

# **Schedule 79**

# **STATE TREASURER**

**April 4, 2013**

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

**79**

AGENCY, BOARD OR COMMISSION

**STATE TREASURER**

DIVISION, BUREAU OR OTHER UNIT

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

**Supersedes Edition of April 7, 2010**

**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

DATE

  
State Treasurer

4/1/2013

**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



4/2/2013

**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



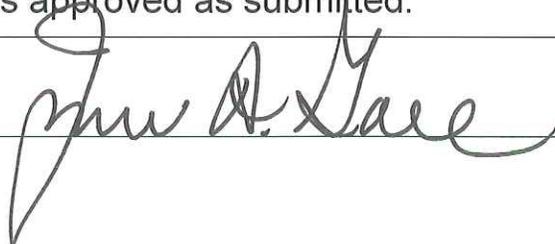
4/3/13

**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



4/4/13

## 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 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. 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** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. 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 2<sup>nd</sup> to 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 your Records Management Specialist in Records Management. We 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 79  
STATE TREASURER**

**April 4, 2013**

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

Supersedes Edition of April 7, 2010

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
079-001-000-000-000-000-000	ACCOUNTING - ACH NOTICE OF CHANGE AND RETURNED REPORTS	Information regarding changes of bank information relating to recipients of state payments and information pertaining to payments returned to state for various reasons.	7 years	
079-002-000-000-000-000-000	ACCOUNTING - ALL BANK STATEMENTS	Records relating to the reconciliation of the states several depository accounts.	7 years	
079-003-000-000-000-000-000	ACCOUNTING - BAD CHECK ADVICES	Detailed listing of each bad check.	7 years	
079-004-000-000-000-000-000	ACCOUNTING - BANK CREDIT AND DEBIT ADVICES - ADJUSTMENTS	Listing from various bank accounts and the amount that has been credited or debited.	7 years following the end of the fiscal year to which the record pertains	
079-005-000-000-000-000-000	ACCOUNTING - BANK WIRE TRANSFERS AND ELECTRONIC FUND TRANSFERS	Each day's activity relating to the transferring of funds between the State's bank accounts and into OIP, including the daily posting packet.	7 years	
079-006-000-000-000-000-000	ACCOUNTING - ELECTRONIC WARRANT CLEARING FILES	Electronic files received from banks, reporting the dollar amount of State Warrants processed that day.	7 years	
079-007-000-000-000-000-000	ACCOUNTING - END OF MONTH ALLOCATIONS	Various Excel worksheets used in the computation of reports or information projects.	<b>ELECTRONIC RECORD:</b> 10 years after completion and acceptance of final report	
079-008-000-000-000-000-000	ACCOUNTING - FORGERY FILES	Includes copy of affidavit, claim supplementary form, copy of forged warrant, correspondence, etc.	10 years after release date	
079-009-000-000-000-000-000	ACCOUNTING - INTRASTATE BILLING TRANSACTION (IBT) DOCUMENT	Form records the revenues and expenditures associated with goods and/or services provided by one state agency to another state agency or department.		See INTRASTATE BILLING TRANSACTIONS (IBT) INVOICE, item 124-066
079-010-000-000-000-000-000	ACCOUNTING - OPERATING INVESTMENT POOL (OIP)	Records relating to investments within the OIP. Daily Investment Council faxes to Treasurer's Office regarding purchase and maturity of investments. Copies of information from DAS regarding the OIP and monthly journal entries.	7 years following the end of the fiscal year to which the record pertains	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
079-011-000-000-000-000-000	ACCOUNTING - RECEIPTS LEDGER/TREASURER'S LEDGER	Information recorded daily to determine total receipts received by each agency. Record on server and daily ledger packets (Treasurer's ledger, Receipts ledger).	7 years	
079-012-000-000-000-000-000	ACCOUNTING - STOP PAYMENT REQUESTS	Requests from agencies to stop a warrant for various reasons to reissue.	7 years	
079-013-000-000-000-000-000	ACCOUNTING - TREASURER DEPOSIT DOCUMENTS AND JOURNAL ENTRIES	Form used to record receipts, correct entries, and record interfund transactions. The basis of the report is run from the Payroll and Financial Center, but includes additional notation and documentation unique to the work performed in the Treasurer's Office.	7 years following the end of the fiscal year to which the record pertains	
079-014-000-000-000-000-000	ACCOUNTING - TREASURER WARRANT REPORTS (PAYROLL AND ACCOUNTS PAYABLE)	Daily reports relating to cleared warrant information from clearing banks. This includes warrants rejected for various reasons, an AP/payroll split and complete lists of payroll and AP warrants cleared on given date. The basis of the report is run from the Payroll and Financial Center, but includes additional notation and documentation unique to the work performed in the Treasurer's office.	7 years	
