

Schedule 94

COUNTY VETERANS SERVICE OFFICES

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 NUMBER	94
AGENCY, BOARD OR COMMISSION	County Veterans Service Offices
DIVISION, BUREAU OR OTHER UNIT	

**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
* *Louis F. Swift*

TITLE
Lancaster Co. Veterans Service Officer

DATE
12/1/89

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
* *Shirley F. Danis*

STATE ARCHIVIST

DATE
11 Dec. 1989

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
* *Allen J. Beermann*

ADMINISTRATOR

DATE
January 30, 1998

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide 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 General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. 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. 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 Consultant 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 Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that 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 your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

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

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SCHEDULE NO. 94 - COUNTY VETERANS SERVICE OFFICES

NOTE: The dispositions listed in this schedule are the minimum record retention requirements. The records may be retained longer at the discretion of the County Veterans Service Officer.

94-1 INDIVIDUAL VETERAN FILES

Veteran's general file may contain but not be limited to such material as copy of Veteran's Discharge, Pension Application, compensation applications, copy of marriage license, copy of birth certificate, copy of divorce decree, copy of medical records, copy of release of information forms, education application, vocational rehabilitation application, Nebraska Veterans Home application, copy of medical & history report, copy of death certificate, copy of affidavit widow has not remarried, Hunt & Fish permit, Homestead Exemption Statement, burial claim application, grave marker application, grave marker reimbursement application, receipt of grave marker or last engraving, copy of irrevocable burial trust fund, copy of widows benefits letter, copy of Veterans Administration Medical Center forms, copy of designation of beneficiary life insurance form, copy of claim for life insurance settlement, and any other information that would pertain to the veteran or their dependents.

May be disposed of after veteran and any dependant claimants are deceased or 10 years after last activity, whichever is sooner.

NOTE: The records listed in the above item are not always filed together. It is possible that some items could be stored separately. Several items have been listed separately below in order to facilitate disposal of selected records.

94-1-1 COUNTY VETERAN AID FILES

Veteran's county file may contain but not be limited to Veteran's Discharge, County Veteran's Assistance application, voucher copy of county check, receipts of payments made, copy of bills owed, and any other information that would assist the applicant.

May be disposed of after veteran and any dependant claimants are deceased or 10 years after last activity, whichever is sooner.

94-1-2 NEBRASKA STATE VETERAN AID FILES

Veteran's state file may contain but not be limited to Veteran's Discharge, State Veteran's Assistance application, copy of state check, receipts of payments made, copy of bills owed, and any other information that would assist the applicant.

May be disposed of after veteran and any dependant claimants are deceased or 10 years after last activity, whichever is sooner.

94-1-3 VETERAN'S FEDERAL FILE

Veteran's federal file contains any information necessary to support and document claims for federal assistance. Examples include Marriage, Divorce, Birth, Death Certificates, Military Service Records, award letters, submission forms, correspondence, etc.

May be disposed of after veteran and any dependant claimants are deceased or 10 years after last activity, whichever is sooner.

94-1-4 VETERANS SERVICE ORGANIZATIONS FILES

Copies of applications and supporting documentation when assistance is requested by a veteran from a service organization such as the VFW, DAV, American Legion, etc.
May be disposed of after 3 years.

94-1-5 VETERANS' BURIAL BENEFITS APPLICATIONS

Documentation of veterans applications for burial allowance, flag, headstone expense, grave marker or national cemetery.
May be disposed of after 3 years.

94-1-6 FEE EXEMPT HUNTING AND FISHING PERMIT APPLICATIONS

Documentation of veterans applications for fee exempt hunting and fishing permits. Includes name, date and reason for exemption.
May be disposed of after veteran is deceased or 3 years after last activity, whichever is sooner.

94-1-7 HOMESTEAD TAX EXEMPTION APPLICATIONS

May be disposed of after superseded or after veteran and any dependant claimants are deceased or 3 years after last activity, whichever is sooner.

94-2 ADMINISTRATIVE RECORDS

94-2-1 COUNTY VETERANS COMMITTEE MEMBERS RECORDS

Records of individual members of the County Veterans Committee. Includes copies of the bonds, election by service representative and appointment by county board.
May be disposed of 1 year after member is no longer on committee.

94-2-2 DAILY ACTIVITY LOG SHEETS

Daily listing of all clients who have walked in, called in, or written in for information, benefits, etc. Log includes name and service administered.
May be disposed of 2 years after date of last entry.

94-2-3 MONTHLY ACTIVITY SUMMARY REPORTS

Report of total of all activity in the Service Office each month. Report shows totals of services, aid, etc.
May be disposed of 5 years after date of last entry, provided audit has been completed.¹

94-2-4 QUARTERLY REPORTS

DVA Form 8, summary of 3 month activities.
May be disposed of after 5 years.

94-2-5 CARD INDEX FILE

Master index of all veterans that have had contact with the service office.
May be disposed of 10 years after last contact.

94-2-6 GRAVE REGISTRATION FILE

Index of all veterans buried in the county. Index generally includes name, serial number, branch of service, date of birth, service dates, date of death, cemetery location, etc.
Retain permanently.

94-2-7 NEBRASKA VETERANS AID LOG BOOK

Log showing name, date checks received, and amount of checks.
May be disposed of 10 years after last activity.

94-2-8 BUDGET FILES

Files of year-to-date balances and expenditures on office budget.
May be disposed of after 10 years.

94-2-9 MONTHLY COUNTY VETERANS AID ORDER FORMS

Shows the voucher number, date, CVA case number, name of applicant, amount of individual CVA authorized, total number of claims authorized, number of families served, number of people served, and the total amount of CVA authorized for each month.
May be disposed of after 1 year , provided audit has been completed.¹

94-2-10 COUNTY VETERANS AID EXPENSE LEDGER SHEETS

Ledger used to document all expenditures from the county veterans aid fund. May include date, amount, name, and reason for expenditure.
May be disposed of after 5 years, provided audit has been completed.¹

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal size	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load	50 cubic feet