

# **Schedule 112**

# **STATE ELECTRICAL DIVISION**

**October 4, 2013**

Nebraska Records Management Division  
3242 Salt Creek Circle  
Lincoln, NE 68504  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE	<b>112</b>
AGENCY, BOARD OR COMMISSION	<b>STATE ELECTRICAL DIVISION</b>
DIVISION, BUREAU OR OTHER UNIT	
<b>Supersedes Edition of March 18, 2005</b>	

**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

*Randy Anderson*

TITLE

*Executive Director*

DATE

*9-26-13*

**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

*Gayle Koetting*

DATE

*10/1/2013*

**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

*Dean Haffner*

DATE

*10/1/13*

**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

*John D. Hall*

DATE

*10/4/13*

## **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. Unless there is pending or on going, legal action, records request, or audit.
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 located on the Secretary of State Records Management website. [https://appengine.egov.com/apps/ne/sos\\_records\\_disposition\\_report](https://appengine.egov.com/apps/ne/sos_records_disposition_report). This report establishes that the destruction was performed in your normal course of business.

### **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.

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402-471-2559**

**SCHEDULE 112  
STATE ELECTRICAL DIVISION**

**October 4, 2013**

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

Supersedes Edition of March 18, 2005

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
112-001-000-000-000-000-000	<b>CONTINUING EDUCATION - CERTIFICATES FOR ELECTRICAL LICENSE RENEWAL</b>	Copies of continuing education certificates are provided to the division to verify the appropriate number of hours of electrical training have been met for license renewal.	<b>After verification of certificates and license is renewed</b>	•Neb. Rev. Stat. §81-2117.01 (1) •Neb. Rev. Stat. §81-2117.01 (3)
112-002-000-000-000-000-000	<b>CONTINUING EDUCATION - COURSE ROSTER</b>	Approved continuing education providers may provide a copy of their continuing education course roster.	<b>2 years after the license period in which they were issued (e.g. - end of license period is 12/31/12, dispose of after 12/31/14)</b>	
112-003-000-000-000-000-000	<b>DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS</b>	The agency disaster recovery back-ups are stored off-site in a fire safe.	<b>DAILY:</b> 2 weeks <b>WEEKLY:</b> 2 weeks	
112-004-000-000-000-000-000	<b>ELECTRICIAN - EXAMINATIONS</b>	Files may include passed and/or failed electrical examinations.	<b>ORIGINAL RECORD:</b> 6 years <b>ELECTRONIC RECORD:</b> 6 years	
112-005-000-000-000-000-000	<b>ELECTRICIAN - LICENSE FILES</b>	Files include applications (SED-2-L), annual license renewal forms, reciprocity verification (SED-1-E or SED-3-E) violation warnings (SED-16-l) and correspondence. Files become inactive when the license lapses or the electrician dies.	<b>ORIGINAL RECORD:</b> 5 years after the file becomes inactive <b>ELECTRONIC RECORD:</b> 5 years after the file becomes inactive	
112-006-000-000-000-000-000	<b>ELECTRICIAN - UNLICENSED FILES</b>	Files are maintained on people who fail to renew. Includes a Violation Warning Form (SED16-1), Inspection Application (SED1-I), notes regarding failure of examination and	<b>5 years after last activity in the file</b>	
112-007-000-000-000-000-000	<b>EXAMINATION LOG</b>	May include a listing of all persons who took the electrical examination and their scores as well as whether they have passed or failed.	<b>LISTING:</b> 10 years <b>ELECTRONIC RECORD:</b> 10 years	
112-009-000-000-000-000-000	<b>INSPECTION FILES - ELECTRICAL DIVISION</b>	Inspections are made for new commercial construction, industrial and public use buildings, single family dwellings that have a new electrical service installed, schools and state owned buildings, and others on request. Includes Application for State Electrical Inspection (SED1-I), Inspection Reports (SED 3-I), Reinspection Reports (SED 6-I), Time Extension (SED-INS-3), Inspector's Notice (SED-INS-4), Failure to Notify (SED-INS-5) and correspondence.	<b>ORIGINAL RECORD:</b> 6 years <b>ELECTRONIC RECORD:</b> 6 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
112-010-000-000-000-000-000	<b>INSPECTION FILES - MUNICIPAL PROGRAM</b>	Municipalities may conduct their own electrical inspection programs. Forms within their file may include Approval Request (SEB M-1), Certification of Municipal Electrical Inspector, correspondence and ordinance changes. File may become inactive if the municipality chooses to voluntarily withdraw from the program or the State Electrical Board revokes their right to administer their own inspection program.	<b>FILES:</b> 2 years after the file becomes inactive <b>NOTICE OF ELECTRICAL INSPECTOR CHANGES:</b> Superseded <b>CORRESPONDENCE:</b> 2 years	
112-011-000-000-000-000-000	<b>INVESTIGATION FILES</b>	Detailed files include electrical fatality and fire investigation reports. Files may include fatality investigation report (SED 1-INV) and photographs.	<b>10 years</b>	
112-012-000-000-000-000-000	<b>RECIPROCAL AGREEMENT FILES</b>	A reciprocal agreement is maintained with other states allowing people licensed with that state to also be licensed in Nebraska.	<b>AGREEMENT:</b> 2 years after superseded or voided <b>AGREEMENT CHANGES:</b> Superseded	