

Schedule 37-250

**DEPARTMENT OF
ROADS**

**RAIL AND PUBLIC
TRANSPORTATION
DIVISION**

August 17, 2009

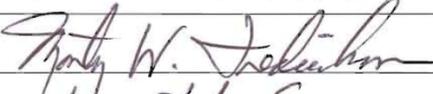
Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE 37-250
	AGENCY, BOARD OR COMMISSION DEPARTMENT OF ROADS
	DIVISION, BUREAU OR OTHER UNIT RAIL AND PUBLIC TRANSPORTATION DIVISION
Supersedes Edition of March 14, 2006	

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 - State Engineer</i>	DATE <i>8-4-09</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>8-6-2009</i>
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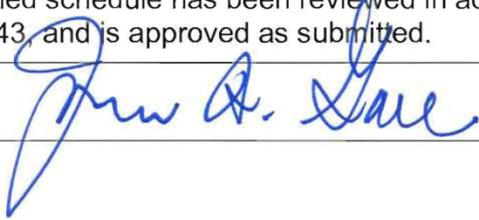
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

SIGNATURE 	DATE <i>8-10-09</i>
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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 <i>8/17/09</i>
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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 or transfer to the NE State Historical Society (State Archives), your agency is required to contact the State Archives and negotiate the transfer. Additionally, once the records are accessioned to their collection, they become the possession of the State Archives. 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 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**

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SCHEDULE 37-250 – RAIL AND PUBLIC TRANSPORTATION DIVISION

37-250-3 BIENNIAL REPORT FOR NEBRASKA PUBLIC TRANSPORTATION ASSISTANCE PROGRAM

Lists participating systems, operating statistics and services area maps (Handi-bus).
Dispose of after 5 years.

37-250-4 CAPITAL GRANT DOCUMENTS

Under Section 5310 and 5311 programs. Handi-buses and other transportation vehicles for the elderly with handicaps were purchased with Capital Grant funds.
Dispose of 3 years after a vehicle is paid for.

37-250-5 CLIENT FOLDER

Includes Information Sheets, statements account DR Form 323, DR Form 490 and other receipts.

Dispose of after 3 years.

37-250-6 CORRESPONDENCE, FEDERAL-AID PROGRAMS

Correspondence affecting Federal Aid programs, policies and procedures with the exception of Federal Transit Administration correspondence.

FEDERAL TRANSIT ADMINISTRATION RECORDS and CORRESPONDENCE:

Dispose of 3 years after close-out of grant, provided audit has been completed.¹

ALL OTHER RECORDS AND CORRESPONDENCE: Dispose of 6 years after all federal-aid funds pertaining to each program have been expended or cancelled; OR after 10 years, whichever is later, provided audit has been completed.¹

37-250-15 NATIONAL RAILROAD HIGHWAY CROSSING INVENTORY

May include records on railway-highway crossings from inventory and/or inspections.
Retain permanently.

37-250-7 OPERATING AND STATISTICS OF THE PARTICIPATING TRANSIT SYSTEMS FOR OPERATING AND CAPITAL ASSISTANCE (OBSOLETE MAY, 2002)

Dispose of after 10 years.

37-250-8 OPERATING ASSISTANCE GRANT DOCUMENTS AND STATISTICAL DATA OF PARTICIPATING PUBLIC TRANSPORTATION

Under Section 5311 programs.

Dispose of 3 years after project close-out.

37-250-9 PERMITS (BUILDINGS, CONTINUOUS OPERATION, MOBILE OR MODULAR HOUSING AND SINGLE TRIP)

Standard form RM 434, Building Permit, form RM 512 - Application for Continuous Operation Permit, Form RM 446 - Application for Special Single Trip Permit for the Movement of Mobile or Modular Housing, and RM 427 - Application for Special Single Trip Permit.

Transfer to DOR Archives after 6 months; dispose of after 2 years.

37-250-10 PERMIT LOGS/REGISTERS

Indicates fee charged for each permit.

Dispose of after 2.5 years, provided audit has been completed.¹

37-250-11 RAIL PLANNING UPDATES

An overview of the statewide rail system with detailed analysis on select branch lines.

ORIGINAL RECORD: Microfilm and destroy after 5 years.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

37-250-12 RAILROAD CROSSING REPORTS

DOR REPORT: Dispose of 1 year after superseded.

NATIONAL REPORT: Microfilm for security; retain permanently.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

37-250-13 RAILROAD LIAISON COMPUTATIONS

May include agreements, progress and final bills, plans, maps, correspondence, audit reports, inspection and diagnostic reports, and railroad hazard sheets.

ORIGINAL RECORD: Microfilm and destroy after 5 years, subject to review by the State Archives for possible accession.

SECURITY MICROFILM: Transfer to the State Records Center; retain permanently.

MICROFILM WORK COPY: Transfer to the DOR Records Center after 10 years; retain permanently.

37-250-14 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. The Office of the Chief Information Officer provides the back-up services for e-mail. Tapes will be maintained and then overwritten or destroyed following these rotations:

E-MAIL RECORDS: See General Schedule 124

ALL OTHER ELECTRONIC RECORDS:

MONDAY-THURSDAY INCREMENTAL BACK-UPS: Recycle after 6 months.

FRIDAY FULL BACK-UPS: Recycle after 6 months.

DELETED RECORDS

37-250-1 APPLICATION FOR CONDITIONAL SAFETY PERMIT AND CONDITIONAL SAFETY PERMIT (OBSOLETE 2005)

37-250-2 APPLICATION FOR SPECIAL CONTINUING PERMIT FOR HAULING SEASONALLY HARVESTED PRODUCTS, GARBAGE OR REFUSE (OBSOLETE 2005)

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

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.

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