

# **Schedule 95**

## **EDUCATIONAL SERVICE UNITS**

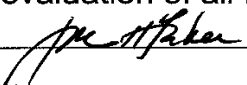
Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

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

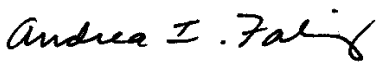
SCHEDULE	<b>95</b>
AGENCY, BOARD OR COMMISSION	<b>EDUCATIONAL SERVICE UNITS</b>
DIVISION, BUREAU OR OTHER UNIT	
<b>Supersedes Edition of October 20, 1988</b>	

<b>TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA</b>
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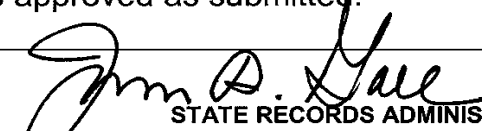
**PART I -- AGENCY STATEMENT**

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 <b>PRESIDENT ESUAA</b>	DATE <b>March 3-2005</b>

**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  STATE ARCHIVIST	
DATE <b>March 25, 2005</b>	

**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  STATE RECORDS ADMINISTRATOR	
DATE <b>3/31/05</b>	

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines 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. These retention schedules, which are 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 State Agencies General Records Schedule #124 for any items which have differences in retention requirements. ***Currently ESU's #18 and #19 are single school district service. ESU #18 is Lincoln Public School District and ESU #19 is Omaha Public School District. While Schedule 95 is applicable to the state's service units, Schedule 10 is applicable to the state's school districts. In circumstances when these schedules conflict, Schedule 10 is to be followed.***
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. 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 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 95 – EDUCATIONAL SERVICE UNITS**

### **95-1 ANNUAL FALL REPORT**

Educational Service Units annual report filed each fall with the Nebraska Department of Education. Includes enrollment, staff, and general financial data. Reference found in Title 92; chapter 84.003.03.

**Dispose of after 3 years.**

### **95-2 ANNUAL FINANCIAL REPORT**

Annual report of receipts and expenditures submitted to the Nebraska Department of Education.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

### **95-3 APPLICATION FOR APPROVAL OF PROGRAMS**

Also can be called APPLICATION TO PARTICIPATE IN PROGRAM. Application varies and may include proposed program description, general information regarding local educational agency, certification of compliance with federal standards (also called statement of assurances), and statistics for computation of need and cost estimates.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

### **95-4 APPLICATION FOR FEDERAL AND STATE FUNDS**

Grant application submitted through the Nebraska Department of Education is a summary of total cost of proposed project by subject area. Records relating to the Education Consolidation Improvement Act (ECIA) which may include copies of application for participating school, evaluations, program data cooperative agreement, correspondence, needs assessment data and data regarding operation, compliance activities and end of project year data. Copies of application for participating schools, cooperative agreements and correspondence regarding project activities. Applications submitted to the Federal and State Government for title grants.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

### **95-5 AWARD LETTERS**

Letters informing Educational Service Units of approved grants. These letters usually come from the Nebraska Department of Education.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

### **95-6 BUDGET FORMS**

All forms used as financial plans for future projects.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

### **95-7 CLAIMS FOR REIMBURSEMENT (THROUGH GRANTS)**

Claims made by Educational Service Units for financial reimbursement of services, supplies and equipment purchased under project provisions. Often submitted monthly, quarterly or semiannually.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**95-8 COOPERATIVE PURCHASING**

Cooperative purchasing orders from schools.

**Dispose of 1 year after completion of orders provided, audit has been completed.<sup>1</sup>**

**95-9 COPYRIGHT AGREEMENTS AND DUPLICATION RIGHTS**

Copyright agreements and duplication rights on films in the film library.

**Dispose of 5 years after fulfillment of contract, provided audit has been completed.<sup>1</sup>**

**95-10 COPYRIGHT INFORMATION FILES**

General information files on copyright rules, regulations, laws, procedures, applications and correspondence.

**Dispose of after superseded or obsolete.**

**95-11 EMPLOYEE CONTRACTS**

Employee contracts for services.

**Dispose of concurrently with Employee History File (see Schedule 24).**

**95-12 ENCYCLOPAEDIA BRITANNICA EDUCATIONAL SUPPLEMENT REPORTS (OBSOLETE 1990)**

Encyclopedia Britannica Educational supplemental services school reports, invoices and payments.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**95-13 FILM DUPLICATION ORDER RECORDS**

Records of orders from schools for films to be duplicated onto video tape. This information is kept to monitor which films each school has.

**Dispose of after 5 years.**

**95-14 NEGOTIATION RECORDS**

Reports prepared as part of any negotiation process.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**95-15 PERSONNEL EVALUATIONS (FORMERLY TEACHER EVALUATIONS)**

Evaluation of personnel, including evaluation of classroom teachers.

**Dispose of concurrently with Employment History File (see Schedule 24).**

**95-16 PROJECT FILES**

Statement sent by the Nebraska Department of Education to an Educational Service Unit stating that the unit's proposed project has been approved and that funds will be available. May include preliminary reports, progress reports, annual final reports and follow-up reports in narrative or other forms.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**95-17 REDUCTION IN FORCE RECORDS**

Records related to a reduction in work force not included in personnel file or board minutes.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**95-18 REQUEST OR CONTRACT FOR SERVICES**

Request or contract for supplementary services between schools and the Educational Service Unit.

**Dispose of 5 years after services have been completed, provided audit has been completed.<sup>1</sup>**

**95-19 SCHOOL BUS/VAN INSPECTION REPORT**

State Patrol's annual inspection of operation and safety of school vehicles used to transport students. Copies of the report are sent to the Nebraska Department of Education.

**Dispose of after 2 years.**

**95-20 SCHOOL INSERVICE RECORDS**

Records of staff development inservice reimbursement for schools, Neb. Rev. Stat. §79-1241.

**Dispose of 5 years after inservice money use is complete, provided audit has been completed.<sup>1</sup>**

**95-21 SELF-FUNDED HEALTH INSURANCE PROGRAM RECORDS**

May include reinsurance contracts, correspondence, claims and payment records, employee benefit statements, cancelled checks, check registers, program summary records and reports.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**95-22 SPECIAL EDUCATION ADMINISTRATIVE RECORDS**

Descriptions, records, contracts with local educational agencies and state and federal reports of various special education programs. Report completed by Educational Service Unit staff reporting service provided to school districts, Education Service Units and other education agencies. Copies of federal and state reports completed on behalf of school districts.

**Dispose of 5 years after no longer needed to provide services, provided ending program audit has been completed.<sup>1</sup>**

**95-23 SPECIAL EDUCATION STUDENT RECORDS**

All records of individual students within the Educational Service Unit that are served by special education.

**Dispose of 5 years after completion of the activities for which special education funds were used.**

**95-24 STATEMENT OF FINANCIAL STATUS**

Educational Service Unit's report submitted to the Nebraska Department of Education of project funding and expenditure.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**



## Educational Service Units

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### **95-25 YEARLY ACTIVITIES REPORT**

Reports published yearly in the newspaper as required by state statute, Neb. Rev. Stat. §79-1228.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

### **OBSOLETE RECORDS**

#### **95-17 NEGOTIATION RECORDS**

Reports prepared as part of any negotiation process.

**Immediately dispose of obsolete records.**

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#### **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

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	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.

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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