

Schedule 96

EDUCATIONAL TELECOMMUNICATIONS COMMISSION


JULY 23, 1991

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

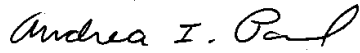
REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER	96
	AGENCY, BOARD OR COMMISSION	Educational Telecommunications Commission
	DIVISION, BUREAU OR OTHER UNIT	

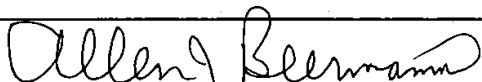
PART I -- AGENCY STATEMENT

<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 *	
TITLE	Asst. Gen. Mgr. - Admin & Finance
	DATE 1/3/91

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 *	
	DATE 1/8/91
	STATE ARCHIVIST

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 *	
	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**

INDEX

SCHEDULE 96 EDUCATIONAL TELECOMMUNICATIONS COMMISSION

	Item	Page
<u>INFORMATION</u>	96-1	5
ADVERTISING TEARSHEETS	96-1-1	5
<u>ENGINEERING</u>	96-2	5
MAINTENANCE RECORDS	96-2-1	5
TECHNICAL MANUALS	96-2-2	5
TRANSMITTER OPERATING LOGS	96-2-3	5
<u>PROGRAMMING</u>	96-3	5
MONTHLY PROGRAM SCHEDULES	96-3-1	5
PROGRAM LOGS	96-3-2	5
PROGRAM/RIGHTS FILE	96-3-3	5
VIEWER MAIL	96-3-4	6
<u>ADMINISTRATION/FINANCE</u>	96-4	6
FCC PUBLIC FILES	96-4-1	6
PTFP GRANT FILES.....	96-4-2	6

SCHEDULE 96 – EDUCATIONAL TELECOMMUNICATIONS COMMISSION

96-1 INFORMATION

96-1-1 ADVERTISING TEARSHEETS

Tearsheets for newspaper/magazine ads promoting Nebraska Educational Television and Public Radio programming. Ads are funded by external sources, some of which are grants that have specific record retention requirements which may exceed the normal 2 year retention period.

Dispose of after 2 years or when grant requirements allow, whichever is later.

96-2 ENGINEERING

96-2-1 MAINTENANCE RECORDS

Request for maintenance forms which show maintenance requested and performed on broadcast, production, and transmission equipment.

Dispose of after equipment is surplussed or destroyed.

96-2-2 TECHNICAL MANUALS

Operating and service manuals for broadcast, production, and transmission equipment required for commission staff to operate and/or service the equipment.

Dispose of after equipment is surplussed or destroyed.

96-2-3 TRANSMITTER OPERATING LOGS

Log of all programs, promos, and station breaks on a given day indicating the planned broadcast times. The responsible engineer must note sign on/off times and any deviation from the planned broadcast times.

Dispose of after 2 years.

96-3 PROGRAMMING

96-3-1 MONTHLY PROGRAM SCHEDULES

Monthly program schedules developed by the programming office indicating the date and time each program is to be broadcast during the month.

Dispose of after 2 years.

96-3-2 PROGRAM LOGS

Daily log of programs to be broadcast with specific time, length, and other required FCC information. Includes station breaks and program promotion inserts.

Dispose of after 2 years.

96-3-3 PROGRAM/RIGHTS FILE

File on available information relating to a specific program or program series to be broadcast on the Nebraska ETV Network. Includes program description, timing, conditions of use, funding, rights and producers.

Dispose of 3 years after no longer available for broadcast.

96-3-4 VIEWER MAIL

Letters and telephone call reports from viewers concerning the Nebraska ETV Network programming and services with copies of the network responses.

Dispose of after 3 years.

96-4 ADMINISTRATION/FINANCE

96-4-1 FCC PUBLIC FILES

File contains per Federal Communications Commission rules a copy of application to the FCC, required public notices related to such application, annual FCC employment reports, and the FCC document: "The Public and Broadcasting", required issues/programs lists, and lists of donors supporting specific programs.

Dispose of according to FCC rule 73.3527(a) (2) (e) which has requirements varying from 2 years to indefinitely.

96-4-2 PTFP GRANT FILES

Applications, grant awards, grant amendments, and reports to the Public Telecommunications Facilities Program (PTFP), U.S. Department of Commerce for radio and television production/transmission equipment.

Dispose of 1 year after equipment is surplussed or destroyed.

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.)

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