

Schedule 152

NMPP ENERGY (NEBRASKA MUNICIPAL POOL)

September 24, 2014

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**

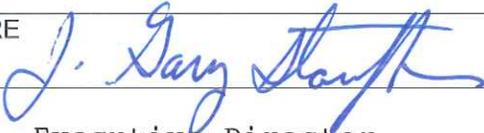
SCHEDULE	152
AGENCY, BOARD OR COMMISSION	NMPP ENERGY (NEBRASKA MUNICIPAL POOL)
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of January 11, 2010	

**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

September 19, 2014

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

9/22/2014

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



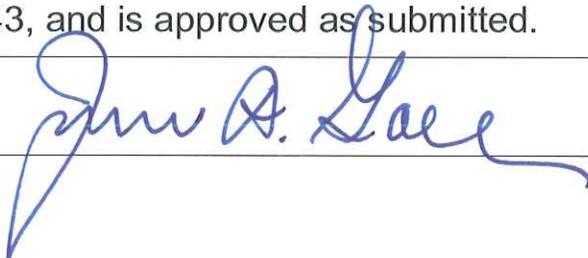
DATE

9/23/14

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

9/24/14

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. 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 this 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 to negotiate the transfer. Additionally, **once the records are accessioned into 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 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 152
NMPP ENERGY (NEBRASKA MUNICIPAL POWER POOL)
MUNICIPAL ENERGY AGENCY OF NEBRASKA, NATIONAL PUBLIC GAS AGENCY, AND PUBLIC ALLIANCE FOR COMMUNITY ENERGY
September 24, 2014

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

Supersedes Edition of January 11, 2010

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
152-1	ACCOUNTS PAYABLE/RECEIVABLE/ NOTES RECEIVABLE LEDGERS AND SCHEDULES	Records and reports related to payment of financial obligations and to receipt of revenues.	Current year + 6 years or a maximum of 10 years if no audit has been performed	North American Electric Reliability Corporation (NERC) Requirements
152-68	AGENCY/COURT ORDERS	May include, but not limited to: records related to court or regulatory agency orders issued to organization, including garnishments, subpoenas for company documents, law enforcement subpoenas and tax orders.	6 years after active period ends	
152-3	ARTICLES OF INCORPORATION, PETITION FOR CREATIONS, CHARTER, BYLAWS, MERGER DOCUMENTS	Legal documentation relating to the organization.	Permanent	
152-4	ATTENDANCE RECORDS	May include, but not limited to: lists of employees who have been hired and front desk attendance sheets.	4 years	
152-5	AUDIT REPORTS (EXTERNAL)	Records reviewing and documenting financial information created as part of an audit performed by an outside person or organization	Permanent	Reference - Schedule 139-Lincoln Electric System, item 101103
152-6	BANK RECONCILIATIONS		5 years or maximum of 10 years if no audit has been performed	
152-7	BANK STATEMENTS		5 years or maximum of 10 years if no audit has been performed	
152-74	BUDGET	Actual budget request and all related materials used in preparing budget.	3 years	Reference - Schedule 24-General Records for Local Government, item 024-011
152-75	BUSINESS PROCESSES (CORPORATE)	Policies, Programs (Procedures), Processes and Forms.	6 years	Reference - Schedule 139-Lincoln Electric System, item 101108

