

# **Schedule 13**

## **COUNTY SUPERINTENDENTS OF SCHOOLS**

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

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

SCHEDULE NUMBER	13
AGENCY, BOARD OR COMMISSION	COUNTY SUPERINTENDENTS OF SCHOOLS
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of February 1, 1989	

**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 • <i>Joyce B. Hoffman</i>	
TITLE <i>Garfield County Superintendent</i>	DATE <i>11-20-89</i>

**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 • <i>Sherill J. Daniel</i>	STATE ARCHIVIST	DATE <i>22 Nov. 1989</i>
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**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 • <i>Allen G. Beermann</i>	ADMINISTRATOR	DATE <i>December 5, 1989</i>
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## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, 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. 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. 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**

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## SCHEDULE 13 – COUNTY SUPERINTENDENTS OF SCHOOLS

### 13-1 GENERAL RECORDS

13-1-1 DELETED

#### 13-1-2 ACHIEVEMENT TEST RECORDS

Record of student performance on achievement tests administered to elementary students in the public schools.

NOTE: These records are CONFIDENTIAL. See Section 79-4,157 and Section 84-712.05, R.R.S. 1943.

**Dispose of after the student's continuous 3-year absence from school.**

13-1-3 DELETED

#### 13-1-4 ANNUAL REPORTS, SCHOOL DISTRICT

Annual statistical and financial reports showing receipts and disbursements of the individual school districts with respect to various funds, e.g. general fund, building fund, school activities fund; also includes assessed valuation of the district's indebtedness. Prior to 1962 these were known as Annual Reports of the Secretary; prior to 1950, as Annual Reports of the Directors.

**ORIGINAL RECORD: Retain one copy permanently; OR, microfilm and destroy originals; dispose of additional copies after superseded.**

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

**MICROFILM WORK COPY: Retain permanently.**

#### 13-1-5 SCHOOL CENSUS RECORD

A census of students in each school district of the county showing name of student, names of parents or guardian, age, number of children in the family, date and place of birth. May include address or a legal description of the family residence if rural. Some census records include an annual statistical report showing data regarding students, teachers, and physical properties of the school district; in more recent time this data appears as a separate record.

**ORIGINAL RECORD: Retain permanently; OR, transfer to the State Archives after 10 years; OR, microfilm and destroy originals.**

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

**MICROFILM WORK COPY: Retain permanently.**

#### 13-1-6 EXAMINATION RECORD, EIGHTH GRADE (OBSOLETE)

Record of student's performance on Eighth grade examinations, showing marks in each subject, pass or fail, school district attended, names of parents, etc.

NOTE: These records are CONFIDENTIAL. See Section 79-4,157 and Section 84-712.05, R.R.S. 1943.

**Immediately dispose of obsolete record.**

**13-1-7 GENERAL RECORD OF THE COUNTY SUPERINTENDENT**

Old volumes showing miscellaneous information which may include a legal description of each school district, plat, school district officers elected, annual and financial reports to the state superintendent, report of teacher salaries and months employed, and record of teacher examinations.

**ORIGINAL RECORD: Retain permanently; OR, transfer to the State Archives after 10 years; OR, microfilm and transfer originals to the State Archives. This record may NOT be destroyed after microfilming.**

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

**MICROFILM WORK COPY: Retain permanently.**

**13-1-8 RECORD OF ORDERS OF THE COUNTY SUPERINTENDENT**

May be old records showing orders issued by the county superintendent for the formation, detachment or dissolution of school districts and other actions of the county superintendent with respect to the individual school districts. Some information may include monies collected, legal description of school districts and election of officers. (See General Record of the County Superintendent.)

**ORIGINAL RECORD: Retain permanently; OR, transfer to the State Archives after 10 years; OR, microfilm and destroy originals.**

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

**MICROFILM WORK COPY: Retain permanently.**

**13-1-9 HIGH SCHOOL REPORTS**

Card files/cumulative files of grade reports for each student who has graduated from now defunct high schools in the county, currently used to ascertain proof of graduation if diplomas have been lost.

