

Schedule 37-260

NEBRASKA DEPARTMENT OF ROADS

OPERATIONS DIVISION

December 27, 2012

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	37-260
AGENCY, BOARD OR COMMISSION	NEBRASKA DEPARTMENT OF ROADS
DIVISION, BUREAU OR OTHER UNIT	OPERATIONS DIVISION
Supersedes Edition of July 1, 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 Director - State Engineer	DATE 12/17/12

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 12/19/2012
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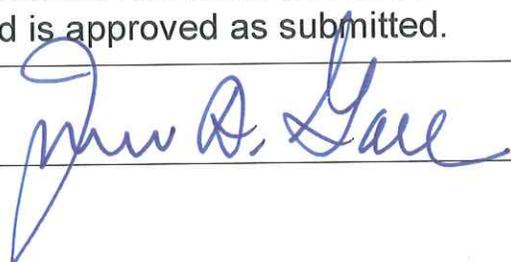
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

SIGNATURE 	DATE 12/20/12
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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 12/27/12
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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**

SCHEDULE 37-260
DEPARTMENT OF ROADS
OPERATIONS DIVISION
December 27, 2012

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

Supersedes Edition of July 1, 2010

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
037-260-001-000-000-000-000	ANNUAL INVENTORY BY AGENCY	Online inventory of tagged furniture and office equipment maintained in NIS Fixed Asset Database. Roads generates a paper report from NIS Database annually.	2 years	
037-260-002-000-000-000-000	ANNUAL INVENTORY BY DISTRICT/DIVISION	Includes listings and custodian requests and receipts which document the custody of authorized equipment and furniture for each organizational element (OE).	When suspended listings and custodian receipts are exchanged for current updated original listings	
037-260-003-000-000-000-000	BIENNIAL AND ANNUAL TRANSPORTED WASTE ACTIVITY REPORTS	Submitted to Department of Environmental Quality and EPA. These reports show the Department's records of transported waste activity for one year.	Permanent	
037-260-004-000-000-000-000	BOILER AND ELEVATOR INSPECTION REPORTS	Inspection permits stored in basement in Capital Facility Files.	4 years	
037-260-005-000-000-000-000	DISASTER RECOVERY BACKUPS FOR ELECTRONIC RECORDS	Backup tapes or other storage media are only to be used for system restoration in the event of a disaster. Disaster recovery backups are never to be used or considered for records management or archiving purposes. The Office of the Chief Information Officer provides the backup services for e-mail. Tapes will be maintained and then overwritten or destroyed following the Records Retention.	E-MAIL RECORD: See OCIO DISASTER RECOVER FOR THE ENTERPRISE EMAIL SYSTEM, item 124-043 ALL OTHER ELECTRONIC RECORDS: MONDAY - THURSDAY INCREMENTAL BACKUPS: Recycle after 6 months FRIDAY - FULL BACKUP: Recycle after 6 months	
037-260-006-000-000-000-000	DISCHARGE MONITORING REPORTS	Required by National Pollutant Discharge Elimination System (NPDES) for rest areas with surface discharge of effluent water.	3 years	
037-260-007-000-000-000-000	DRAWINGS	Building Projects.	ELECTRONIC RECORD: 1 year WORK PAPER COPY: Transfer to security storage; permanent	
037-260-008-000-000-000-000	FUEL INVENTORY	Weekly computer report lists the purchase and fuel issues from the department's 92 yards. Information also is provided by district.	5 years	Inventory generated from STATE GAS SYSTEM DATABASE, item 037-260-016
037-260-009-000-000-000-000	GASOLINE SALES TICKETS		Transfer to Department of Roads (DOR) Archives after 6 months; 5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
037-260-010-000-000-000-000	HAZARDOUS WASTE MANIFEST	Records that show the transportation and disposal of hazardous waste material.	Permanent	
037-260-011-000-000-000-000	MONTHLY WATER USAGE REPORT	Rest area data. Quarterly bacteriological fecal coliform and escherichia testing.	ORIGINAL RECORD: Data enter and Archive electronically in Environmental Archive; 5 years ELECTRONIC RECORD: 5 years	
037-260-012-000-000-000-000	ROAD CONDITION REPORTS	Details of highway conditions (ice, snow, flood, etc.) in all districts.	10 years	
