

Schedule 37-320

DEPARTMENT OF TRANSPORTATION

BRIDGE DIVISION

July 10, 2018

Nebraska Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
(402) 471-2559

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

SCHEDULE

37-320

AGENCY, BOARD OR COMMISSION

DEPARTMENT OF TRANSPORTATION

DIVISION, BUREAU OR OTHER UNIT

BRIDGE DIVISION

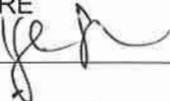
**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes Edition of August 15, 2008

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

Director

DATE

6/19/18

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



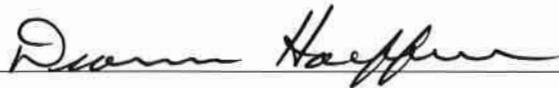
DATE

7/2/2018

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



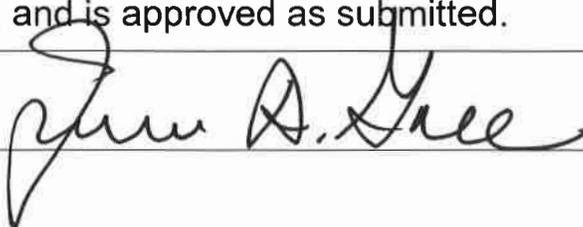
DATE

7/10/18

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

7/10/18

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. This retention schedule, which is approved by the State Records Administrator, provides 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. Unless there is pending or on going, legal action, records request, or audit.
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 located on the Secretary of State Records Management website. https://appengine.egov.com/apps/ne/sos_records_disposition_report. This report establishes that the destruction was performed in your normal course of business.

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 the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

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SCHEDULE 37-320
DEPARTMENT OF TRANSPORTATION
BRIDGE DIVISION
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Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.
Records that are handled by all Divisions and Districts will be listed in Department of Transportation General Schedule 37
If you cannot find a record or you have questions on its retention period, please
contact the NDOT Records Officer in the Communication Division

Supersedes edition of August 15, 2008

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
37-320-1	BRIDGE INSPECTION REPORTS	Load Rating Summary, Critical Finding (DR320), Structure Maintenance Checklist (DR27), Fracture Critical Inspection Documentation (BR293A-G), Structure Repair (DR321), Underwater Inspection Reports.	PAPER RECORD: Pre-1995, destroy. ELECTRONIC RECORD: Post-1995, retain until structure is replaced.	Records were on paper until 1993. After that date the records are electronic.
37-320-2	BRIDGE SITE HYDRAULICS ANALYSIS FILES	Preliminary Hydraulics Data Sheet (BR359 A-C), Bridge Scour Report (BR385-385F), Scour Critical Letter, Assessment Folder (BR14A-BR14F), Certification of Compliance (BR366), Project Correspondence.	NON-ESSENTIAL PAPER RECORD: Until no longer of reference value but no more than one year. Do not scan non-essential paper. ESSENTIAL PAPER RECORD: Scan and destroy paper copy after image verification. ESSENTIAL HYDRAULIC PROJECT CORRESPONDENCE-ELECTRONIC RECORD: Retain in ECM. 5 years after project closeout. ALL OTHER ELECTRONIC RECORDS-ESSENTIAL: Retain in ECM. Permanent. WORK COPY: Until no longer of reference value, but no more than one year. SECURITY MICROFILM: If in existence, may be destroyed after structure is replaced. MICROFILM WORK COPY: If in existence, may be destroyed after structure is replaced. CD SECURITY/WORK COPY: Destroy.	NON-ESSENTIAL: meeting change notices, call back requests, cover letters, transmittals (including fax), and similar materials not essential to understand agency action.

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
37-320-3	BRIDGE X-RAYS	X-ray film of steel materials in bridge structures during fabrication.	Destroy 5 years after date of X-ray.	
37-320-4	DISASTER RECOVERY BACKUPS FOR ELECTRONIC RECORDS			OBSOLETE
37-320-5	NATIONAL BRIDGE INVENTORY	Bridge information from inventory and/or inspection, including NBI Yearly Submission.	NBI YEARLY SUBMISSION, ELECTRONIC RECORD: 50 years. ALL OTHERS RECORDS, ELECTRONIC RECORD: Retain until structure is replaced. DATABASE: Superseded until obsolete. WORK COPY: Until no longer of reference value but no more than one year.	