

# **Schedule 118**

## **DRY BEAN COMMISSION**

**JULY 23, 1991**

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	118
AGENCY, BOARD OR COMMISSION	DRY BEAN COMMISSION
DIVISION, BUREAU OR OTHER UNIT	

**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>Dale R Johnson</i>	DATE	January 18, 1991
TITLE	Chairman		

**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>	DATE	1/29/91
	STATE ARCHIVIST		

**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 Beerman</i>	DATE	July 23, 1991
	ADMINISTRATOR		

## **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 118 – DRY BEAN COMMISSION**

### **118-1 AGREEMENTS FOR DRY BEAN RESEARCH, GRANT PROJECTS, AND PROMOTION/EDUCATION/ADMINISTRATION ACTIVITIES**

Agreements with the University of Nebraska, American Dry Bean Board, Nebraska Dry Bean Growers Association, Nebraska Agricultural Leadership Council (LEAD Program), Nebraska Department of Agriculture, etc.

**ACCEPTED: Dispose of 5 years after satisfaction of agreement terms provided audit has been completed.<sup>1</sup>**

**REJECTED: Dispose of after 2 years provided audit has been completed.<sup>1</sup>**

### **118-2 APPLICATIONS AND PETITIONS FOR COMMISSION MEMBER CANDIDATES**

Forms completed by candidates seeking open commission member positions.

**APPOINTEES: Transfer to the State Archives after 10 years; retain permanently.**

**NON-APPOINTEES: Dispose of 1 year after appointment is made.**

### **118-3 CHECKOFF COMPLIANCE REVIEW REPORTS AND REVIEW WORKPAPERS**

Reports provide information on the results of check-off reviews. Workpapers are prepared in the field and substantiate information provided in the reports. The workpapers contain confidential information and are considered property of the independent contractor.

**AGRICULTURE'S COPY: Dispose of after 3 years by shredding, provided audit has been completed.<sup>1</sup>**

### **118-4 CORRESPONDENCE, GENERAL**

Routine correspondence including public relation letters, general inquiries, and other inquiries of a nonspecific nature.

**Dispose of according to General Schedule #124.**

### **118-5 DRY BEAN TAX REPORT, LEDGERS, AND DEPOSIT BOOKS**

Quarterly reports from first purchasers of dry beans grown in the state and amount of tax due. Ledgers and deposit books are used in the daily accounting functions. The reports, ledgers, and deposit books contain confidential information and are considered property of the independent contractor.

**Dispose of after 5 years by shredding, provided audit has been completed.<sup>1</sup>**

### **118-6 FISCAL REPORTS**

Monthly accounting reports showing budgeted and actual revenue, expenditures and cash balances.

**COMMISSION'S COPY: Dispose of after 2 years provided audit has been completed.<sup>1</sup>**

**AGRICULTURE'S COPY: Dispose of after 5 complete fiscal years provided audit has been completed.<sup>1</sup>**

### **118-7 MAILING ROSTER**

A list of names and addresses to whom information is distributed.

**Dispose of when superseded or obsolete.**

**118-8 NAS REPORTS**

Includes general ledger, budget status, program summary, fund summary, etc.

**COMMISSION'S COPY: PRINTOUT: Dispose of after 2 years provided audit has been completed.<sup>1</sup>**

**AGRICULTURE'S COPY: PRINTOUT: Dispose of after audit has been completed.<sup>1</sup>**  
**SECURITY MICROFICHE: Transfer to security storage; dispose of according to General Schedule #124.**  
**MICROFICHE WORK COPY: Dispose of after 10 years.**

**118-9 NEIS REPORTS**

Includes calculated payroll detail, position staffing, intrastate payroll transaction documents, etc.

**AGRICULTURE'S COPY: PRINTOUT: Dispose of after audit has been completed.<sup>1</sup>**  
**SECURITY MICROFICHE: Transfer to security storage; dispose of according to General Schedule #124.**  
**MICROFICHE WORK COPY: Dispose of after 10 years.**

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**NOTES**

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete.

# RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 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 (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