079-015-000-000-000-000-000	ACCOUNTING - VOUCHER DOCUMENTS/MANUAL PAYMENT DOCUMENTS	Form initiates payment to vendor for goods and services, employees for reimbursement of expenses, to refund revenue other than to state agencies and other situations where a warrant needs to be issued.	AGENCY COPY: 5 years ALL OTHER COPIES: When no longer of reference value	
079-016-000-000-000-000-000	ACCOUNTING - WARRANT COPY	Requests submitted from agencies for copies of paid state warrants.	6 months after IBT goes to agency	
079-017-000-000-000-000-000	ACCOUNTING - WARRANT REGISTERS/WARRANTS	Listing of all State issued warrants.	10 years	
079-018-000-000-000-000-000	DISASTER RECOVERY	Back-ups will be performed by the Treasurer's Office for the purpose of disaster recovery. These back-ups are to be maintained for system restoration in the event of a disaster or system failure. They are never to be used or considered for records access or management purposes.	DAILY (M-TH): Reused, recycled or deleted after 1 week OFF-SITE (FRI): Stored at a secure off-site location 1 week, then moved on-site for 1 wk before being reused, recycled or deleted WEEKLY (SAT): Media stored on-site and reused, recycled or deleted after 1 month MONTHLY (1st SAT): Media stored at secure off-site location; reused after 6 months	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
079-019-000-000-000-000-000	NCSPC - BACK-UP MATERIAL FOR CHILD SUPPORT PAYMENTS	All paperwork received or generated pertaining to any payments made to the Nebraska Child Support Payment Center (NCSPC). This includes Change of Address Forms, Payment Coupons, Direct Deposit Forms, Autowithdrawl Forms, EPC Forms and Adjustment Forms.	<b>ORIGINAL RECORD:</b> Scan to server; 90 days <b>ELECTRONIC RECORD:</b> 5 years	
079-020-000-000-000-000-000	NCSPC - CHILD SUPPORT BAD CHECK ADVICES	Detailing listing of each bad check relating to child support payments.	<b>5 years</b>	
079-021-000-000-000-000-000	NCSPC - CHILD SUPPORT BANK CREDIT AND DEBIT ADVICES	Listing of various bank accounts and the amount that has been credited or debited for child support payments.	<b>5 years</b>	
079-022-000-000-000-000-000	NCSPC - CHILD SUPPORT CLEARING BANK WIRE TRANSFERS AND ELECTRONIC FUND TRANSFERS	Each day's activity relating to the transferring of funds to the clearing banks for child support payments.	<b>5 years</b>	
079-023-000-000-000-000-000	NCSPC - CHILD SUPPORT DEPOSIT DOCUMENTS AND JOURNAL ENTRIES	Form is used to create or liquidate encumbrances, cancel child support warrants, record child support receipts, correct child support entries, and record interfund transactions. The basis of the report is run from the Payroll and Financial Center, but includes additional notation and documentation unique to the work performed in the Child Support Payment office.	<b>5 years following the end of the fiscal year to which the record pertains</b>	
079-024-000-000-000-000-000	NCSPC - CHILD SUPPORT FORGERY FILES	Includes copy of affidavit, claim supplementary form, copy of forged child support warrant, correspondence, etc.	<b>10 years after release date</b>	
079-025-000-000-000-000-000	NCSPC - CHILD SUPPORT REVENUE DISTRIBUTION REPORTS	Reports of revenue distribution for the State Treasurer's child support disbursements.	<b>5 years</b>	
079-026-000-000-000-000-000	NCSPC - CHILD SUPPORT STOP PAYMENT REQUESTS	Requests from individuals to stop child support warrant for various reasons to either reissue or cancel.	<b>5 years following the end of the fiscal year to which the record pertains</b>	
079-027-000-000-000-000-000	NCSPC - COMPUTER LEDGER RECORDS	Records detailed financial information on individual child support related accounts, i.e. banks, agencies, etc. All ledger records will be kept until reconciliation variance is resolved.	<b>ORIGINAL RECORD:</b> Scan to server; 5 years <b>ELECTRONIC RECORD:</b> 5 years OR resolution (whichever is later)	
079-028-000-000-000-000-000	NCSPC - DAILY DEPOSIT TAPES	Tapes are tabulated daily to determine total child support receipts received and all related child support deposit material.	<b>5 years</b>	
079-029-000-000-000-000-000	NCSPC - DAILY WARRANT CASH LETTER	Cash letters from banks that have processed State issued child support warrants.	<b>5 years</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
079-030-000-000-000-000-000	NCSPC - WARRANT REGISTERS/WARRANTS WRITTEN	Listing of all State issued child support warrants.	<b>ORIGINAL RECORD:</b> Scan to server; immediate disposal <b>ELECTRONIC RECORD:</b> 10 years	
