

# **Schedule 37-290**

## **DEPARTMENT OF ROADS**

### **COMMUNICATION DIVISION**

**December 15, 2015**

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	<b>37-290</b>
AGENCY, BOARD OR COMMISSION	<b>DEPARTMENT OF ROADS</b>
DIVISION, BUREAU OR OTHER UNIT	<b>COMMUNICATION DIVISION</b>
<b>Supersedes Edition of August 10, 2010</b>	

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

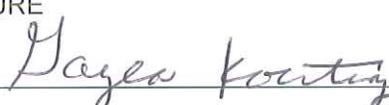
**PART I – AGENCY STATEMENT:**

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	<i>Director</i>	DATE
		<i>12-4-15</i>

**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
		<i>12/11/2015</i>

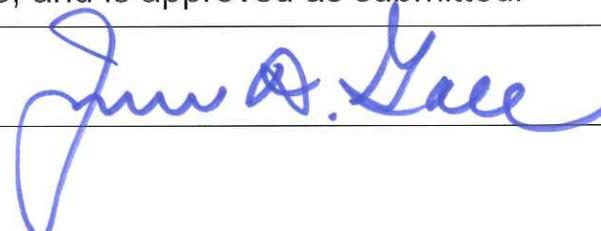
**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

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

SIGNATURE		DATE
		<i>12/15/15</i>

**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
		<i>12/15/15</i>

## **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. 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 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 2<sup>nd</sup> 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 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 37-290**  
**DEPARTMENT OF ROADS**  
**COMMUNICATION DIVISION**  
**December 15, 2015**

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.  
Records that are handled by all Divisions and Districts will be listed in Department of Roads General Schedule 37  
If you cannot find a record or you have questions on its retention period, please  
contact the NDOR Records Management Coordinator in the Communication Division

Supersedes Edition of August 10, 2010

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
37-290-3	DEACCESSIONED LIBRARY MEDIA	Videotapes or other media produced by the Department of Roads (not acquired from another source) removed from the Department of Roads library collection.	<b>ORIGINAL RECORD:</b> Superseded until obsolete. Records subject to review by the State Archives for possible accession	Contact the State Archives to negotiate transfer
37-290-12	DIVISION MANAGER FILES	May include, but not limited to, correspondence and notes for the division manager.	Minimum 1 day up to maximum of 1 year	
37-290-4	DR (DEPARTMENT OF ROADS) FORMS	Electronic templates.	Superseded until obsolete	<ul style="list-style-type: none"> <li>•Blank forms (templates) are retained in Information Processing Center (IPC) and superseded</li> <li>•Completed forms are retained by office of record</li> </ul>
37-290-17	ECONOMIC MODEL OUTCOMES	Economic model to predict the impact of capital improvement projects on economic development.	<b>ELECTRONIC RECORD:</b> Superseded until obsolete	
37-290-2	FEDERAL-AID BYWAYS PROGRAM	Correspondence affecting federal-aid Byways program, policies, or procedures.	<p><b>ORIGINAL RECORD:</b> Scan project file and destroy paper copy one year after image verification</p> <p><b>ELECTRONIC COPY:</b> Retain in ECM for 5 years after project closeout by controller</p> <p><b>SECURITY MICROFILM:</b> Prior to 12/31/2014. Transfer to the State Records Center, retain permanently.</p> <p><b>MICROFILM WORK COPY:</b> Prior to 12/31/2014. Retain at DOR, dispose of after 20 years</p>	

37-290-5	<b>HIGHWAY CONSTRUCTION PROGRAM BOOKLETS</b>	Title varies from year to year. See library catalog for individual titles/dates.	<b>ELECTRONIC RECORD:</b> 5 years <b>ALL OTHER WORK COPIES:</b> Minimum 1 day up to a maximum of 1 year	<ul style="list-style-type: none"> <li>•Office of record for electronic record- Communication Division</li> <li>•Located at call number TE 1060 .N56 in library.</li> <li>•Transfer 2 copies of each publication to the Library Commission and the State Historical Society.</li> <li>•Office of record for paper booklet and data - Program Management Division</li> </ul>
37-290-6	<b>INVENTORY OF CONSTRUCTION FIELD BOOKS</b>	Includes project number, control number, contents, book number, status, project date, inventory date, and storage shelf number. Information is taken from the field books, Records Retention Schedule Item #37-380-22 (which are retained permanently), project diaries, journals and field books, Construction Division.	<b>MICROFILM:</b> Until obsolete <b>ELECTRONIC RECORD:</b> Superseded until obsolete	•Prior to 2000 - microfilm •After 2000 - electronic
37-290-7	<b>LIBRARY CATALOG</b>	Format may be spreadsheet, MARC (Machine-Readable Cataloging), or other electronic format. Includes bibliographic records of print and non-print materials.	<b>ELECTRONIC DATA:</b> Superseded until obsolete <b>SECURITY BACKUP COPY:</b> Superseded until obsolete	Accessible online.
37-290-16	<b>MEETING MINUTES</b>			See MEETING MINUTES AND MATERIALS, Item 124-78
37-290-8	<b>NEWSPAPER ARTICLES</b>	Statewide copies of daily and weekly newspaper articles circulated within Department of Roads.		See General Schedule for State Agencies, 124-82
37-290-18	<b>OTHER RESEARCH</b>	Includes statistical analysis for public involvement outreach efforts.	<b>ORIGINAL RECORD:</b> 10 years <b>WORK COPY:</b> Minimum of 1 day up to a maximum of 1 year	
37-290-19	<b>PERFORMANCE MEASURE REPORTS</b>	Data gathered for annual report	<b>PAPER RECORD:</b> Superseded until obsolete. <b>ELECTRONIC RECORD:</b> 10 years	
37-290-20	<b>PHOTOS - AERIAL</b>	Select agency photographs (may be digital, print, negative, or transparency) of DOR aerial photos.	10 years	Office of record - Communication Division
37-290-21	<b>PHOTOS - CONSTRUCTION</b>	Select agency photographs (may be digital, print, negative, or transparency) of DOR construction photos for media purposes.	10 years	Office of record - Communication Division
37-290-22	<b>PHOTOS - EVENTS</b>	Select agency photographs (may be digital, print, negative, or transparency) of DOR events.	10 years	Office of record - Communication Division
37-290-23	<b>PHOTOS - HIGHWAYS</b>	Select agency photographs (may be digital, print, negative, or transparency) of DOR highway photos for media purposes.	10 years	Office of record - Communication Division