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
152-76	BUSINESS PROCESSES (INTERNAL)	Process that explain how to perform a job duty and are internal to the department. Examples: Job processes, telephone director, street directory, checklists.	6 years	Reference - Schedule 139-Lincoln Electric System, item 101109
152-69	CALL CENTER RECORDS	May include, but not limited to: Public Alliance for Community Energy training materials and call center operations materials (recorded calls held by a third party).	90 days	
152-8	CAPITAL STOCK AND BOND RECORDS	May include, but not limited to: ledgers, transfer registers, stubs showing issues, record of interest coupons and options.	Permanent	
152-9	CHART OF ACCOUNTS	May include, but not limited to: listings of all general ledger accounts used in maintaining utility accounting.	7 years	
152-10	CHECKS	May include, but not limited to: checks canceled for important payments, i.e. taxes, purchases of property, special contracts. Checks should be filed with the papers pertaining to the underlying transaction.	5 years or maximum of 10 years if no audit has been performed	
152-11	COBRA RECORDS	Consolidated Omnibus Budget Reconciliation Act.	7 years after termination of employment	
152-77	COMPLIANCE (STATUTORY/REGULATORY)	Legally required reports, forms or evidence submitted to government or regulatory agency. Examples including, but not limited to: EPA/Workforce Development Report, State of Nebraska / Equal Employment Opportunity Commission / EE04 - State form Multiple Worksite report / Worker's Compensation; EIA-906 - Power Plant Report (Department of Energy), NERC Reliability Requirements.	7 years	Reference - Schedule 139-Lincoln Electric System, item 101111
152-12	CONTRACTS, NOTES, AND LEASES (EXPIRED)		7 years	
152-13	CORRESPONDENCE - LICENSE, TRAFFIC AND PURCHASE		7 years	
152-14	CORRESPONDENCE - PRODUCTION	Routine data from power plants about what is produced and billed from a specific power plant.	7 years	
152-15	COST OF SERVICE STUDIES	Studies performed to determine cost of providing service.	20 years	Reference - Schedule 139-Lincoln Electric System, item 101130
152-70	CUSTOMER ACCOUNTS	Public Alliance for Community Energy retail customer account information.	5 years or maximum of 10 years if no audit has been performed	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
152-16	DEEDS AND EASEMENTS	Deed and title papers including abstracts of title and supporting information such as appraisals.	Transfer to Transferee OR dispose of 6 years after property is sold	
152-17	DEPRECIATION SCHEDULES		Permanent	
152-19	EMPLOYEE BENEFIT PLANS	May include, but not limited to: detailed records showing computation of accruals for pension liabilities, pension or annual payrolls, disability plans and summary plan descriptions of benefit records.	2 years after termination of plan	
152-20	EMPLOYEE RETIREMENT INCOME SECURITY ACT (ERISA) RETIREMENT AND PENSION RECORDS	Included but not limited to items such as: 401k non-discrimination tests, 5500 reports, records of plan assets sent to us by provider, and deposits into plan.	10 years after termination of employment	
152-21	EMPLOYMENT ADVERTISEMENTS		3 years	
152-55	EMPLOYMENT RIGHTS RECORDS	Records pertaining to unfair or discriminatory employment practices and Americans with Employee Medical Records and Analysis Disabilities Act.	7 years after final deposition of charge or action	
152-33	ENERGY INTERNAL REPORTS (MISCELLANEOUS)		3 years	
152-78	ENVIRONMENTAL	Records and reports/work papers monitoring environmental activities.	10 years	Reference - Schedule 139- Lincoln Electric System, item 101116
152-22	EXPENSE REPORTS/ANALYSES/ EXPENSE DISTRIBUTION SCHEDULES	Agency specific expense reports and schedules for monthly accounting purposes on electricity and natural gas. Reports are generated by in-house accounting department.	5 years	
152-23	FACILITIES MANAGEMENT (CURRENT YEAR) RECORDS		5 years	
152-24	FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA) RECORDS		3 years	29 CFR 825.500
152-25	FINANCIAL FORECASTS	Includes computer or hand generated financial forecasts used for other financing approval or for internal use.	3 years	
152-26	FINANCIAL STATEMENTS	Includes year-end, other optional reports, working papers which may include, but not limited to: raw data used in compiling reports studies, and financials.	7 years or maximum of 10 years if no audit has been performed	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
