filed with the appropriate state agency.	



ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/ COMMENTS
49-2-15	<b>STRUCTURAL PLANS</b>	Plans of structures built which also show problems which develop and repairs made.	<b>ORIGINAL RECORD:</b> After structure life ends; or, transfer to durable medium and destroy originals pursuant 24-12 <b>SECURITY MICROFILM:</b> Transfer to security storage; after structure life ends <b>MICROFILM WORK COPY:</b> After life struction ends	
49-2-16	<b>WATER QUALITY/QUANTITY ANALYSIS REPORTS</b>	Field data sheets and analysis report on surface and ground water quality tests.	<b>Retain Permanently; or, after filed with the appropriate state agency.</b>	
49-2-25	<b>WELL PERMIT, CONDITIONAL/SUPPLEMENTAL WELL AGREEMENTS AND VARIANCES, GROUNDWATER TRANSFER PERMIT</b>	Permit, application and conditional agreements between the landowner and natural Resources District.	<b>After well has been decommissioned</b>	
49-2-26	<b>WELLHEAD PROTECTION/SOURCE WATER PROTECTION</b>	Possible forms include plans & interlocal agreements with towns or rural water districts.	<b>After well has been decommissioned</b>	
49-2-17	<b>WORK PLAN AGREEMENT</b>	Outline of proposed projects describing what funding and work will be provided by the Federal Government and by the Natural Resources Districts. This agreement is submitted when a complete plan, which may cover many construction projects, is drafted.	<b>ORIGINAL RECORD:</b> After project life ends; or, transfer to durable medium and destroy originals pursuant 24-12 <b>SECURITY MICROFILM:</b> Transfer to security storage; after project life ends <b>MICROFILM WORK COPY:</b> After project of life ends.	
49-2-27	<b>WASTE REDUCTION AND RECYCLING FEE RETURN</b>	Reporting form for Nebraska Waste Reduction and Recycling Fee Returned (Form 94)	<b>5 years or maximum of 10 if no audit has been performed</b>	



# NEBRASKA SECRETARY OF STATE RECORDS DISPOSITION REPORT

Send to: Records Management Division  
 440 S. 8<sup>th</sup> Street, Suite 210  
 Lincoln, NE 68508-2294 402-471-2559  
[sos.recordsmanagement@nebraska.gov](mailto: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.

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

## INSTRUCTIONS

1. Enter the agency and division.
2. Enter the records schedule 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 information area 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.