037-260-013-000-000-000-000	SNOW REMOVAL AND ICE CONTROL PROGRAM DATA	Annual snow removal plan charts and maps, weather reports and reports of status and maintenance of equipment, log of operations and other related data.	7 years	
037-260-014-000-000-000-000	SPECIFICATIONS	Specifications for stock items.	ELECTRONIC RECORD: Superseded PRINTOUT: After superseded by new or updated specifications on a yearly basis	Printouts used for making copies to submit with bids
037-260-015-000-000-000-000	SPILL PREVENTION CONTROL AND COUNTERMEASURES (SPCC) PLANS	SPCC is a regulation promulgated by EPA for NDOR facilities that have at least 1320 gallons of above ground petroleum storage capacity. May include, but not limited to: Oil Water Separator Assessment forms, Monthly Tank Assessment Forms, Annual Tank Assessment forms, Diked Area Drainage forms, Flame Shield tank testing for tank integrity and Ultrasonic	OTHER RECORDS: 5 years after updated and copy received FLAME SHIELD RECORD: No longer of administrative value as determined by the Highway Environmental Program Specialist OR return to the filing entity	Federal Clean Water Act (CWA) - 40 CFR part 112
037-260-016-000-000-000-000	STATE GAS SYSTEM DATABASE	Includes data on fuel inventory, credit card usage and Voyager billing.	PAPER: Enter into electronic database; after data verification ELECTRONIC RECORD: Superseded	Data received as paper or electronic information
037-260-017-000-000-000-000	STATE REQUISITIONS AND PURCHASE ORDERS	Includes purchase requisition or purchase orders for material or services.		See ACCOUNTS PAYABLE, item 124-001
037-260-018-000-000-000-000	STOCK REQUISITIONS	For materials, supplies and equipment.	2 years	
037-260-019-000-000-000-000	STOCK STATUS	Report of items in stock with location and quantities.	ELECTRONIC RECORD: Superseded PRINTOUT: Superseded	Paper copy used if system goes down as a catalog reference
037-260-020-000-000-000-000	STORAGE AND WAREHOUSING RECORDS	Includes planning records and layout diagrams for warehouses, shed, and open storage spaces. Records also include locator records such as location cards, bin tags, copies of shipping documents, car arrival reports, tallies and similar documents. These latter documents are used for selection, packing and loading of stock for shipment.	Superseded or obsolete	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
037-260-021-000-000-000-000	SUPPLY REFERENCE RECORDS	Includes specifications, online supply catalogs, equipment lists and related reference aids.	ELECTRONIC RECORD: Superseded or obsolete WORK COPY: Superseded	
037-260-022-000-000-000-000	VOYAGER SYSTEM CHARGE SLIPS	Charge slips generated for the Voyager System at the point of purchase. The state employee receives these receipts at the time of purchase. The receipts should be retained by the agency the employee is working for.	1 year	
037-260-023-000-000-000-000	VOYAGER SYSTEM CHARGES- DETAIL LISTING	Computer generated monthly and/or weekly detailed listing of all charges on the Voyager System and generated by Voyager Program. May include but not limited to: Vehicle Report, Product Purchase Summary, Discount Report, Payments and Adjustment Report, Account Summary Report and Tax Exemption Report.	ELECTRONIC RECORD: 5 years PRINTOUT: 1 year	
037-260-024-000-000-000-000	WARRANTY OR GUARANTEE RECORDS	Forms, correspondence, and related records which specify the period of time a warranty or guarantee item may receive free parts replacement and/or maintenance service.		See EQUIPMENT WARRANTY, item 37-260-185
037-260-025-000-000-000-000	WATER WELL INFORMATION AND DATA SHEET	Shows depth of drilling, size of casing, type of packing. Also provides results of quarterly water samples.	After well is closed/sealed or transferred on to a new owner	

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