152-27	FIRE INSPECTION REPORTS		7 years	
152-79	FLEET	Records documenting all vehicles, e.g. repairs/service manuals, vehicle pictures, vehicle description, etc.	Life of the asset + 3 years	Reference - Schedule 139-Lincoln Electric System, item 101119
152-28	FRANCHISE AGREEMENTS FOR ELECTRIC SERVICE	Documents and supporting information authorizing Municipal Energy Agency of Nebraska (MEAN) to provide electric service within city or village, including records of payments made.	Permanent	
152-29	GARNISHMENTS		5 years after settlement of debt or termination of employment (whichever is sooner)	
152-30	GENERAL/PRIVATE LEDGERS, YEAR-END TRIAL BALANCE		7 years or maximum of 10 years if no audit has been performed	
152-80	GENERATION & PURCHASED POWER	Plant records related to the sale and purchase of power, construction & equipment.	Life of the asset + 5 years	Reference - Schedule 139-Lincoln Electric System, item 103301
152-81	GENERATION POWER TRANSACTIONS	Billing information for wholesale sales, both firm and non firm.	15 years	Reference - Schedule 139-Lincoln Electric System, item 103302
152-31	GROUP DISABILITY RECORDS	May include, but not limited to: records that document the disability of the employee (does not include actual disability plan).	7 years after termination of plan	
152-65	INCOME TAX LIABILITY RECORDS	Tax returns and worksheets, Revenue Agent's Reports and other documents relating to determination of income tax liability.	Current year + 6 years	
152-32	INSURANCE RECORDS, CURRENT ACCIDENT REPORTS, CLAIMS, POLICIES	Includes policies and related paper work connected with related insurance issues.	5 years after termination of policy or when all claims have been settled (whichever is later)	
152-34	INTERRUPTION OR OUTAGE REPORT AND SUMMARIES, LIGHTNING AND STORM DATA, LINE TROUBLE REPORTS AND RECORDS	Individual and summary reports of power outages, storm damage and line malfunctions.	6 years	
152-35	INVOICES	May include, but not limited to: invoices to customers and from vendors.	5 years or maximum of 10 years if no audit has been performed	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
152-71	LITIGATION/CLAIMS/ OPINIONS & SETTLEMENTS	May include records related to claims, litigation, government investigation, judgments and other activities of a legal nature for or against the organization. Includes, but not limited to: pleadings, discovery, attorney work-products, transcripts, and exhibits. Active period ceases with settlement and/or final court order.	10 years after active period ends*	*A court - ordered retention is used if appropriate. Records of documentation regarding settlement agreements and legal opinions.
152-36	LOAN DOCUMENTS		Current year + 3 years	
152-37	LOBBYING AND RESEARCH RECORDS	Research from other states on common utility concerns. Not created by NMPP.	3 years	
152-63	MAPS	Maps showing service area boundaries and locations of electric facilities.	10 years after superseded	
152-72	MARKETING MATERIALS	May include, but not limited to: marketing materials, pricing information regarding retail natural gas rates, advertisements and brochures.	3 years	
152-38	MATERIAL SAFETY DATA SHEETS (MSDS)	May include, but not limited to: MSDS or some identification of substance used or found.	30 years after termination of employment	
152-39	MEDICAL AND EXPOSURE RECORDS RELATING TO TOXIC SUBSTANCES		40 years	
152-73	MEETING PACKETS AND PREPARATION MATERIALS	Summaries of discussion and action items distributed for review at meetings of boards of directors and associated committees, not including official copies of meeting agendas, meeting minutes or public notice of meetings. Includes secret ballots for election of leadership, screen show presentations and meeting handouts.	PACKETS & PREPARATION MATERIALS: 5 years BOARD MINUTES & AGENDAS: Permanent ALL OTHER MINUTES: When no longer of reference value	
152-40	METER HISTORY CARD	Records of meter purchase, performance, maintenance and test results.	After life of meter	
152-41	NEBRASKA MONTHLY WITHHOLDING TAX DEPOSIT		8 years	Form 501N
152-42	NEBRASKA QUARTERLY WITHHOLDING TAX DEPOSIT		8 years	Form 941N
152-44	OPERATIONS - DATA	Tags, schedules, load management, reports, IRP (International Registration Plan) plans, and load history.	8 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