NOTE: These records are CONFIDENTIAL. See Section 79-4,157 and Section 84-712.05, R.R.S. 1943.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.**

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

**MICROFILM WORK COPY: Retain permanently.**

**13-1-10 HIGH SCHOOL TUITION RECEIPTS**

Miscellaneous tuition receipt stubs.

**Dispose of after 5 years provided audit has been completed.<sup>1</sup>**

**13-1-11 MINUTES OF ANNUAL SCHOOL DISTRICT MEETINGS**

Minutes of annual meetings of each school district showing itemized statements of money expended for school purposes during the past school year, appropriations for the coming year, election of officers, etc.

**ORIGINAL RECORD: Retain permanently; OR, transfer to the State Archives after 10 years; OR, microfilm and destroy originals.**

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

**MICROFILM WORK COPY: Retain permanently.**

**13-1-12 NONRESIDENT HIGH SCHOOL APPLICATIONS**

Applications for nonresidents to send children to school within a particular school district; shows name and number of children, address, etc.

NOTE: These records are CONFIDENTIAL. See Section 79-4,157 and Section 84-712.05, R.R.S. 1943.

**Dispose of after the student's continuous 5-year absence from school.**

13-1-13 THROUGH 13-1-15 DELETED

**13-1-16 TEACHER EXAMINATIONS**

Record of examinations used to determine qualification of teachers.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.**

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

**MICROFILM WORK COPY: Retain permanently.**

**13-1-17 TEACHER REPORTS**

Quarterly, annual and special statistical reports of teachers which are filed with the county superintendent. Reports are prepared on forms; include attendance, curriculum and scholarship of students.

**QUARTERLY REPORTS: Dispose of after 5 years.**

**ANNUAL AND SPECIAL STATISTICAL REPORTS: Retain permanently; OR, transfer to the State Archives after 20 years; OR, microfilm and destroy originals.**

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

**MICROFILM WORK COPY: Retain permanently.**

**13-1-18 REPORTS OF SPECIAL EDUCATION CHILDREN**

Reports of all special education children of school age within the county including statistical and financial reports.

NOTE: These records are CONFIDENTIAL. See Section 79-4,157 and Section 84-712.05, R.R.S. 1943.

**Dispose of 5 years after no longer needed to provide services to the student or after 20 years, whichever is sooner.**

**13-1-19 COUNTY SUPERINTENDENT'S CENSUS REPORT**

Copies of County Superintendent's annual CENSUS REPORT to the State Department of Education. Permanent copy is retained at the Department of Education.

**Dispose of after 5 years.**

13-1-20 AND 13-1-21 DELETED

**13-1-22 TEACHER CERTIFICATION REGISTRATION INFORMATION**

Lists teacher's name, Social Security Number, endorsement and certification date to verify that each teacher was properly certified. Information is sent to the Superintendent by school districts.

**ORIGINAL RECORD: Retain permanently; OR microfilm and destroy originals.**

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

**MICROFILM WORK COPY: Retain permanently.**

**13-1-23            STUDENTS LEAVING SCHOOL BEFORE GRADUATION OR COMPLETION OF 12TH GRADE (Formerly STUDENT DROP OUT REPORTS)**

Report from each school district of students who have dropped out of school.

**Dispose of after 3 years.**

13-1-24            DELETED

**13-1-25            AFFIDAVIT OF SHORTENED TERM**

Affidavit filed with superintendent's office when school term is shortened to less than the minimum requirement due to weather or other emergency.

**Dispose of after 1 year.**

**13-1-26            ANNUAL FALL REPORTS**

Copies of school districts annual reports filed in the fall with the Nebraska Department of Education regarding enrollment, staff data and general financial data. Also included is a secondary school class schedule. Forms include: Fall Personnel Report, Fall Curriculum Report, Fall Approval And Accreditation Report, School District Membership Reports, State Aid Supplement and ESU Personnel Report.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

**13-1-27            COMPREHENSIVE STATE APPORTIONMENT REPORT**

Report submitted to the Nebraska Department of Education listing the school districts within the county which are eligible for funds from the State Temporary School fund. Also included is a list of schools not eligible for aid.

