

Schedule 117

NEBRASKA CORN DEVELOPMENT UTILIZATION AND MARKETING BOARD

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

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER	117
	AGENCY, BOARD OR COMMISSION	NEBRASKA CORN DEVELOPMENT,
	DIVISION, BUREAU OR OTHER UNIT	UTILIZATION AND MARKETING BOARD
	Supersedes Edition of January 30, 1990	

PART I -- AGENCY STATEMENT

<p>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.</p>	
SIGNATURE	
<p>* <i>Don D. Hutchins</i></p>	
TITLE	DATE
<p>✓ <i>Exec. Dir</i></p>	<p>✓ <i>12/13/90</i></p>

PART II -- ARCHIVAL APPROVAL

<p>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.</p>	
SIGNATURE	
<p>* <i>Andrea I. Paul</i></p>	
STATE ARCHIVIST	DATE
	<p><i>12/21/90</i></p>

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

<p>The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.</p>	
SIGNATURE	
<p>* <i>Allen J. Beermann</i></p>	
ADMINISTRATOR	DATE
	<p><i>December 28, 1990</i></p>

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. 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.
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 117 - NEBRASKA CORN DEVELOPMENT, UTILIZATION AND MARKETING BOARD

117-1 ANNUAL REPORT

Report of Nebraska Corn Development, Utilization and Marketing Board, which is published yearly.

DRAFT MATERIAL: Dispose of after publication of ANNUAL REPORT.

ANNUAL REPORT: Transfer four copies to the Library Commission, Publications Clearinghouse, per section 51-413, R.R.S. 1943. Dispose of remaining copies at the discretion of the agency head.

117-2 C.O.R.N (Checkoff Report for Nebraska)

Report to producers and others of Nebraska Corn Development, Utilization and Marketing Board activities, which is published quarterly.

DRAFT MATERIAL: Dispose of after publication of QUARTERLY REPORT.

QUARTERLY REPORT: Transfer four copies to the Library Commission, Publications Clearinghouse, per section 51-413, R.R.S. 1943. Dispose of remaining copies at the discretion of the agency head.

117-3 CORN FEE COLLECTION PROGRAM FORMS

Record of bushels purchased and tax due in accordance with Section 2-3601 – 2-3635, R.R.S.1943.

Dispose of after 5 years, provided audit has been completed.¹

117-4 CORN DEPOSIT AND ERROR LISTING AND DEPOSIT BOOKS

Computer listings of fees received and changes made to mailing roster. Deposit books contain information on daily deposits made.

Dispose of after 5 years, provided audit has been completed.¹

117-5 CORN RESEARCH, INTERNATIONAL MARKET DEVELOPMENT, GOVERNMENT AFFAIRS, DOMESTIC MARKET DEVELOPMENT, AND PROMOTIONAL/EDUCATION/ADMINISTRATION PROJECT AGREEMENTS

Agreements with the University of Nebraska, U.S. Feed Grains Council, U.S. Meat Export Federation, National Corn Development Foundation, Nebraska Corn Growers Association, and others to perform various program activities.

Dispose of 5 years after satisfaction of agreement terms, provided audit has been completed.¹

117-6 CORN RESEARCH REPORTS

Includes reports of corn research projects carried on by the University of Nebraska. Funds for these research projects come from corn checkoff funds.

DRAFT MATERIAL: Dispose of after Final Report is published.

FINAL REPORTS: Retain permanently; may be transferred to State Archives after no longer of reference value.

117-7 ASSESSMENT/PROMOTION FEE REGISTER (ASCS)

Report of Federal Commodity Credit Loans to farmers which are held against the farmers' sale of corn. This information is also included on Corn Tax Summary reports. **Dispose of after 5 years, provided audit has been completed.¹**

117-8 INFORMATION/PUBLIC RELATIONS/EDUCATIONAL PUBLICATIONS

Includes all brochures made up in-house with corn checkoff dollars. Examples: corn checkoff brochure, coloring book, recipe book, informational handouts regarding ethanol, etc.

DRAFT MATERIAL: Dispose of after publication is printed.

PUBLICATIONS: Transfer four copies to Library Commission, Publications Clearinghouse, per section 51-413, R.R.S. 1943. Dispose of remaining copies at the discretion of the agency head.

117-9 MINUTES OF CORN BOARD MEETINGS

Official minutes of the Nebraska Corn Development, Utilization and Marketing Board.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals; OR, transfer to State Archives

SECURITY MICROFILM: Transfer to State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

AGRICULTURE'S COPY: Dispose of after audit has been completed.¹

117-10 QUARTERLY STATE CORN TAX SUMMARY (SD 55004)

Computer report of the number of bushels of corn purchased and of the amount of tax collected during each quarter. Report is superseded by the cumulative yearly.

REPORT: Dispose of when superseded or obsolete.

TAPE: Dispose of when superseded or obsolete.

117-11 SCHOLARSHIP APPLICATION FORMS AND RELATED RECORDS

Includes application forms, letters of recommendation, transcripts, and correspondence.

NOTE: All information except the name of scholarship recipient and the names of auxiliaries is confidential (see section 84-712.05, R.R.S. 1943).

NONRECIPIENTS: Dispose of 1 year after scholarship is awarded.

RECIPIENTS: Transfer to the State Archives 1 year after scholarship is terminated; retain permanently.

117-12 YEARLY STATE CORN TAX SUMMARY (SD 55009)

Computer report of number of bushels of corn purchased and the amount of tax collected during the fiscal year. This report is cumulative and supersedes the Quarterly State Corn Tax Summaries produced during the fiscal year.

REPORT: Dispose of after 5 years, provided audit has been completed.¹

TAPE: Dispose of after 5 years, provided audit has been completed.¹

117-13 CORN COMPUTER ROSTER LISTINGS (SD 55003)

Alpha, ID and City/Firm order listing for first purchasers.

Dispose of after 2 years, provided audit has been completed.¹

117-14 FISCAL REPORTS

Monthly accounting reports showing budgeted and actual revenue, expenditures, and cash balances.

AGRICULTURE'S COPY: Dispose of after 5 complete fiscal years, provided audit has been completed.¹

117-15 CHECKOFF COMPLIANCE REVIEW REPORTS, REVIEW WORKPAPERS AND RANDOM LIST FOR AUDITING

Reports provide information on the results of checkoff reviews. Workpapers are prepared in the field and substantiate information provided in reports. The random list for auditing is a computer generated random sample listing of firms whose records are selected for review.

AGRICULTURE'S COPY: Dispose of after 3 years, provided audit has been completed.¹

117-16 NAS REPORTS

May include General Ledger, Budget Status, Program Summary, Fund Summary, etc.

AGRICULTURE'S COPY: PRINTOUT: Dispose of after audit has been completed.¹

SECURITY MICROFILM: Transfer to security storage; dispose of according to Schedule #124.

MICROFILM WORK COPY: Dispose of after 10 years.

117-17 NEIS REPORTS

May include Calculated Payroll Detail, Position Staffing, Intrastate Payroll Transaction Documents, etc.

AGRICULTURE'S COPY: PRINTOUT: Dispose of after audit has been completed.¹

SECURITY MICROFILM: Transfer to security storage; dispose of according to Schedule #124.

MICROFILM WORK COPY: Dispose of after 10 years.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

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