

Updated Disposition Report instructions and address 11/2022  
No changes were made to records retention

# **Schedule 45-9**

## **LABOR DEPARTMENT JOB TRAINING OF GREATER NEBRASKA**

**JULY 25, 1994**

Nebraska Records Management Division  
3242 Salt Creek Circle  
Lincoln, NE 68508  
(402) 471-2559

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

<b>TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA</b>	SCHEDULE NUMBER	45-9
	AGENCY, BOARD OR COMMISSION	DEPARTMENT OF LABOR
	DIVISION, BUREAU OR OTHER UNIT	Job Training of Greater Nebraska

**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>	
<p>SIGNATURE * <i>Larry Bateman</i></p>	
<p>TITLE <i>Records Officer</i></p>	<p>DATE <i>7-6-94</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>	
<p>SIGNATURE * <i>Andrea I. Paul</i></p>	
<p>STATE ARCHIVIST</p>	<p>DATE <i>July 18, 1994</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>	
<p>SIGNATURE * <i>Allen Beermann</i></p>	
<p>ADMINISTRATOR</p>	<p>DATE <i>July 25, 1994</i></p>

## **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](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.

**Records Management Division  
3242 Salt Creek Circle  
Lincoln, NE 68504  
402-471-2559**

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## **SCHEDULE 45-9 – LABOR DEPARTMENT-JOB TRAINING OF GREATER NEBRASKA**

### **45-9-1 FISCAL RECORDS**

#### **45-9-1-1 ACCOUNTING RECORDS**

May include ledger records of all transactions, disbursement documents, general documents, expense vouchers, intra-state documents, etc.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

#### **45-9-1-2 CONTRACTS, SUBCONTRACTORS**

Annual contracts between federal program agency and participating subcontractors, OJT contracts, disbursement documents pertaining to contracts, etc.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

### **45-9-2 MONITORING/AUDIT RECORDS**

#### **45-9-2-1 MONITORING FILES**

May include disbursement documents, OJT contracts, monitoring reports, OJT reviews, information pulled to perform monitoring reviews, etc.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

#### **45-9-2-2 AUDIT FILES**

Documentation pulled from all records for the performance of the yearly state and federal audits.

**Dispose of 3 years after audit has been completed.<sup>1</sup>**

### **45-9-3 PLANNING RECORDS**

#### **45-9-3-1 PLANNING FILES**

Includes plans and any modifications, publication notices, manuals and changes, etc.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

### **45-9-4 PROGRAMMING RECORDS**

#### **45-9-4-1 PROGRAM SERVICES**

May include participant files, applicant files, OJT contract files, etc.

**Dispose of after 3 years.**

### **45-9-5 GENERAL RECORDS**

#### **45-9-5-1 GENERAL CORRESPONDENCE AND INFORMATIONAL FILES**

May include routine correspondence, general inquires, department information files, etc.

**Dispose of after 3 years.**

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**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.