

# **Schedule 98-3**

## **LEGISLATIVE FISCAL OFFICE**

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 NUMBER                        | 98-3                      |
| AGENCY, BOARD OR COMMISSION            | LEGISLATIVE FISCAL OFFICE |
| DIVISION, BUREAU OR OTHER UNIT         |                           |
| Supersedes Edition of October 20, 1988 |                           |

**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 | <i>Michael Aluef</i> |                |
| *         |                      |                |
| TITLE     | <i>Director</i>      | DATE           |
|           |                      | <i>7/22/91</i> |

**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 | <i>Andrea I. Paul</i> |                |
| *         |                       |                |
|           | STATE ARCHIVIST       | DATE           |
|           |                       | <i>7/23/91</i> |

**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 | <i>Allen Beermann</i> |                      |
| *         |                       |                      |
|           | ADMINISTRATOR         | DATE                 |
|           |                       | <i>July 23, 1991</i> |

## **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. 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**

# INDEX

## **SCHEDULE 98-3 LEGISLATIVE FISCAL OFFICE**

|   | <b>Item</b> | <b>Page</b> |
|---|-------------|-------------|
| AGENCY HISTORICAL WORK FILES PREPARED BY ANALYSTS . | 98-3-1      | 5           |
| CAPITAL CONSTRUCTION FILES .....                    | 98-3-2      | 5           |
| COMMITTEE SESSION WORK .....                        | 98-3-3      | 5           |
| CORRECTIONAL IMPROVEMENT PROGRAM (C.I.P.) .....     | 98-3-4      | 5           |
| ECONOMIC FORECASTING ADVISORY BOARD RECORDS .....   | 98-3-10     | 6           |
| FISCAL NOTES .....                                  | 98-3-5      | 5           |
| HISTORICAL FEDERAL GRANT FILES .....                | 98-3-6      | 6           |
| "NEEDS" INFORMATION .....                           | 98-3-7      | 6           |
| PERFORMANCE/SUNSET REVIEWS .....                    | 98-3-8      | 6           |
| RECORDS DISPOSITION REPORT (BLANK FORM) .....       |             | 7           |
| ROLE AND MISSION .....                              | 98-3-9      | 6           |

## **SCHEDULE 98-3 – LEGISLATIVE FISCAL OFFICE**

### **98-3-1 AGENCY HISTORICAL WORK FILES PREPARED BY ANALYSTS**

End of session summary of the preparation of agency budgets. Includes analyst calculations, correspondence with agencies, committee actions, "A" bills passed and all relevant materials used by analysts in the preparation of that agencies budget for that fiscal year. Filed individually by agency and by fiscal year within each file.

**Transfer to the State Records Center after 10 years; dispose of after 20 years.**

### **98-3-2 CAPITAL CONSTRUCTION FILES**

Files on individual construction projects, including those currently under construction or requested and projects completed. Files include a variety of materials including program statements, schematic designs, analyst reviews, correspondence, etc. A file may be a specific project (e.g. Devaney Sports Center) or a subject area (e.g. physical plant-UNL, Mahoney State Park). The subject area files will contain information on a number of projects over a number of years.

**PROJECT FILES: Transfer to the State Records Center 5 years after completion of the project; dispose of 20 years after completion of the project.**

**SUBJECT FILES: Dispose of individual documents when over 5 years old.**

### **98-3-3 COMMITTEE SESSION WORK**

Copies of materials distributed to the Appropriations Committee and/or Legislature during the preparation of a fiscal year's budget. Various files are retained together by fiscal year. Individual files for each year include: summaries of agency requests, summaries of committee preliminary recommendations, deficit requests and actions, financial status, committee decision sheets, hearing schedules, etc. The official record copy is retained by the Appropriations Committee Clerk or the Clerk of the Legislature.

**ORIGINAL RECORD: Transfer to the State Records Center after 5 years; dispose of after 20 years.**

**OR**

**Microfilm after the end of the 60 day session and destroy originals after 2 years.**

**SECURITY MICROFILM: Transfer to security storage; dispose of after 20 years.**

**MICROFILM WORK COPY: Dispose of after 20 years.**

### **98-3-4 CORRECTIONAL IMPROVEMENT PROGRAM (C.I.P.)**

Information on the development and implementation of the three year Correctional Improvement Program initiated in 1977. This information includes correspondence, background materials, and various handouts relating to the seven areas of review, each having a task force of legislators, state officials, and private citizens.

**Immediately transfer to the State Records Center; dispose of after January 1, 1999.**

### **98-3-5 FISCAL NOTES**

Copy of all fiscal notes completed from 1981-82 to the present. A fiscal note is an estimate of each introduced bill's impact on state or local revenues and expenditures. File includes original fiscal note and subsequent amendments. Filed in numerical order by fiscal year. The official record copy is retained by the clerk of the Legislature.

**Transfer to the State Records Center after 5 years; dispose of after 10 years.**

**98-3-6 HISTORICAL FEDERAL GRANT FILES**

Historical files on obsolete A-95 grant reviews, and work done in 1981 on federal block grant proposals including activities of the Special Legislative Working Group on Federal-State-Local Fiscal and Program Policy.

**Immediately transfer to the State Records Center; dispose of after January 1, 1999.**

**98-3-7 "NEEDS" INFORMATION**

Information on the initial development and implementation of the higher education information system referred to as "NEEDS". Information includes correspondence, background materials, and copies of contracts with Deloitte, Haskins and Sells (basic contractor on system development); Organizational Resource Development, Inc. (data base and data dictionary); and Boeing Computer Company (hardware, software, and initial data storage). Also included is correspondence with educational institutions.

**Immediately transfer to the State Records Center; dispose of January 1, 1999.**

**98-3-8 PERFORMANCE/SUNSET REVIEWS**

Final reports and working files on performance/sunset reviews done in the late 1970's and early 1980's. Individual files are kept on each agency/program on which a review was conducted. Also includes general information collected regarding sunset reviews in general (magazine and newspaper articles, national reports, etc.).

**WORKING PAPERS: Immediately dispose of at the discretion of the appropriate analyst.**

**FINAL REPORT: Dispose of after no longer of reference value.**

**98-3-9 ROLE AND MISSION**

Information on the development and implementation of the higher education role and mission statement ultimately placed in statute. Includes correspondence, background materials, hearing schedules, etc., related to the interim study and special legislative committee which led to the placement of the role and mission statements in statute.

**Immediately transfer to the State Records Center; dispose of after January 1, 1999.**

**98-3-10 ECONOMIC FORECASTING ADVISORY BOARD RECORDS**

Committee clerk files from Economic Forecasting Advisory Board meetings consisting of handouts, minutes and typed transcripts.

**Transfer to the State Records Center; dispose of after 20 years subject to review by the State Archivist before disposal for possible accession.**

# RECORDS DISPOSITION REPORT

|   |              |
|---|--------------|
| <b>TO: SECRETARY OF STATE<br/>RECORDS MANAGEMENT DIVISION<br/>440 S. 8<sup>TH</sup> STREET SUITE 210<br/>LINCOLN, NE 68508-2294</b> | 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<br>(DO NOT INCLUDE SECTION AND ITEM NUMBERS) | TOTAL VOLUME DISPOSED<br>(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 |
|------|-----------|

**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 |