079-031-000-000-000-000-000	NCSPC - WARRANT TAPES	Tapes and reports received from banks, reporting the dollar amount of State Child Support Warrants processed that day.	<b>5 years following the end of the fiscal year to which the record pertains</b>	
079-032-000-000-000-000-000	NCSPC - WORKSHEETS	Various worksheets used in the computation of reports or information projects.	<b>5 years after completion and acceptance of final report or project</b>	
079-033-000-000-000-000-000	NCSPC WARRANTS - CANCELLED CHILD SUPPORT WARRANTS	Child support warrants which are uncashed and were never issued to the payee.	<b>5 years following the end of the fiscal year to which the record pertains</b>	
079-034-000-000-000-000-000	NCSPC WARRANTS - OUTSTANDING CHILD SUPPORT WARRANTS (VALID)	Listing of valid child support warrants that have not made the paid, cancelled, or void file.	<b>5 years following the end of the fiscal year to which the record pertains</b>	
079-035-000-000-000-000-000	NCSPC WARRANTS - PAID CHILD SUPPORT WARRANTS	Child Support warrants that have been honored for payment.	<b>ORIGINAL RECORD:</b> Scan to server; 6 months from bank cleared date <b>ELECTRONIC RECORD:</b> 10 years	
079-036-000-000-000-000-000	NCSPC WARRANTS - RETURNED CANCELLED - EXPIRED CHILD SUPPORT WARRANTS	Child Support warrants which are uncashed and are cancelled prior to expiration.	<b>5 years following the end of the fiscal year to which the record pertains</b>	
079-037-000-000-000-000-000	NCSPC WARRANTS - VOID CHILD SUPPORT WARRANTS	Result from irregularities in printing, incorrect numbering (skips), etc. They are stamped VOID across the face of the instrument.	<b>5 years following the end of the fiscal year to which the record pertains</b>	
079-038-000-000-000-000-000	UNCLAIMED PROPERTY - AUCTION INVENTORY	Inventory of all items auctioned which includes the appraisal, to whom sold and price, etc.	<b>5 years after sell date</b>	
079-039-000-000-000-000-000	UNCLAIMED PROPERTY - AUDIT REPORTS AND WORK PAPERS	Reports are supplied to holders of unclaimed property summarizing the findings of the compliance audit. The work papers are the supporting documentation detailing the findings that are summarized in the audit report.	<b>ELECTRONIC REMITTANCES:</b> Permanent <b>PAPER REPORT:</b> 7 years	
079-040-000-000-000-000-000	UNCLAIMED PROPERTY - CUSTODY INDEX	Listing of unclaimed property which is in the custody of the State and stored in the Treasurer's vault.	<b>5 years after property has been claimed or auctioned</b>	
079-041-000-000-000-000-000	UNCLAIMED PROPERTY - CUSTODY RECORDS	Unclaimed property which is in the custody of the State and stored in the Treasurer's vault.	<b>OTHER UNCLAIMED PROPERTY:</b> 5 years after action <b>U.S. SAVINGS BONDS:</b> Permanent	
079-042-000-000-000-000-000	UNCLAIMED PROPERTY - NEGATIVE PROPERTY FILE	File of companies that have no property to be reported as abandoned.	<b>3 years following the end of the fiscal year to which the record pertains</b>	Neb. Rev. Stat. §69-1322
079-043-000-000-000-000-000	UNCLAIMED PROPERTY - REFUND FILES	Record of property that has been claimed and refunded to owners, beneficiaries or heirs.	<b>AGENCY COPY:</b> 5 years <b>ALL OTHER COPIES:</b> When no longer of reference value	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
079-044-000-000-000-000-000	UNCLAIMED PROPERTY - REPORTED PROPERTY FILE	File of companies that have reported property presumed to be abandoned.	<b>ELECTRONIC REMITTANCES:</b> Permanent <b>PAPER REPORT: 7 years</b>	
079-045-000-000-000-000-000	UNCLAIMED PROPERTY - REPORTED PROPERTY INDEX FILE	Listing of private individuals having unclaimed property as reported by banks, insurance companies, or other firms.	<b>ELECTRONIC REMITTANCES:</b> Permanent <b>PAPER REPORT: 7 years</b>	
079-046-000-000-000-000-000	WARRANT STATUS CHANGE REPORT	Listing of all status changes made to accounts payable warrants.	<b>7 years</b>	
079-047-000-000-000-000-000	WARRANTS - CANCELLED	Warrants which are uncashed and were never issued to the payee.	<b>1 year following the end of the fiscal year to which the record pertains</b>	
079-048-000-000-000-000-000	WARRANTS - OUTSTANDING WARRANTS OVER ONE YEAR OLD (NWR 310-2)	Listing of outstanding warrants that are over one year old and are written off into the general fund.	<b>50 years</b>	
079-049-000-000-000-000-000	WARRANTS - VOID	Result from irregularities in printing, incorrect numbering (skips), etc. They are stamped VOID across the face of the instrument.	<b>1 year following the end of the fiscal year to which the record pertains</b>	
79-1-24-3	WARRANTS - OUTSTANDING (VALID) (NWR310)	Listing of valid warrants that have not made the paid, cancelled, or void file. Microfiche copy was received until March, 2004, one year after NIS Implementation.	<b>Immediate disposal</b>	Obsolete 2/2003

# 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.)**

<b>Container</b>	<b>Cubic Feet</b>	<b>Weight (lbs)</b>	<b>Sheets of Paper (8.5" x 11")</b>	<b>Electronic Data Equivalent</b>
			<b>1</b>	<b>20 Kb</b>
			<b>52</b>	<b>1 Mb (1024 Kb)</b>
			<b>53,687</b>	<b>1 Gb (1024 Mb)</b>
<b>N/A</b>	<b>N/A</b>	<b>2,204 lbs (1 metric ton)</b>	<b>220,000</b>	<b>4.1 Gb</b>
<b>Records center carton</b>	<b>1 Cu. Foot</b>	<b>16.66 lbs</b>	<b>1,667</b>	<b>32 Mb</b>
<b>Vertical File Cabinet, 4 drawer letter-size</b>	<b>6 Cu. Feet</b>	<b>100 lbs</b>	<b>10,000</b>	<b>190 Mb</b>
<b>Vertical File Cabinet, 4 drawer legal-size</b>	<b>8 Cu. Feet</b>	<b>133.3 lbs</b>	<b>13,333</b>	<b>254 Mb</b>
<b>About a pickup load</b>	<b>50 Cu. Feet</b>	<b>7,500 lbs</b>	<b>748,638</b>	<b>14 Gb</b>