

Schedule 127

NEBRASKA INTERGOVERNMENTAL RISK MANAGEMENT ASSOCIATION (NIRMA) AND NIRMA II

August 17, 2010

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 | 127 |
| AGENCY, BOARD OR COMMISSION | NEBRASKA INTERGOVERNMENTAL RISK MANAGEMENT ASSOCIATION (NIRMA) AND NIRMA II |
| 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 |  | |
| TITLE | Executive Director | DATE August 4, 2010 |

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 |
|  | 8/10/2010 |

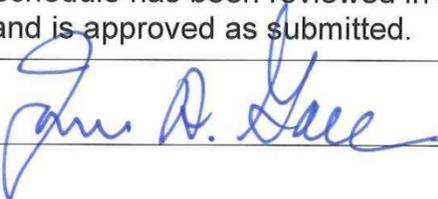
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

| | |
|---|---------|
| SIGNATURE | DATE |
|  | 8/11/10 |

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 |
|  | 8/17/10 |

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 Local Agencies General Records Schedule #24 contains those records common to most local 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 General Records Schedule #24 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 and negotiate the transfer. Additionally, **once the records are accessioned to their collection, they become the property of the State Archives**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. 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 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 your Records Management Specialist in Records Management. We 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**

INDEX

SCHEDULE 127 NEBRASKA INTERGOVERNMENTAL RISK MANAGEMENT ASSOCIATION (NIRMA) AND II

| | Item | Page |
|--|--------------|----------|
| ADMINISTRATIVE | 127-1 | 6 |
| CLAIM FILES CONTENTS WITHOUT ANNUITY OR MINORS INVOLVED..... | 127-1-1 | 6 |
| CLAIM FILES WITH ANNUITY INVOLVED | 127-1-2 | 6 |
| CLAIM FILES WITH MINORS INVOLVED | 127-1-3 | 6 |
| CLAIM FILES INVOLVING LITIGATION..... | 127-1-4 | 7 |
| CORRESPONDENCE WITH NIRMA MEMBERS..... | 127-1-5 | 7 |
| INSURANCE DOCUMENTS..... | 127-1-6 | 7 |
| MANAGED CARE PLAN DOCUMENTS | 127-1-7 | 7 |
| POOL ORGANIZATIONAL DOCUMENTS | 127-1-8 | 7 |
| RFP'S 13 AND PROPOSALS | 127-1-9 | 7 |
| REPORTS | 127-1-10 | 7 |
| SAFETY AUDIT RECORDS/REPORTS BY MEMBERS | 127-1-11 | 7 |
| BOARD/COMMITTEES | 127-2 | 8 |
| ELECTION RECORDS | 127-2-1 | 8 |
| MEETING AGENDAS | 127-2-2 | 8 |
| MEETING NOTICES..... | 127-2-3 | 8 |
| MINUTES..... | 127-2-4 | 8 |
| RESOLUTIONS | 127-2-5 | 8 |
| MEMBERSHIP RECORDS | 127-3 | 8 |
| ASSIST RECORDS | 127-3-1 | 8 |
| BILLING INVOICES FOR PREMIUM CONTRIBUTIONS | 127-3-2 | 8 |
| CONTRACTS/AGREEMENTS OF MEMBERS..... | 127-3-3 | 8 |
| PAYROLL AUDITS | 127-3-4 | 9 |
| POLICIES | 127-3-5 | 9 |
| PROPERTY APPRAISALS | 127-3-6 | 9 |
| TRAINING RECORDS..... | 127-3-7 | 9 |
| UNDERWRITING FILES..... | 127-3-8 | 9 |
| FINANCIALS | 127-4 | 9 |
| ACCOUNTING RECORDS..... | 127-4-1 | 9 |
| ACTUARIAL REPORTS | 127-4-2 | 9 |
| BANKING RECORDS (NON-INVESTMENTS)..... | 127-4-3 | 9 |
| BUDGET RECORDS | 127-4-4 | 10 |
| DEPARTMENT OF INSURANCE RECORDS | 127-4-5 | 10 |