37-290-24	<b>PHOTOS - HISTORICAL</b>	Select agency photographs (may be digital, print, negative, or transparency) of DOR historical events.	Permanent	Office of record - Communication Division
37-290-25	<b>PHOTOS - MAINTENANCE</b>	Select agency photographs (may be digital, print, negative, or transparency) of DOR maintenance photos for media purposes.	10 years	Office of record - Communication Division
37-290-26	<b>PHOTOS - PORTRAITS/GROUPS</b>	Select agency photographs (may be digital, print, negative, or transparency) of DOR staff photos, both individual and group.	10 years	Office of record - Communication Division
37-290-10	<b>PRINTING REQUESTS</b>	Requisition for department in-house printing, duplicating, and copying.	Minimum 1 day up to maximum of 1 year	Office of record - Communication Division, Print and Copy Center
37-290-11	<b>PUBLIC HEARING</b>			See MEETING MINUTES AND MATERIALS, Item 124-78
37-290-27	<b>PUBLIC INVOLVEMENT (Pi) CERTIFICATION AND REPORTS</b>	Pi Reports include certification of event and campaign compliance with state and federal regulations, notification techniques and activities, transcripts, civil rights analysis, venue selection and logistics, support materials and displays, attendance records, and citizen/agency participant comments and responses.	<b>PAPER RECORD:</b> Scan and destroy paper copy after image verification <b>ELECTRONIC RECORD:</b> Retain in ECM 10 years from after project closeout by Controller Division <b>ALL OTHER WORK COPIES:</b> Minimum 1 day up to a maximum of 1 year	Paper and electronic records(including emails and audio files) pertaining to Pi preparations will be retained in the Public Involvement Office until the project has let for construction.
37-290-28	<b>PUBLIC INVOLVEMENT (Pi) PLAN</b>	Federal, state, local project agreement/manual for carrying out public involvement during delivery phase.	<b>ORIGINAL RECORD:</b> Retain current version, plus one previous version, until superseded (until obsolete)	Keep current version, plus one previous version for FHWA process review until previous version is obsolete.
37-290-29	<b>STATE HIGHWAY COMMISSION CERTIFICATION AND REPORTS</b>	Includes documentation and preparation for Highway Commission meetings and testimony at Department of Roads hearings.	<b>ORIGINAL RECORD:</b> Scan project file and destroy paper copy one year after image verification <b>ELECTRONIC COPY:</b> Retain in ECM for 10 years <b>AUDIO FILE:</b> 10 years <b>SECURITY MICROFILM:</b> Prior to 12/31/2014. Transfer to the State Records Center, subject to review by the State Archives for possible accession; retain permanently <b>MICROFILM WORK COPY:</b> Prior to 12/31/2014. Retain at DOR, dispose of after 20 years	If accessioned, contact the State Archives to negotiate transfer
37-290-13	<b>STATE HIGHWAY MAPS</b>	Official printed highway maps 1937 to present.	Permanent	Office of record - Communication Division, Records Center
37-290-30	<b>SURVEY REPORTS</b>	Includes survey responses and analysis data.	<b>ELECTRONIC RECORD:</b> 10 years <b>WORK COPY:</b> Minimum of 1 day up to a maximum of 1 year	
37-290-14	<b>VISITOR LOG</b>	A monthly log of all visitors to DOR and Nebraska State Patrol (NSP).		See LOGBOOKS AND OTHER LOGS, Item 124-75

37-290-1	CERTIFICATION AND TRANSCRIPTS OF PUBLIC HEARINGS ON PROPOSED ROUTE LOCATIONS		Immediate disposal	Obsolete
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# RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 <sup>TH</sup> 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.

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.)**

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