

Schedule 66

BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES

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

REQUEST FOR APPROVAL OF
RECORDS RETENTION & DISPOSITION SCHEDULE

SCHEDULE NUMBER	66
AGENCY, BOARD OR COMMISSION	BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of March 29, 1977	

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	<i>Gerry Tacholz</i>	
TITLE	<i>Administrative Assistant</i>	DATE
		<i>5-19-88</i>

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	<i>Andrea I. Paul</i>	Asst - STATE ARCHIVIST	DATE
			<i>5-23-88</i>

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	<i>Ralph Engler</i>	ADMINISTRATOR	DATE
	<i>Deputy Sec. of State</i>		<i>5-26-88</i>

RMA 01005B

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**

INDEX

SCHEDULE 66 BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES

	Item	Page
<u>STATE COLLEGE BOARD MEETING MINUTES AND ATTACHMENTS</u>	66-1	5
<u>REVENUE BONDS</u>	66-2	5
BOND ADMINISTRATION RECORDS	66-2-2	5
BOND FACILITY CONTRACTS	66-2-3	5
BOND RECORDS.....	66-2-1	5
<u>FACILITIES AND UTILIZATION FILES</u>	66-3	5
BUILDING BLUEPRINTS	66-3-4	6
BUILDING CONTRACTS	66-3-3	6
PROGRAM STATEMENTS	66-3-2	5
SPACE UTILIZATION REPORT	66-3-1	5
<u>PROGRAM FILES</u>	66-4	6
COLLEGE CATALOGUES	66-4-3	6
MISSION AND ROLE STATEMENTS	66-4-2	6
REQUEST FOR PROGRAM EXPANSION	66-4-1	6
<u>GRIEVANCE HEARING FILES</u>	66-5	6
<u>LISTING OF DEGREES GRANTED</u>	66-6	6
<u>MISCELLANEOUS RECORDS</u>		7
RECORDS DISPOSITION REPORT (BLANK FORM)		7

SCHEDULE 66 - BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES

66-1 STATE COLLEGE BOARD MEETING MINUTES AND ATTACHMENTS

Meeting minutes of the Board to which are attached college presidents' reports, council reports, and board sub-committee reports. The presidents' reports include enrollment reports, instruction load summaries and financial statements.

MINUTES, PRESIDENTS' REPORTS, COUNCIL REPORTS, AND SUB-COMMITTEE REPORTS: See MINUTES OF MEETING, General Records for State Agencies, Schedule 124.

ATTACHMENTS TO PRESIDENTS' REPORTS: Dispose of after 5 years.

66-2 REVENUE BONDS

Documents concerning revenue bonds issued by the Board to raise money for college dormitories, and student centers on the four state college campuses.

66-2-1 BOND RECORDS

Board's authorization of issue, notices of sale, proofs of publication, certificate of registration of finance bonds with state auditors and county clerks, bonds, receipts of purchase of bonds, schedule of repayment of bond and interest, paid coupons, final receipt of repayment, bond indentures agreements.

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

66-2-2 BOND ADMINISTRATION RECORDS

Bond program analyses and letters to campuses detailing deficiencies in accounting procedures concerning bond facilities.

Dispose of after 10 years.

66-2-3 BOND FACILITY CONTRACTS

Food service and book store contracts.

Dispose of 5 years after fulfillment of all terms of agreement, provided audit has been completed.

66-3 FACILITIES AND UTILIZATION FILES

66-3-1 SPACE UTILIZATION REPORT

Reports of classroom capacity and facilities and of space utilization. This report is made annually.

Dispose of after superseded.

66-3-2 PROGRAM STATEMENTS

Campus officials' request and justifications for new buildings. These requests are submitted to the Board for their approval.

FUNDED: Retain with building contract.

NON-FUNDED: Dispose of after 5 years.

66-3-3 BUILDING CONTRACTS

Building contracts for all construction on the State College Campuses.

ORIGINAL RECORD: Microfilm and destroy originals after construction is complete, and all terms of contracts are complete.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

66-3-4 BUILDING BLUEPRINTS

Blueprints of buildings on the State College Campuses.

Transfer to the State Building Division when building no longer exists.

66-4 PROGRAM FILES

66-4-1 REQUEST FOR PROGRAM EXPANSION

Campus officials' request to start a new program or expand existing ones. Request presents justification for program and required budget expansion.

FUNDED: Dispose of after program ends.

NON-FUNDED: Dispose of after 5 years.

66-4-2 MISSION AND ROLE STATEMENTS

Statements of mission, roles, goals, and objectives submitted by college officials. This information also appears in the COLLEGE CATALOGUES.

Dispose of after superseded.

66-4-3 COLLEGE CATALOGUES

Copies of catalogues of each of the State Colleges. These catalogues are circulated through the Publications Clearinghouse.

Dispose of after 5 years.

66-5 GRIEVANCE HEARING FILES

Proofs of Publication of grievance hearing notices, transcripts of hearings, exhibits, and orders of the board.

Dispose of 5 years after final action on grievance.

66-6 LISTING OF DEGREES GRANTED

Listing of Degrees granted from the State Colleges.

Dispose of after 5 years.

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
------	-----------

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