| | | |
|--|--------------|-----------|
| EXPENSE RECORDS | 127-4-6 | 10 |
| FORM 1099'S | 127-4-7 | 10 |
| TAX RECORDS | 127-4-8 | 10 |
| MISCELLANEOUS | 127-5 | 10 |
| CONFERENCE PLANNING AND PRESENTATION | | |
| MATERIALS..... | 127-5-1 | 10 |
| INTERCHANGE MAGAZINE | 127-5-2 | 10 |
| RECORDS DISPOSITION FORM (BLANK) | | 12 |
| SAFETY MANUALS..... | 127-5-3 | 10 |
| Y2K MATERIALS..... | 127-5-4 | 10 |

SCHEDULE 127 – NEBRASKA INTERGOVERNMENTAL RISK MANAGEMENT ASSOCIATION (NIRMA) AND NIRMA II

Electronic Records – Retention follows the same retention as paper records.

| ITEM NUMBER | RECORD TYPE | INCLUDES | RETENTION PERIOD | COMMENTS |
|--------------|---|---|---|---|
| 127-1 | ADMINISTRATIVE | | | |
| 127-1-1 | Claim Files Contents Without Annuity or Minors Involved | Worker's Compensation and Property/Casualty (Records stored electronically in Riskmaster) | Dispose of 7 years after all elements of the claim are resolved and the file is closed, unless otherwise retained for business purposes as determined by Executive Director. | Nebraska Department of Insurance Regulations, Chapter 60.004.01, expanded as necessary for business needs |
| 127-1-2 | Claim Files with Annuity Involved | Worker's Compensation and Property/Casualty (Records stored electronically in Riskmaster) | Dispose of 3 years beyond life of annuity or 7 years from file closure date, whichever is longer, unless otherwise retained for business purposes as determined by Executive Director. | Nebraska Department of Insurance Regulations, Chapter 60.004.01, expanded as necessary for business needs |
| 127-1-3 | Claim Files with Minors Involved | Worker's Compensation and Property/Casualty (Records stored electronically in Riskmaster) | Dispose of 3 years beyond minor reaching age of majority or 7 years from file closure date, whichever is longer, unless otherwise retained for business purposes as determined by Executive Director. | Nebraska Department of Insurance Regulations, Chapter 60.004.01, expanded as necessary for business needs |
| 127-1-4 | Claim Files – Involving Litigation | | Dispose of 7 years after closure of file or end of litigation or when no longer of reference value as determined by Legal Counsel; whichever is longer. | |

Nebraska Intergovernmental Risk Management Association (NIRMA) and NIRMA II

| ITEM NUMBER | RECORD TYPE | INCLUDES | RETENTION PERIOD | COMMENTS |
|--------------------|---|---|--|-----------------|
| 127-1 | ADMINISTRATIVE | | | |
| 127-1-5 | Correspondence | Correspondence with NIRMA Members, Non-Members and Other Companies | See SCHEDULE 24 GENERAL RECORDS FOR LOCAL AGENCIES, COMMUNICATION/ CORRESPONDENCE, Item 24-1-9. | |
| 127-1-6 | Insurance Documents | Policy Forms | Life of Organization and thereafter according to dissolution plan. See POOL ORGANIZATIONAL DOCUMENTS, Item 127-1-8 (Formation Agreements). | |
| 127-1-7 | Managed Care Plan Documents | Agreements | See SCHEDULE 24 GENERAL RECORDS FOR LOCAL AGENCIES, CONTRACTS AND AGREEMENTS, Item 24-1-13. | |
| 127-1-8 | Pool Organizational Documents | Historical Documents of Formation; Bylaws; Documents Relating to Procedures and Governance for Pool | Life of Organization, subject to review by State Archives for possible accession. | |
| 127-1-9 | RFPs and Proposals | | See SCHEDULE 24 GENERAL RECORDS FOR LOCAL AGENCIES, CONTRACTS AND AGREEMENTS, Item 24-1-13. | |
| 127-1-10 | Reports | Loss Runs; Riskmaster Reports | See SCHEDULE 24 GENERAL RECORDS FOR LOCAL AGENCIES, STUDIES AND REPORTS, Item 24-1-31. | |
| 127-1-11 | Safety Audit Records/ Reports by County | Road Signing, Shop Safety, General Safety Audits, Sheriff's Office, Courthouse Security, Jails | Dispose of 3 years after all actions have been resolved. | |

