

Schedule 105

BOARD OF LANDSCAPE ARCHITECTS

January 15, 2019

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	105
AGENCY, BOARD OR COMMISSION	STATE BOARD OF LANDSCAPE ARCHITECTS
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of March 30, 2012	

**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

Chairperson

DATE

12.13.2018

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

11/2/2019

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

1/10/19

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

1/15/2019

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 105
NEBRASKA STATE BOARD OF LANDSCAPE ARCHITECTS**

January 15, 2019

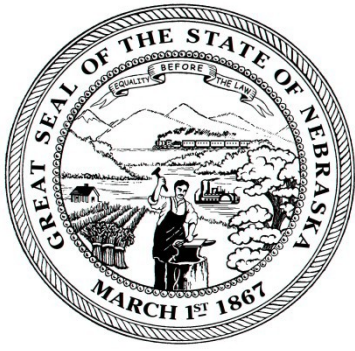
Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

SUPERSEDES EDITION OF March 30, 2012

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
105-1	COMPLIANCE/ INVESTIGATION - FORMAL HEARING FILES	Records of contested cases heard in accordance with Title 53, Nebraska Administrative Code, Chapter 4 of the Nebraska Department of Justice.	ORIGINAL RECORD: 20 years after date of final order, or when no longer of administrative value as determined by the Compliance Officer (whichever is later) COPY FINAL ORDER: Retain one copy 50 years <i>NOTE: A copy of the final decision/order is retained in the respondent's file when applicable</i>	Records contained in paper and electronic files, summary may be contained in agency database.
105-2	COMPLIANCE/ INVESTIGATION FILES	Files established as a result of receiving notice of possible infractions(s) of the Professional Landscape Architects Act. Files may include, but are not limited to: original complaint, correspondence between the complainant and/or respondent, resolution and/or consent orders(s) related to the complaint.	ORIGINAL RECORD: 5 years after date of final decision, or when no longer of administrative value as determined by the Compliance Officer (whichever is later) <i>NOTE: Copy of final decision/order is retained in the respondent's record file when applicable</i> DATABASE FILE: 20 years after date of final decision, or when no longer of administrative value as determined by the Compliance Officer (whichever is later)	Records contained in paper files, but summary may be in agency's database
105-3	DATABASE DISASTER RECOVERY DATA	Data (records) from the agency's licensing database are copied to backup on the agency's server by the agency for the purpose of disaster recovery preparation. The data is used for system restoration in the event of a disaster or system failure. disaster recovery backups are never to be used or considered for records access or management purposes.	DAILY: Erase after 7 days MONTHLY: Backed up to electronic media; erase after 2 years	
105-5	EXAMINATION APPLICATION FILES	Files established by an individual who does not hold a LAAB-accredited landscape architecture degree. Files may contain, but are not limited to: application, correspondence, and supporting documents.	ORIGINAL RECORD: APPROVED: Scan to WORK FILE after processing; dispose of after image verification; move to PROFESSIONAL FILE, item 105-11 upon issuance of license. DEFERRED/DENIED: Scan to WORK FILE after processing; dispose of after image verification. DATABASE RECORD: 10 years or when no longer of administrative value as determined by the Chairperson (whichever is later) ELECTRONIC WORK FILE: 10 years or when no longer of administrative value as determined by the Chairperson (whichever is later)	Records contained in agency's database, electronic, and paper files