**Dispose of after 3 years.**

**13-1-28            REPORT OF TEACHER CERTIFICATE REGISTRATION VIOLATIONS/AFFIDAVIT OF TEACHER CERTIFICATION**

Report used to notify the Nebraska Department of Education of the use of non-certificated teachers.

**Dispose of after 3 years.**

**13-1-29            REQUEST TO CHANGE SCHOOL DISTRICT BOUNDARIES**

Validated petition for temporary or permanent transfer and the form sent to the Nebraska Department of Education when land is transferred from one school district to another under the provisions of state statute 79-402, 79-403, and 79-426.23. Form provides statistical information regarding all districts involved in the transfer.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.**

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

**MICROFILM WORK COPY: Retain permanently.**

**CONTINUANCE FORMS: Dispose of after 1 year.**

**13-1-30            RETIREMENT REMITTANCES**

Records of reports submitted to the School Retirement System which detail employee's withholding for retirement. Includes Deduction Remittance Reports, Adjustment Remittance Reports and correspondence with the School Retirement System regarding these reports.

**Dispose of after 5 years.**

**13-1-31          RULE 13 FORMS (EXEMPT SCHOOLS)**

Reports received by County Superintendents from the Nebraska Department of Education listing students not attending approved school and wishing to be exempt from compulsory attendance. Also may include information on curriculum and monitors. This is the only record that counties have that document that these exempt "schools" existed. Statistical information only needs to be retained that includes parent's name, child's name, child's age, and address.

**STATISTICAL INFORMATION: Retain permanently; OR, microfilm and destroy originals.**

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

**MICROFILM WORK COPY: Retain permanently.**

**ALL OTHER INFORMATION: Dispose of after 1 year.**

**13-1-32          NOTICE OF TEMPORARY TRANSFERS IN FORCE**

Report by the county superintendent to the county clerk certifying the number of land transfers in force for the next year. Includes a listing of each property transferred.

**Dispose of after 5 years.**

**13-1-33          CONTRACT FOR INSTRUCTION**

Contract between schools for tuition and transportation when a student attends school in a district other than the student's resident district.

**Dispose of 5 years after contract expires provided audit has been completed.<sup>1</sup>**

**13-1-34          NONRESIDENT HIGH SCHOOL ATTENDANCE REPORT**

Report from school certifying attendance of nonresident students.

**Dispose of after 5 years.**

**13-1-35          REPORT OF AVERAGE DAILY ATTENDANCE (OBSOLETE 1986)**

Obsolete form received from schools certifying average daily attendance of students who resided in one county and went to school in another county.

**Immediately dispose of obsolete record.**

**13-1-36          SCHOOL BUDGETS**

Copies of school budgets filed with the county superintendent of schools by individual schools.

**Dispose of after 5 years.**

**13-1-37          SCHOOL LAND REPORTS**

Report sent to the Nebraska Department of Education for reimbursement in lieu of taxes. Includes legal description and levy amount.

**Dispose of after 5 years.**

**13-2              RECORDS OF DISSOLVED SCHOOL DISTRICTS**

The following policies apply to records of dissolved school districts.

**13-2-1          MERGER WITH ONE DISTRICT**

**All records of the dissolved district shall be transferred to the receiving district.**

**13-2-2 MERGER WITH MORE THAN ONE DISTRICT**

All records of the dissolved school district shall be transferred to the county superintendent of the county in which the headquarters of the dissolved district resided for disposal or redistribution as follows:

**Individual records of current students shall be transferred to the district receiving the students.**

**All other records shall be retained or disposed of according to records retention and disposition schedule #10, Local School Districts.**

**NOTE**

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

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	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.

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