Nebraska Intergovernmental Risk Management Association (NIRMA) and NIRMA II

| ITEM NUMBER | RECORD TYPE | INCLUDES | RETENTION PERIOD | COMMENTS |
|--------------------|---|--|--|----------------------------------|
| 127-2 | BOARD/ COMMITTEES | | | |
| 127-2-1 | Election Records | | Dispose of 22 months after date of the election. | |
| 127-2-2 | Meeting Agendas | Exhibits; Attachments to Agendas | See SCHEDULE 24 GENERAL RECORDS FOR LOCAL AGENCIES, MEETING MINUTES, Item 24-1-23. | |
| 127-2-3 | Meeting Notices | | See SCHEDULE 24 GENERAL RECORDS FOR LOCAL AGENCIES, MEETING MINUTES, Item 24-1-23. | |
| 127-2-4 | Minutes | | See SCHEDULE 24 GENERAL RECORDS FOR LOCAL AGENCIES, MEETING MINUTES, Item 24-1-23. | |
| 127-2-5 | Resolutions | | Dispose of after rescinded or amended, subject to review by State Archives for possible accession. | |
| 127-3 | MEMBERS | | | |
| 127-3-1 | ASSIST Program Records | Applications, Award Letters | Accepted: Dispose of 3 years after award. Rejected: Dispose of 1 year after decision. | |
| 127-3-2 | Billing Invoices for Premium Contributions. | Letters accompanying Billing Invoices, MOD Calculations | See SCHEDULE 24 GENERAL RECORDS FOR LOCAL AGENCIES, ACCOUNTS RECEIVABLE, Item 24-2-3. | |
| 127-3-3 | Contracts/Agreements of NIRMA Members | Membership Resolutions, Recommitment Resolutions, other Agreements | Life of organization and thereafter according to dissolution plan. See POOL ORGANIZATIONAL DOCUMENTS, Item 127-1-8 (Formation Agreements). | Necessary for business purposes. |

Nebraska Intergovernmental Risk Management Association (NIRMA) and NIRMA II

| ITEM NUMBER | RECORD TYPE | INCLUDES | RETENTION PERIOD | COMMENTS |
|--------------------|---------------------|--|--|--|
| 127-3 | MEMBERS | | | |
| 127-3-4 | Payroll Audits | | Retain the documentation from 2 most recent audits and dispose of all others. | 29 U.S.C. §211(c); 29 C.F.R. 516-5 & 516.6. |
| 127-3-5 | Policies | Memorandums of Coverage | Life of Organization and thereafter according to dissolution plan. See POOL ORGANIZATIONAL DOCUMENTS, Item 127-1-8 (Formation Agreements). | Standard Industry Practice. |
| 127-3-6 | Property Appraisals | | Dispose of 5 years after superseded. | Appraisals are updated on a continual basis as necessary; complete re-appraisal process for all members takes 5 years. |
| 127-3-7 | Training Records | | Dispose of after 4 years. | |
| 127-3-8 | Underwriting Files | | Life of Organization and thereafter according to dissolution plan. See POOL ORGANIZATIONAL DOCUMENTS, Item 127-1-8 (Formation Agreements). | Standard Industry Practice. |
| 127-4 | FINANCIALS | | | |
| 127-4-1 | Accounting Records | General Ledger; Accounts Payable; Accounts Receivable; Journal Entries; Financial Statements | Dispose of after 7 years, provided audit has been completed. ¹ | Nebraska Department of Insurance Regulations, Chapter 56, 013.02. |

Nebraska Intergovernmental Risk Management Association (NIRMA) and NIRMA II

| ITEM NUMBER | RECORD TYPE | INCLUDES | RETENTION PERIOD | COMMENTS |
|--------------------|-----------------------------------|--|--|---|
| 127-4 | FINANCIALS | | | |
| 127-4-2 | Actuarial Reports | | Dispose of after 7 years, provided audit has been completed. ¹ | Nebraska Department of Insurance Regulations, Chapter 56, 013.02; Chapter 69, 007.06. |
| 127-4-3 | Banking Records (Non-Investments) | All Cleared Checks; Deposit Records | Dispose of after 7 years, provided audit has been completed. ¹ | Nebraska Department of Insurance Regulations, Chapter 56, 013.02. |
| 127-4-4 | Budget Records | | Dispose of after 7 years, provided audit has been completed. ¹ | Nebraska Department of Insurance Regulations, Chapter 56, 013.02. |
| 127-4-5 | Department of Insurance Records | Quarterly & Annual Compilations; Orders of Approval; Dividend Applications | Life of organization and thereafter according to dissolution plan. See POOL ORGANIZATIONAL DOCUMENTS, Item 127-1-8 (Formation Agreements). | Necessary for business purposes. |
| 127-4-6 | Expense Records | Paid Invoices; Check Stubs | Dispose of after 7 years, provided audit has been completed. ¹ | IRS Publications 15 & 583. |
| 127-4-7 | Form 1099's | | Dispose of after 7 years, provided audit has been completed. ¹ | Nebraska Department of Insurance Regulations, Chapter 56, 013.02. |
| 127-4-8 | Tax Records | Tax returns; Proof of Deductions; Employment Tax Records | Dispose of after 7 years, provided audit has been completed. ¹ | IRS Publications 15 & 583; FUTA. |

Nebraska Intergovernmental Risk Management Association (NIRMA) and NIRMA II

| ITEM NUMBER | RECORD TYPE | INCLUDES | RETENTION PERIOD | COMMENTS |
|--------------------|--|--|---|-----------------|
| 127-5 | MISCELLANEOUS | | | |
| 127-5-1 | Conference Planning & Presentation Materials | | Dispose of after 5 years or when no longer of administrative or reference value as determined by Communication & Events Manager, whichever is longer. | |
| 127-5-2 | Interchange Magazine | | See SCHEDULE 24 GENERAL RECORDS FOR LOCAL AGENCIES, PUBLICATION FILE, Item 24-1-27. | |
| 127-5-3 | Safety Manuals | OSHA Reference Manuals, BLR Safety Information | Dispose of after superseded. | |
| 127-5-4 | Y2K Materials | | Immediately dispose of obsolete records. | |

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. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

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 |
|------|-----------|

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.)

| Container | Cubic Feet | Weight (lbs) | Sheets of Paper (8.5" x 11") | Electronic Data Equivalent |
|---|--------------------|-------------------------------------|---|---------------------------------------|
| | | | 1 | 20 Kb |
| | | | 52 | 1 Mb (1024 Kb) |
| | | | 53,687 | 1 Gb (1024 Mb) |
| N/A | N/A | 2,204 lbs (1 metric ton) | 220,000 | 4.1 Gb |
| Records center carton | 1 Cu. Foot | 16.66 lbs | 1,667 | 32 Mb |
| Vertical File Cabinet, 4 drawer letter- size | 6 Cu. Feet | 100 lbs | 10,000 | 190 Mb |
| Vertical File Cabinet, 4 drawer legal- size | 8 Cu. Feet | 133.3 lbs | 13,333 | 254 Mb |
| Lateral File, 4 drawer/shelf letter-size | 9 Cu. Feet | 149.94 lbs | 15,003 | 288 MB |
| Lateral File, 4 drawer/shelf legal-size | 12 Cu. Feet | 199.92 lbs | 20,004 | 384 MB |
| About a pickup load | 50 Cu. Feet | 7,500 lbs | 748,638 | 14 Gb |