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
105-4	EXAMINATION RESULTS	Includes results of the CLARB (Council of Landscape Architects Registration Boards) examinations	ORIGINAL RECORD: Save to WORK FILE 15 years after examination date; dispose of after image verification ELECTRONIC WORK FILE: 100 years after scanned or when no longer of administrative value as determined by the Chairperson (whichever is later)	
105-10	HISTORICAL FILES	A variety of documents and other items which pertain to the history of the Board as determined by the Chairperson.	PERMANENT	
105-17	INACTIVE APPLICATION FILES	Files established by individuals in which all required documentation has not been received to being the examination or licensing process in Nebraska with the Board. Files may include, but are not limited to: applications, exam results, correspondence, and supporting documents.	ORIGINAL RECORD: Scan to WORK FILE 1 year after receipt of application, dispose of after image verification DATABASE RECORD: 10 years or when no longer of administrative value as determined by the Chairperson (whichever is later) ELECTRONIC WORK FILE: 10 years or when no longer of administrative value as determined by the Chairperson (whichever is later)	Records contained in agency database and electronic files
105-18	INTERN APPLICATION FILES	Files established by individuals to enroll as landscape architect interns in Nebraska. Files may include, but are not limited to: application, correspondence, and supporting documentation.	APPROVED: Scan to individual's INTERN FILE, item 105-19, after processing; dispose of after image verification DEFERRED/DENIED: Scan to WORK FILE upon board action; dispose of after image verification DATABASE RECORD: 100 years or when no longer of administrative value as determined by the Chairperson (whichever is later) ELECTRONIC WORK FILE: 20 years or when no longer of administrative value as determined by the Chairperson (whichever is later)	Records contained in agency database and electronic files
105-19	INTERN FILES	Files for individuals who have applied and been enrolled as a Landscape Architect Intern (LAI), but have not started the licensure application process. Files may include, but are not limited to: application, correspondence, and supporting documents.	PROFESSIONAL LICENSE APPLICATION: Move to individual's PROFESSIONAL FILE, item 105-13 DATABASE RECORD: 100 years or when no longer of administrative value as determined by the Chairperson (whichever is later) ELECTRONIC WORK FILE: 20 years or when no longer of administrative value as determined by the Chairperson (whichever is later)	Records are contained in agency database, electronic, and paper files
105-20	MEETING MATERIALS - BOARD BOOKS	Books compiled for use during board meetings by the board members and staff. Books may include, but are not limited to: agendas, financials, applications, compliance issues and information, committee reports, and other business items.	BOARD BOOKS: 5 years after meeting date, or when no longer of administrative value as determined by the Chairperson (whichever is later) ELECTRONIC COPIES: 20 years after meeting date, or when no longer of administrative value as determined by the Chairperson (whichever is later) ALL OTHER COPIES: 5 years after meeting date, or when no longer of administrative value as determined by the Chairperson (whichever is later) OFFICIAL MEETING MINUTES AND AGENDAS: See MEETING MINUTES AND MATERIALS, item 124-78	Copies contained in paper and electronic files