152-45	OSHA TRAINING DOCUMENTATION	Occupational Safety and Health Administration (OSHA).	3 years	
152-46	PATENTS AND RELATED PAPERS		Permanent	
152-47	PERMITS	Permits of a temporary nature from municipalities or others to perform specific work, such as construction permits, cross rail lines, permits granted for the use of other's facilities.	6 years after expiration or cancellation	
152-48	PHYSICAL INVENTORY TAGS		3 years	
152-82	PLANNING/FORECASTING (GENERAL)	Records related to the future planning and forecasting of business activities.	7 years or maximum of 10 years if no audit has been performed	Reference - Schedule 139-Lincoln Electric System, item 101129
152-83	PLANNING/FORECASTING (LONG RANGE)	Records related to planning and forecasting of power production needs, including load forecasting, load data, integrated resources plans, customer usage, etc.	20 years	Reference - Schedule 139-Lincoln Electric System, item 101130
152-49	PLANT COST LEDGERS		7 years or maximum of 10 years if no audit has been performed	
152-50	PROPERTY APPRAISALS BY OUTSIDE APPRAISERS		7 years	
152-51	PROXIES		Permanent	
152-52	PURCHASE ORDERS	Purchasing department copy.	7 years or maximum of 10 years if no audit has been performed	
152-53	RATE SCHEDULES		25 years	
152-84	REAL ESTATE	Documenting business real estate purchases, includes: appraisal report, certificate of title, transfer docs, damage report, etc.	Life of the assets + 6 years	Reference - Schedule 139-Lincoln Electric System, item 101133
152-54	RECEIVING SHEETS		1 year	
152-56	REGULATORY COMMISSION OR AGENCY ORDERS AND DECISIONS	Relating to actions by NPRB (Nebraska Power Review Board), Public Service Commission, Rural Electric Administration, or other state or federal agencies that apply.	Permanent	
152-57	RETIREMENT AND PENSION RECORDS		Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
152-58	SAFETY AND ADMINISTRATIVE SECURITY RECORDS	Records related to employee safety, includes: safety committee minutes, safety manual and emergency plans. Records related to the protection of employees, property and information from unauthorized activities.	Current year+ 7 years	Reference - Schedule 139-Lincoln Electric System, item 101138
152-85	SALARY ADMINISTRATION	Report related to the process of determination and monitoring of salary and wage.	Current year + 3 years	Reference - Schedule 139-Lincoln Electric System, item 101136
152-59	SALES TAX AND UNDERLYING RECORDS	Records include forms filed with state and sales tax exemption records.	8 years or maximum of 10 years if no audit has been performed	
152-60	SECURITIES, APPLICATION TO ISSUE, BOND RECORDS	Authorizations for issuance of securities, bond counsel opinions, redeemed revenue bonds, bond coupons and related records.	6 years after redemption	
152-62	SUBSTATION RECORDS AND REPORTS	Records regarding construction, maintenance and operation of substation, including inspections.	Life of the asset + 5 years	Reference - Schedule 139-Lincoln Electric System, item 104401
152-86	SWAP TRADING RECORDS	Records, together with all pertinent data and memoranda with respect to each Swap under regulation by the U.S. Commodity Futures Trading Commission, including, with respect to any Swap for which an election is made for the clearing exception by an end-user.	Retain for life of the Swap + 5 years after termination	
152-64	SYSTEMS AND TECHNOLOGY HARDWARE AND SOFTWARE LICENSING RECORDS		5 years after expiration of license	
152-66	TRADEMARK REGISTRATIONS AND COPYRIGHTS		Permanent	
152-87	TRAINING (REGULATORY)	Records of employee training kept for regulatory requirements, including but not limited to NERC, OSHA, etc.	Termination of employment + 5 years	Reference - Schedule 139-Lincoln Electric System, item 101142
152-67	UNEMPLOYMENT COMPENSATION TAX DETAIL RECORDS		8 years	
152-2	APPARATUS FAILURE RECORDS	Failure or malfunction of voltage regulators, oil circuit reclosures, or other line apparatus or equipment.	Immediate disposal	Obsolete
152-18	DIVIDEND CHECKS		Immediate disposal	Obsolete
152-61	SUBSIDIARY LEDGERS		Immediate disposal	Obsolete

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 TH 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
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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.)

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
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb