

Schedule 45-8

DEPARTMENT OF LABOR

SAFETY DIVISION

May 4, 2015

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**

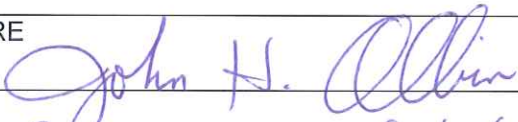
SCHEDULE	45-8
AGENCY, BOARD OR COMMISSION	DEPARTMENT OF LABOR
DIVISION, BUREAU OR OTHER UNIT	SAFETY DIVISION
Supersedes Edition of February 16, 2007 Sections 45-8-1 through 45-8-4	

**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 of Labor

DATE

4/23/15

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

4/30/2015

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



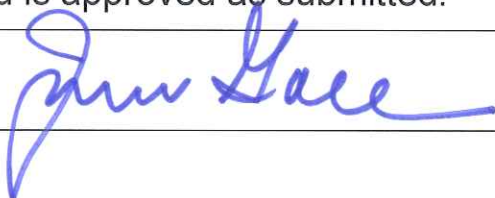
DATE

5/4/15

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

5/4/15

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 the 2nd to 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 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 45-8
DEPARTMENT OF LABOR
SAFETY DIVISION
May 4, 2015

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

Supersedes Edition of February 16, 2007 Sections 45-8-1 through 45-8-4

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
45-8-1	21d CONSULTATIVE RECORDS-INSPECTOR'S AND INVESTIGATOR'S DAILY REPORTS	Daily activity reports from safety and health inspectors. Records mileage, cities visited, daily activities, time expended, etc.	1 year or after reviewed by OSHA, whichever is later	
45-8-2	21d CONSULTATIVE RECORDS-ON-SITE CONSULTATION FILES	Form used by safety and health inspectors. Includes company, contact site of inspection and a list of hazards. File may include letter from employer requesting consultation and written narratives of the inspector and consultation written report.	3 years	After 3 years consultation files are shredded.
45-8-3	AMUSEMENT RIDE RECORDS-ACCIDENT INVESTIGATION FILES	Files may contain report, correspondence, pictures, etc.	5 years	
45-8-4	AMUSEMENT RIDE RECORDS-ANNUAL AMUSEMENT RIDE FILE	Files on all Amusement Ride businesses operating in the State. May include annual proof of inspection sheets, itineraries, certificates of insurance, receipt of payments, correspondence, etc.	5 years	
45-8-5	BOILER RECORDS-ACCIDENT INVESTIGATION FILES	May include report, correspondence, pictures, etc.	PAPER RECORD: Scan to NDOL L: drive, dispose of after verification ELECTRONIC RECORD: 5 years after accident	
45-8-6	BOILER RECORDS-BOILER FILES, REPORTS AND RECORDS	Files include inspection reports, and correspondence related to specific boilers and boiler owners and other relevant information.	PAPER RECORD: Scan to electronic database; dispose of after verification ELECTRONIC RECORD: Prior to FY 2009/10: 5 years; FY2010/11 - current: 5 years after unit is scrapped	
45-8-7	BOILER RECORDS-RECEIPT FILES	Check stubs (if supplied with payment), the lower portion of the invoice (if mailed back with payment), a copy of the invoice (if the lower portion was not mailed back).	5 years	
45-8-8	ELEVATOR RECORDS-BLUEPRINTS	Blueprints are sent to the Safety Division for approval prior to construction of a new elevator.	Transfer to 45-8-10 after construction complete and certificate issued	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
45-8-9	ELEVATOR RECORDS- CONSTRUCTION PERMITS, TEMPORARY	Permits issued after Blueprints are reviewed by the Safety Division prior to building and installation.	Transfer to Item 45-8-10 after certificate has been issued	
45-8-10	ELEVATOR RECORDS- ELEVATOR FILES	Typical file contains copies of current and previous years' Annual Inspection Certificates attached to corresponding inspection report. If applicable, may contain elevator accident reports, Testing Records, or elevator installation notices. Files include uninsured and insured elevators.	5 years	This is the main (Master) paper file for all elevators.
45-8-11	ELEVATOR RECORDS- MASTER LISTING	Database containing the total compilation of data for the Elevator Division. A bi-annual computer report is generated to provide a current profile on all elevators including number, firm, installation, inspection dates, etc.	PAPER PRINTOUT: Superseded ELECTRONIC RECORD: Backup daily; superseded SECURITY BACKUP COPY: 1 year	This is the main (Master) electronic file for all elevators.
45-8-12	ELEVATOR RECORDS- PAYMENTS PAST DUE	Monthly listing of all unpaid elevator inspections.	5 years	Records Begin in January 2015 and will be kept on NDOL L: Drive
45-8-4-8	INSPECTIONS DUE	Monthly listing of elevators to be inspected. This listing is generated one month in advance.	Immediately dispose of obsolete records	Obsolete
45-8-4-12	OPERATIONS INVENTORY LIST FOR SAFETY	Listing of computer generated forms for the Boiler and Elevator Sections.	Immediately dispose of obsolete records	Obsolete
45-8-4-13	PAST DUE INSPECTIONS	Cumulative monthly computer generated report lists inspections which are overdue.	Immediately dispose of obsolete records	Obsolete
45-8-4-15	SAFETY TESTS OVERDUE	Monthly listing of elevators that have not completed necessary safety tests.	Immediately dispose of obsolete records	Obsolete

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.

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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.)

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter- size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal- size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb