

Schedule 37-340

**DEPARTMENT OF
ROADS**

TRAFFIC DIVISION

September 19, 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

37-340

AGENCY, BOARD OR COMMISSION

DEPARTMENT OF ROADS

DIVISION, BUREAU OR OTHER UNIT

TRAFFIC DIVISION

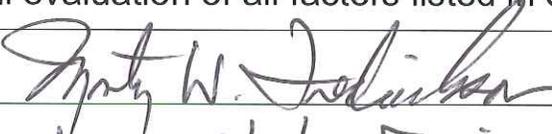
Supersedes Edition of October 15, 2010

**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

9-1-11

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

9-8-11

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



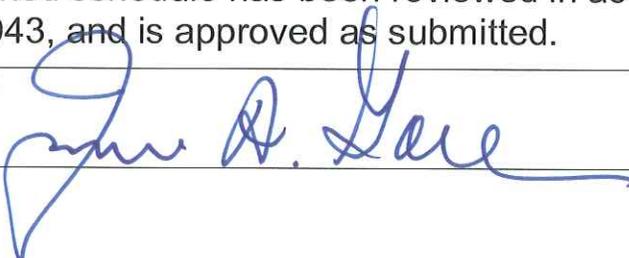
DATE

9/9/11

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



DATE

9/19/11

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 37-340
DEPARTMENT OF ROADS
TRAFFIC DIVISION
September 19, 2011**

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

Supersedes Edition of October 15, 2010

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
037-340-001-000-000-000-000	DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS	Back-up tapes or other storage media are only to be used for system restoration in the event of a disaster. Disaster recovery back-ups are never to be used or considered for records management or archiving purposes. ROADS provides all disaster recovery back-up services for their records except email, which is managed by the OCIO. Tapes for all other electronic records will be maintained and then overwritten or destroyed following the retention rotations.	E-MAIL RECORDS: See DISASTER RECOVERY DATA FOR THE ENTERPRISE EMAIL SYSTEM, Schedule 124, item 124-43 ALL OTHER ELECTRONIC RECORDS: MONDAY-FRIDAY FULL BACK-UPS: Recycle after 1 year	
037-340-002-000-000-000-000	HIGHWAY SAFETY ACCIDENTS BY AGE GROUP, SEX AND COUNTY OF RESIDENCE	Computer report created as needed to show the number of accidents by age group, sex and county of residence.	25 years	Used for statistical purposes
037-340-003-000-000-000-000	HIGHWAY SAFETY FATAL CRASH REPORTS	Information on fatal crashes involving Nebraska roads.	25 years	Used for statistical purposes
037-340-004-000-000-000-000	HIGHWAY SAFETY FATALITY ACCIDENT BAC REPORT	Lists accident information and results of the BAC (Blood Alcohol Content) test. Information is submitted by the reporting county attorney.	25 years	Used for statistical purposes
037-340-005-000-000-000-000	HIGHWAY SAFETY PROJECT FILES	Federally funded highway safety projects for promoting NHTSA (National Highway Transportation Safety Administration) priority areas. Files may include, but are not limited to: Highway Safety reporting requirements, monthly cash request forms, grant agreement, special condition forms and project correspondence.	25 years	
037-340-006-000-000-000-000	HIGHWAY SAFETY STANDARD SUMMARY OF NEBRASKA MOTOR VEHICLE TRAFFIC ACCIDENTS	Statistical accident information received on motor vehicle traffic accidents in Nebraska.	25 years	
037-340-007-000-000-000-000	HIGHWAY SAFETY STATE TOTALS BY AGE AND SEX OF LICENSED DRIVERS	Computer report is created as needed to show the age and sex of licensed drivers in the state and is used for statistics.	25 years	
037-340-008-000-000-000-000	HIGHWAY SAFETY SUSPENSION AND REVOCATION BY COUNTY	Computer report is created as needed to show the number of license suspensions and revocations for each county.	25 years	Used for statistical purposes

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
037-340-009-000-000-000-000	HIGHWAY SAFETY TRAFFIC TOLL-DAILY COUNT	"Daily Count of the Nebraska Traffic Toll" is a daily comparative chart on fatalities by the type of accident.	25 years	Used for statistical purposes
037-340-010-000-000-000-000	HIGHWAY SAFETY VIOLATIONS BY AGE GROUP AND SEX	Computer report is created as needed to show the number of violations according to age group.	25 years	Used for statistical purposes
037-340-011-000-000-000-000	NEBRASKA HIGHWAY SAFETY FEDERAL EQUIPMENT AND DEPRECIATION RECORD	Incorporates and replaces Depreciated Equipment Record and Evaluation/Inventory/ Monitoring Report. Includes type of equipment purchased (if over \$1,000.00), band serial number, date purchased, cost and amount of federal participation. The depreciation record is submitted to Highway Safety when a piece of equipment reaches the end of its depreciation period. Data includes item, ID, date acquired, cost and length of useful life.	25 years	Information is computerized
037-340-012-000-000-000-000	NEBRASKA HIGHWAY SAFETY PLAN (NHSP)	Three year plan is set up on the fiscal year. It is used to set up elements for projects and lists tasks within each element.	25 years	
037-340-013-000-000-000-000	TRAFFIC ACCIDENT ANALYSIS	Studies and reports of accidents, locations, and high traffic count locations, etc.	10 years	
037-340-014-000-000-000-000	TRAFFIC ACCIDENT/INCIDENT REPORTS, PHOTOGRAPHIC NEGATIVES AND ALLIED PAPERS	Includes Investigator's Motor Vehicle Report (DR Form 40, 40A, 174 and 76), Driver's Motor Vehicle Accident Report (DR Form 41).	ORIGINAL RECORD: PRIOR TO 1998: Scan to CD; 3 years AFTER 1998: Scan to electronic document imaging database; 3 years CD SECURITY COPY (PRIOR TO 1998): Transfer to State Records Center; 15 years CD WORK COPY: 15 years PHOTOGRAPHIC NEGATIVES: 15 years ELECTRONIC RECORD: 30 years	
037-340-015-000-000-000-000	TRAFFIC ANALYSIS STUDIES AND COLLECTED DATA	Includes studies and collected data related to traffic analysis.	ORIGINAL RECORD: Microfilm, scan to CD annually and return to Traffic Engineering Office; 50 years or when obsolete (whichever is sooner) SECURITY MICROFILM: Transfer to State Records Center; 50 years MICROFILM WORK COPY: 50 years CD SECURITY COPY: Transfer to State Records Center; 15 years CD WORK COPY: 15 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
037-340-016-000-000-000-000	TRAFFIC ENGINEERING, SPEED ZONE AUTHORIZATIONS	All authorizations related to speed zone changes.	ORIGINAL RECORD: Microfilm, scan to CD annually and return to Traffic Engineering Office; superseded SECURITY MICROFILM: Transfer to State Records Center; dispose of after all records on roll have been superseded MICROFILM WORK COPY: After all records on roll have been superseded CD SECURITY COPY: Transfer to State Records Center; 15 years CD WORK COPY: 15 years	
037-340-017-000-000-000-000	TRAFFIC ENGINEERING'S CORRESPONDENCE	Correspondence related to traffic signs, pavement marking and signals.	ORIGINAL RECORD: Microfilm, scan to CD annually and return to Traffic Engineering Office; 50 years or when obsolete (whichever is sooner) SECURITY MICROFILM: Transfer to State Records Center; 50 years MICROFILM WORK COPY: 50 years CD SECURITY COPY: Transfer to State Records Center; 15 years CD WORK COPY: 15 years	
037-340-018-000-000-000-000	TRAFFIC PLANS, SIGNING, PAVEMENT MARKING AND SIGNAL		Superseded or obsolete (whichever is sooner)	
037-340-019-000-000-000-000	TRAFFIC REPORTS, SEMI-ANNUAL AND ANNUAL SAFETY	Safety report requested by FHWA (Federal Highway Administration).	5 years	
037-340-020-000-000-000-000	TRAFFIC STANDARD SUMMARY OF MOTOR VEHICLE ACCIDENTS	Monthly summary of all accidents.	ANNUAL REPORT: Microfilm and destroy SECURITY MICROFILM: Transfer to State Records Center; permanent MICROFILM WORK COPY: Permanent SPECIAL ACCIDENT SUMMARIES: 20 years MONTHLY AND YEAR TO DATE SUMMARIES: 10 years	
037-340-021-000-000-000-000	TRAFFIC STATE PROPERTY DAMAGE FILE	Includes cases created or reported damage to NDOR (Nebraska Department of Roads) property (DR Form 11).	COMPLETED CASES WHERE COSTS WERE INCURRED AND PAYMENT MADE: 3 years CASES WHERE NO DAMAGE WAS INCURRED: 2 years UNCOLLECTIBLE CASES: 5 years	
037-340-022-000-000-000-000	TRAFFIC STUDIES, 3+ SAFETY TRAFFIC ENGINEERING	Federally subsidized project oriented study of such things as high accident intersections.	10 years after FHWA final payment	Obsolete 2002

RECORDS DISPOSITION REPORT

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

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