Schedule 189

NEBRASKA COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED (NCBVI)

August 3, 2011

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 189
AGENCY, BOARD OR COMMISSION
NEBRASKA COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED (NCBVI)
DIVISION, BUREAU OR OTHER UNIT
NEW

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
Dr. Pearl Van Zandt

TITLE
Executive Director

DATE
7/28/2011

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
Hayna Kostanj

DATE
8/1/2011

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
Deann Forke

DATE
8/1/11

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 A. Hale

DATE
8/3/2011

RMA 01005D
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. 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 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.

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 the 2nd to 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
<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>RECORD TITLE</th>
<th>DESCRIPTION/EXAMPLES</th>
<th>RETENTION</th>
<th>REFERENCE/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>189-001-000-000-000-000-000</td>
<td>CLIENT CASE FILES</td>
<td>Individual records of services provided to Vocational Rehabilitation, Independent Living, and all other NCBVI clients. Files may include, but are not limited to: eligibility information, counselor's notes, client's application, authorizations for vendors to provide specified services, itemization of expenditures made for clients, status change, medical and case reports.</td>
<td>ORIGINAL RECORDS: VOCATIONAL REHABILITATION STATUS 26 CLOSURES: Data entry to database; 10 years after case closed ALL OTHERS: Data entry to database; 6 years after case closed ELECTRONIC RECORDS: STATUS 26: 10 years after case closed ALL OTHERS: 6 years after case closed</td>
<td>• EDGAR 34 CFR 80.42</td>
</tr>
</tbody>
</table>
RECORDS DISPOSITION REPORT

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

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):

<table>
<thead>
<tr>
<th>SCHEDULE NUMBER(S) ONLY</th>
<th>TOTAL VOLUME DISPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>(DO NOT INCLUDE SECTION AND ITEM NUMBERS)</td>
<td>(SEE REVERSE)</td>
</tr>
</tbody>
</table>

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

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.)

<table>
<thead>
<tr>
<th>Container</th>
<th>Cubic Feet</th>
<th>Weight (lbs)</th>
<th>Sheets of Paper (8.5” x 11”)</th>
<th>Electronic Data Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>2,204 lbs (1 metric ton)</td>
<td>220,000</td>
<td>4.1 Gb</td>
</tr>
<tr>
<td>Records center carton</td>
<td>1 Cu. Foot</td>
<td>16.66 lbs</td>
<td>1,667</td>
<td>32 Mb</td>
</tr>
<tr>
<td>Vertical File Cabinet, 4 drawer letter-size</td>
<td>6 Cu. Feet</td>
<td>100 lbs</td>
<td>10,000</td>
<td>190 Mb</td>
</tr>
<tr>
<td>Vertical File Cabinet, 4 drawer legal-size</td>
<td>8 Cu. Feet</td>
<td>133.3 lbs</td>
<td>13,333</td>
<td>254 Mb</td>
</tr>
<tr>
<td>About a pickup load</td>
<td>50 Cu. Feet</td>
<td>7,500 lbs</td>
<td>748,638</td>
<td>14 Gb</td>
</tr>
</tbody>
</table>