

Schedule 45-9

LABOR DEPARTMENT JOB TRAINING OF GREATER NEBRASKA

JULY 25, 1994

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

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	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>	
SIGNATURE	
<p><i>Larry Bateman</i></p>	
TITLE	DATE
<p><i>Records Officer</i></p>	<p><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>	
SIGNATURE	
<p><i>Andrea I. Paul</i></p>	
STATE ARCHIVIST	DATE
	<p><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>	
SIGNATURE	
<p><i>Allen Beermann</i></p>	
ADMINISTRATOR	DATE
	<p><i>July 25, 1994</i></p>

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***, 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. 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**

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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.¹

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.¹

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.¹

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.¹

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.¹

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.

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.

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
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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.)

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