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
105-22	PROFESSIONAL DEVELOPMENT AUDITS	Files established each renewal period who have been selected fro Professional Development (PDH) audits. Files may include, but are not limited to: copies of course completion certificates, auditor's evaluation, and logs	ORIGINAL RECORD: Dispose of after completion of audit AUDITOR'S EVALUATION AND PDH LOG: Scan to individual's PROFESSIONAL FILE, item 105-11; dispose of after image verification	Records contained in agency database and electronic files
105-11	PROFESSIONAL FILES	Individual files of Nebraska licensed professional landscape architects. The files may contain, but are not limited to: applications, CLARB (Council of Landscape Architectural Registration Boards) records, college transcripts, reference forms, exam results, interview sheets, correspondence, PDH audit documents, and any other related documents.	DATABASE RECORD: 100 years or when no longer of administrative value as determined by the Chairperson (whichever is later) ELECTRONIC WORK FILE: 20 years after scanned or when no longer of administrative value as determined by the Chairperson (whichever is later)	Records contained in agency's database, electronic, and paper files
105-13	PROFESSIONAL LICENSE APPLICATION FILES	Files established by individuals to begin the licensing or reinstatement process in Nebraska. Files may contain, but are not limited to: application, correspondence, PDH documentation, supporting documents approved, deferred and denied files.	APPROVED: Scan to individual's PROFESSIONAL FILE, item 105-11, after processing; dispose of after image verification. PDH DOCUMENTATION: Scan to individual's PROFESSIONAL FILE, item 105-11 after board action; dispose of after image verification. DEFERRED/DENIED: Scan to WORK FILE upon board action; dispose of after image verification. DATABASE RECORD: 10 years OR when no longer of administrative as determined by the Chairperson (whichever is later)	Records contained in agency's database, electronic, and paper files
105-12	RENEWALS	License renewals for professional landscape architects. These records are retained for financial audit purposes only; they do not become part of the individual's PROFESSIONAL FILE unless a licensee responds with a "Yes" on any of the disclosure questions. Any contact information changes are entered manually and a comment is added to the database.	DISCLOSURES: For any "yes" response, save to WORK FILE after processing; dispose of after image verification RENEWALS: See ACCOUNTS RECEIVABLE, item 124-3 DATABASE RECORD: 10 years or when no longer of administrative value as determined by the Chairperson (whichever is later) ELECTRONIC WORK FILE: 20 years or when no longer of administrative value as determined by the Chairperson (whichever is later)	Records contained in agency database and electronic files
105-16	ROSTERS - ONLINE	Online license of records. The database used for the online license search may include, but is not limited to: licensee's name, license number, expiration and related information.	ELECTRONIC RECORD: Dispose of after superseded	
105-21	SOCIAL MEDIA	Agency created content for use on social media platforms, including, but limited to: Facebook, Twitter, Instagram, LinkedIn, ect. A log is mainted of all posts which contains, but is not limited to: subject, date, and removal date, if applicable.	REMOVED POSTS: Retain a WORK COPY for 5 years after removal, or when no longer of administrative value as determined by the Public Information Officer (whichever is later)	Schedule 124-82 and 124-125



NEBRASKA SECRETARY OF STATE RECORDS DISPOSITION REPORT

Send to: Records Management Division
 440 S. 8th Street, Suite 210
 Lincoln, NE 68508-2294 402-471-2559
sos.recordsmanagement@nebraska.gov

Approved records retention schedules serve as the legal authority to dispose of records regardless of the media on which they reside. Nebraska revised statute §84-1212.02 requires agencies to report records dispositions on forms provided by the State Records Administrator. Use this form to meet that requirement.

1. AGENCY & DIVISION	
2. SCHEDULE NUMBER(S) ONLY- AGENCY SPECIFIC SCHEDULE OR GENERAL RECORDS SCHEDULE	
3. RECORD MEDIUM PAPER <input type="checkbox"/> ELECTRONIC <input type="checkbox"/> OTHER <input type="checkbox"/> _____	
4. FINAL DISPOSTION METHOD	
5. VOLUME OR FILE SIZE OF RECORDS DISPOSED	
6. OPTIONAL DETAILS FOR ELECTRONIC AND PAPER RECORDS (list whatever level of detail you will want to keep for future use to document what specifically you deleted/destroyed):	
7. SIGNATURE PRINTED NAME _____	DATE
SIGNATURE _____	

INSTRUCTIONS

1. Enter the agency and division.
2. Enter the records schedule item number(s) that provide authority to dispose of records. The schedule number is either the agency specific schedule and/or the general records schedule. If you are disposing of records from the general records schedule, enter either 24 for local agencies or 124 for state agencies.
3. Choose the record medium being disposed of.
4. Please describe how final disposal was accomplished such as trash, recycled, shredded, deleted, etc.
5. For paper records, report the total volume of records disposed. One standard size storage box (15x10x12) is one cubic foot. For electronic records, report the total file size deleted. An estimate of total volume is fine.
6. Use the optional details for electronic and paper records section to list the level of detail you want to keep for future use to document what specifically was deleted/destroyed.
7. Sign and date the form and send it to the Records Management Division at the address above. Retain a copy for your records in accordance with schedule 24-71 for local agencies and 124-100 for state agencies.