

# **Schedule 45-1**

## **DEPARTMENT OF LABOR NEBRASKA APPEAL TRIBUNAL**

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	<b>45-1</b>
AGENCY, BOARD OR COMMISSION	<b>Department of Labor</b>
DIVISION, BUREAU OR OTHER UNIT	<b>Nebraska Appeal Tribunal</b>
<b>Supersedes July 25, 1994</b>	

**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

*12/30/02*

**PART II - ARCHIVAL APPROVAL**

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

STATE ARCHIVIST

DATE

*Jan. 8, 2003*

**PART III -- APPROVAL BY 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

ADMINISTRATOR

DATE

*January 10, 2003*

RMA 01005D

## **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. 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 (RMA 036006D) 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 45-1 - DEPARTMENT OF LABOR – NEBRASKA APPEAL TRIBUNAL**

### **45-1-2 APPEAL HEARING FILES AND TAPES**

Appeal Hearing Files may consist of a copy of the decision and exhibits. Tapes are recorded at Appeal Hearings. The Appeal Tribunal produces transcripts at the request of a district court only in the event a disposition is appealed to a District Court. The transcripts are District Court records. Section 84-915-.01, R.R.S. 1943, Official Record of Contested Cases; Agency Maintain; Contents; Use.

**Transfer to the State Records Center 1 month after disposition of case, or after transcript is certified in the event of a district court appeal; dispose of 4 years after the disposition of case.**

### **45-1-4 DOCKET BOOKS OF THE APPEAL TRIBUNAL**

Each docket book is a numerical listing of docket numbers assigned to the case files of appeals received during a calendar year. Information includes the name and social security number of the claimant, the name of the employer (if any), the date of the appeal, and the appealed issue. CD Security Copy is maintained in the Records Management Division.

**ORIGINAL RECORD: Scan to CD, microfilm, and destroy.**

**CD WORK COPY: Dispose of after 15 years.**

**CD SECURITY COPY: Dispose of after 15 years.**

**MICROFILM WORK COPY: Retain permanently.**

**MICROFILM SECURITY COPY: Transfer to the State Archives; retain permanently.**

### **45-1-1 UNEMPLOYMENT INSURANCE COMPENSATION CASE FILES**

Appeal case files include the appeal letter, deputy's determination and support papers, copies of the Notice of hearing, correspondence, exhibits received into evidence during the hearing, and copies of the decision or order disposing of the appeal. Section 84-915-.01, R.R.S. 1943, Official Record of Contested Cases; Agency Maintain; Contents; Use.

**Transfer to the State Records Center 1 month after disposition of case; dispose of 4 years after disposition of case.**

### **45-1-3 UNEMPLOYMENT INSURANCE COMPENSATION DECISIONS AND ORDERS**

Unemployment insurance compensation decisions are rendered by the Nebraska Appeal Tribunal. Section 84-915-.01, R.R.S. 1943, Official Record of Contested Cases; Agency Maintain; Contents; Use.

**ORIGINAL RECORD: Scan to CD and destroy.**

**CD WORK COPY: Dispose of after 10 years.**

**CD SECURITY COPY: Dispose of after 10 years.**

# RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 <sup>TH</sup> 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