

Schedule 45-6

DEPARTMENT OF LABOR

LABOR MARKET INFORMATION

July 22, 2019

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**

SCHEDULE

45-6

AGENCY, BOARD OR COMMISSION

DEPARTMENT OF LABOR

DIVISION, BUREAU OR OTHER UNIT

LABOR MARKET INFORMATION

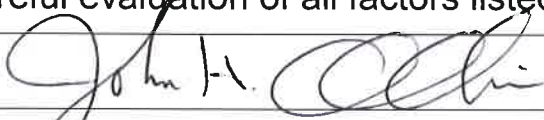
Supersedes Edition of April 14, 2000

**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



TITLE

Commissioner

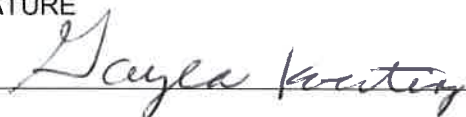
DATE

6-25-2019

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

6/28/2019

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

7/11/19

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

7/22/19

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.
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. <http://www.sos.ne.gov/dyindex.html>. 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.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

**SCHEDULE 45-6
LABOR
LABOR MARKET INFORMATION
July 22, 2019**

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

Supersedes Edition of April 14, 2000

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
45-6-14	EDIT ERROR REPORTS	Printed copies of Bureau of Labor Statistics system-generated reports listing possible errors or questionable microdata.	After corrections are made and quarterly data finalized/ approved, and/or when material is obsolete	
45-6-58	LMI PUBLICATIONS	Monthly, quarterly, annual and occasional publications produced by Labor Market Information such as Underemployment Study, Workforce Trends, or LAS.	5 years	Historical Publications for reference only
45-6-35	OCCUPATIONAL EMPLOYMENT SURVEYS (OES)	An employment survey form on which an employer records occupational data. These are sent to employers and returned completed. All industries are covered with approximately one-third surveyed each year.	4 years	
45-6-52	QUARTERLY CENSUS OF EMPLOYMENT & WAGES (QCEW) FORMS	Annual Refile Surveys, Standard Determination Forms, Multiple Worksite Reports	3 years after the quarter is locked/closed	
45-6-45	SUPPLY/DEMAND DATA	Information on occupations relating to projected demand and number of graduates from various training programs for occupations.	5 years	
45-6-57	SURVEY RESPONSE FORMS	Completed and data entered survey questionnaires for a variety of LMR surveys.	5 years	Ex.: Dentistry, Job Vacancy, Underemployment, LAS
45-6-16	EMPLOYER CORRESPONDENCE			See General Schedule 124 Communications Mid-Term
45-6-21	GRANT APPLICATIONS			See General Schedule 124 Grants
45-6-2	BENEFITS RIGHTS AND EXPERIENCE			Obsolete
45-6-4	BUREAU OF LABOR STATISTICS 790 MONTHLY REPORT ON EMPLOYMENT, HOURS AND EARNINGS SO-235			Obsolete
45-6-5	BUREAU OF LABOR STATISTICS REGISTRY			Obsolete
45-6-6	CLAIMANT CHARACTERISTICS			Obsolete

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
45-6-8	CURRENT EMPLOYMENT STATISTICS MONTHLY ESTIMATES			Obsolete
45-6-9	CURRENT EMPLOYMENT STATISTICS REPORT ON EMPLOYMENT SO-233			Obsolete
45-6-10	CURRENT EMPLOYMENT STATISTICS SCHEDULES			Obsolete
45-6-50	DATA USERS REQUEST FORMS			Obsolete
45-6-11	DAVIS BACON WAGE ACT DATA			Obsolete
45-6-12	DELINQUENT REPORTERS LISTING			Obsolete
45-6-17	EMPLOYER SERVICES AUTOMATED REPORTING SYSTEM (ESARS)			Obsolete
45-6-18	EMPLOYERS EXPERIENCE - RATING REPORT			Obsolete
45-6-51	EMPLOYMENT AND WAGES, ES-202 LISTING AND FORMS			Obsolete
45-6-3	FSC BENEFITS RIGHTS AND EXPERIENCE			Obsolete
45-6-41	FSC CLAIM TAKING ACTIVITY			Obsolete
45-6-28	FSC MONETARY DETERMINATIONS AND REDETERMINATIONS			Obsolete
45-6-34	FSC NONMONETARY DETERMINATIONS			Obsolete
45-6-37	FSC OVERPAYMENT AND MISREPRESENTATIONS			Obsolete
45-6-24	IN-SEASON FARM LABOR REPORT			Obsolete
45-6-53	LOCAL AREA UNEMPLOYMENT STATISTICS (LAUS)			Obsolete
45-6-54	MASS LAYOFF STATISTICS			Obsolete
45-6-26	MEETING NOTICES			Obsolete
45-6-20	MEMORANDUMS, GENERAL			Obsolete
45-6-27	MONETARY DETERMINATIONS AND REDETERMINATIONS			Obsolete
45-6-30	NEBRASKA STATE EMPLOYMENT COMPARISON			Obsolete
45-6-29	NEIS LABOR STATISTICS REPORT			Obsolete
45-6-32	NON-AGRICULTURAL WORK FORCE EMPLOYMENT			Obsolete

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
45-6-33	NONMONETARY DETERMINATIONS			Obsolete
45-6-36	OVERPAYMENT AND MISREPRESENTATIONS			Obsolete
45-6-40	REGULAR CLAIMS TAKEN ACTIVITY			Obsolete
45-6-42	REPORT ON HOURS AND EARNINGS SO-234			Obsolete
45-6-43	SOICC CONTRACTS			Obsolete
45-6-44	SOICC GENERAL RECORDS AND CORRESPONDENCE			Obsolete
45-6-46	TRANSPARENCIES			Obsolete
45-6-47	WAGE REQUESTS MAILED			Obsolete