

Updated Disposition Report instructions and address 11/2022
No changes were made to records retention

Schedule 5

NEBRASKA BRAND COMMITTEE

December 5, 2005

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

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

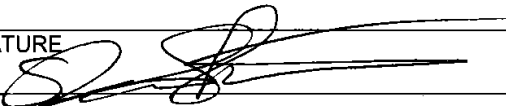
SCHEDULE	5
AGENCY, BOARD OR COMMISSION	NEBRASKA BRAND COMMITTEE
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of September 11, 1991	

**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

EXECUTIVE DIRECTOR

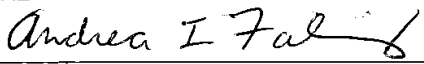
DATE

11/28/05

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



STATE ARCHIVIST

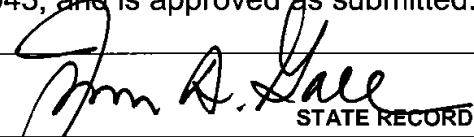
DATE

Dec 5, 2005

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



STATE RECORDS ADMINISTRATOR

DATE

12/5/2005

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. 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.

**Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
402-471-2559**

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SCHEDULE 5 – NEBRASKA BRAND COMMITTEE

5-1 BRAND INSPECTION RECORDS

5-1-1 INSPECTORS' TALLIES

Listing made by the inspector to report all cattle sold on a farm or ranch sale, locker plant or auction market.

Dispose of after 10 years.

5-1-2 LOCAL INSPECTION CERTIFICATES

Issued and signed by an inspector to authorize movement of livestock from the brand area to a destination out of the brand area, or authorizing slaughter or change of ownership of livestock.

ORIGINAL RECORD: Dispose of after 10 years, provided audit has been completed.¹

INSPECTOR'S COPY: Dispose of after 1 year.

5-1-3 MONTHLY SALE RING INSPECTION REPORTS

Accompany each sale barn check with a complete breakdown of cattle by sex and state of origin.

Dispose of after 5 years, provided audit has been completed.¹

5-1-4 SALE RING CLEARANCES

Documentary evidence of ownership issued and signed by an inspector and given to persons purchasing livestock at an auction market, farm or ranch sale.

Dispose of after 10 years.

5-1-5 ESTRAY CASES

Cases of stray livestock investigated and finally submitted to the committee to determine proper payment of proceeds.

Dispose of 5 years after date of proceed distribution, provided audit has been completed.¹

5-1-6 GRAZING PERMITS

Granted to qualified livestock owners allowing the movement of cattle in and out of the brand inspection area for grazing purposes only.

Dispose of after 10 years.

5-1-7 INCIDENT AND CRIMINAL FILES

Files pertaining to any incident requiring investigation and reports.

Dispose of after 10 years.

5-1-8 INVESTIGATION REPORTS

Monthly activity reports submitted by investigative staff. Yearly reports summarize court cases, warnings issued, contacts, etc.

MONTHLY REPORT: Retain permanently.

YEARLY REPORT: Retain permanently OR transfer to the State Archives; retain permanently.

5-1-9 MISSING CATTLE REPORTS

Report from inspectors or investigators advising of cattle reported as missing or stolen. Monthly report compiled to distribute to other inspectors and out of state agencies.

ACTUAL REPORT: Dispose of after 2 years.

MONTHLY REPORT: Dispose of after 10 years.

5-1-10 MONTHLY NEWSLETTER

News items, memorandums, vacations, birthdays and other information distributed to all employees.

ORIGINAL RECORD: Retain one copy permanently.

ALL OTHER COPIES: Dispose of other copies when superseded or obsolete.

5-1-11 OUT OF STATE CATTLE REPORTS

Reports distributed to inspectors to advise of out of state cattle being pastured in Nebraska.

Dispose of after 5 years.

5-1-12 RECORD OF LOCAL INSPECTION CERTIFICATES ISSUED AND USED

An accounting of all local inspection certificates issued and used by the inspectors.

Dispose of after all certificates in series are accounted, provided audit has been completed.¹

5-1-13 RECORD OF SALE RING CLEARANCES ISSUED AND USED

An accounting of all sale ring clearances issued and used by the inspectors.

Dispose of after all certificates in series are accounted, provided audit has been completed.¹

5-1-14 RECOVERED STRAY REPORTS

Report from inspectors advising of cattle returned to actual owners. Monthly report compiled to distribute to other inspectors.

ACTUAL REPORT: Dispose of after 2 years.

MONTHLY REPORT: Dispose of after 10 years.

5-1-15 REGISTERED CATTLE PERMITS

Allows owners of registered cattle to sell on bills of sale without inspection.

SECURITY MICROFILM: Retain permanently.

MICROFILM WORK COPY: Retain permanently.

5-1-16 REGISTERED FEEDLOT PERMITS

Permit authorizing feedlot operators to ship cattle without inspection to direct slaughter.

SECURITY MICROFILM: Retain permanently.

MICROFILM WORK COPY: Retain permanently.

5-1-17 SHIPPING CERTIFICATES

Issued to holders of the registered feedlot permits. Certificates are completed by the permit holder and forwarded to headquarters when cattle are shipped for slaughter.

Dispose of after 1 year.

5-1-18 SUMMONS

Tickets issued to violators of a brand law to appear in court.

SECURITY MICROFILM: Retain permanently.

MICROFILM WORK COPY: Retain permanently.

5-1-19 TRUCK CHECK REPORTS

Submitted by investigative staff listing trucks stopped for a routine check of brand inspection papers.

Dispose of after 5 years.

5-1-20 WARNINGS

Tickets issued as a warning to violators of a particular brand law.

Dispose of after superseded or obsolete.

5-2 BRAND RECORDING RECORDS

5-2-1 ALPHABETICAL ROSTER

Report of all brand owners.

ORIGINAL RECORD: Microfiche and destroy originals after 5 years.

SECURITY MICROFICHE: Retain permanently.

MICROFICHE WORK COPY: Transfer to security storage; dispose of after 5 years.

QUARTERLY BACK-UP CASSETTE TAPE: Dispose of after 5 years.

5-2-2 AUTHORIZATION FILES

Authorizations filed after original New Brand or Brand Transfer Applications were microfilmed.

ORIGINAL RECORD: Microfilm and destroy original record.

SECURITY MICROFILM: Transfer to State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

5-2-3 BRAND CARD INDEX

Card index to registered brands. These cards are white and filed brandabetically.

ORIGINAL RECORD: Microfilm the originals after expiration, retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

5-2-4 BRAND OWNER CARD INDEX - EXPIRED

Card index to brand owners. These cards are color coded.

ORIGINAL RECORD: Microfilm the originals after expiration, retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

5-2-6 BRAND RENEWAL NOTICES

Includes renewal notices returned with brand registration renewal fees and notices from people wanting not to renew brands.

Transfer to the State Records Center after 6 months; dispose of after 5 years, provided audit has been completed.¹

5-2-7 PRINTOUT OF UNRENEWED BRANDS

Listed numerically by brand identification number.

Dispose of after 5 years, provided audit has been completed.¹

5-2-8 BRAND RECEIPTS

Receipts may be issued for brand renewal, certified copies, photocopies, research, etc.

Transfer to the State Records Center after posted; dispose of after 5 years, provided audit has been completed.¹

5-2-9 BRAND TRANSFER APPLICATIONS

Includes approved applications for transfer of brand registrations, instrument used for authority for transfer (e.g. bills of sale, death certificates, disclaimers of interest, affidavits), and authorizations.

ORIGINAL RECORD: Microfilm and destroy after end of fiscal year.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

5-2-10 BRAND CERTIFICATES

Includes copies of certificates of license issued to New Brand Applicants and Brand Transfer Applications.

Transfer to the State Records Center after fiscal year's end; dispose of after 5 years, provided audit has been completed.¹

5-2-11 BRAND CERTIFICATIONS

Includes copies of certificates of brand ownership, which provide legal evidence of ownership or which replace New Brand Certificates or Brand Transfer Certificates.

Dispose of after 5 years, provided audit has been completed.¹

5-2-12 CORRESPONDENCE

Correspondence pertaining to the issuance and transfer of brands.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy original record.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

5-2-13 NEBRASKA BRAND BOOK AND SUPPLEMENTS

The Nebraska Brand Book reports information on all livestock brands registered in the state and is reprinted approximately every four years.

Retain two copies permanently. Transfer four copies to the Library Commission, Publications Clearinghouse. Dispose of unsold supply at the discretion of the agency head.

5-2-14 NEW BRAND APPLICATIONS

Approved applications for registration of new, expired and reinstated livestock brands. Application may be accompanied by additional documentation.

ORIGINAL RECORD: Microfilm and destroy the originals after end of fiscal year, subject to review by the State Archivist for possible accession.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

5-2-16 PULL CARDS

Referral 3" x 5" colored cards of previous owners of brands. May include indicators on transfers, identification changes, added locations, affidavits and authorization changes, etc.

ORIGINAL RECORDS: Microfilm and dispose of the originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

5-2-17 MISCELLANEOUS BRAND BOOKS

May include county brand recordings, miscellaneous brand books, etc.

ORIGINAL RECORD: Microfilm and return originals to owner OR transfer to the State Archives; retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

5-2-18 EXPIRED BRAND LIST

Annual printout of expired brands.

ORIGINAL RECORD: Microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

5-2-19 PENDING NEW BRANDS (CARDS)

Includes name of applicant, brand, date brand was put on hold, etc.

Dispose of when no longer of reference value.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.