

# **Schedule 5**

## **NEBRASKA BRAND COMMITTEE**

December 5, 2005

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>5</b>
AGENCY, BOARD OR COMMISSION	<b>NEBRASKA BRAND COMMITTEE</b>
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of September 11, 1991	

**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

EXECUTIVE DIRECTOR

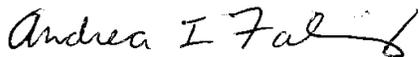
DATE

11/28/05

**PART II - ARCHIVAL APPROVAL**

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



STATE ARCHIVIST

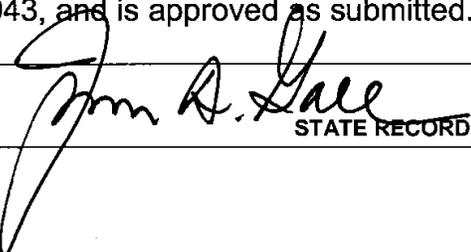
DATE

Dec. 5, 2005

**PART III -- APPROVAL BY 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



STATE RECORDS ADMINISTRATOR

DATE

12/5/2005

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines 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. 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 Consultant 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 Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that 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 Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, 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 5 – NEBRASKA BRAND COMMITTEE

### 5-1 BRAND INSPECTION RECORDS

#### 5-1-1 INSPECTORS' TALLIES

Listing made by the inspector to report all cattle sold on a farm or ranch sale, locker plant or auction market.

**Dispose of after 10 years.**

#### 5-1-2 LOCAL INSPECTION CERTIFICATES

Issued and signed by an inspector to authorize movement of livestock from the brand area to a destination out of the brand area, or authorizing slaughter or change of ownership of livestock.

**ORIGINAL RECORD: Dispose of after 10 years, provided audit has been completed.<sup>1</sup>**

**INSPECTOR'S COPY: Dispose of after 1 year.**

#### 5-1-3 MONTHLY SALE RING INSPECTION REPORTS

Accompany each sale barn check with a complete breakdown of cattle by sex and state of origin.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

#### 5-1-4 SALE RING CLEARANCES

Documentary evidence of ownership issued and signed by an inspector and given to persons purchasing livestock at an auction market, farm or ranch sale.

**Dispose of after 10 years.**

#### 5-1-5 ESTRAY CASES

Cases of estray livestock investigated and finally submitted to the committee to determine proper payment of proceeds.

**Dispose of 5 years after date of proceed distribution, provided audit has been completed.<sup>1</sup>**

#### 5-1-6 GRAZING PERMITS

Granted to qualified livestock owners allowing the movement of cattle in and out of the brand inspection area for grazing purposes only.

**Dispose of after 10 years.**

#### 5-1-7 INCIDENT AND CRIMINAL FILES

Files pertaining to any incident requiring investigation and reports.

**Dispose of after 10 years.**

#### 5-1-8 INVESTIGATION REPORTS

Monthly activity reports submitted by investigative staff. Yearly reports summarize court cases, warnings issued, contacts, etc.

**MONTHLY REPORT: Retain permanently.**

**YEARLY REPORT: Retain permanently OR transfer to the State Archives; retain permanently.**

**5-1-9 MISSING CATTLE REPORTS**

Report from inspectors or investigators advising of cattle reported as missing or stolen. Monthly report compiled to distribute to other inspectors and out of state agencies.

**ACTUAL REPORT: Dispose of after 2 years.**

**MONTHLY REPORT: Dispose of after 10 years.**

**5-1-10 MONTHLY NEWSLETTER**

News items, memorandums, vacations, birthdays and other information distributed to all employees.

**ORIGINAL RECORD: Retain one copy permanently.**

**ALL OTHER COPIES: Dispose of other copies when superseded or obsolete.**

**5-1-11 OUT OF STATE CATTLE REPORTS**

Reports distributed to inspectors to advise of out of state cattle being pastured in Nebraska.

**Dispose of after 5 years.**

**5-1-12 RECORD OF LOCAL INSPECTION CERTIFICATES ISSUED AND USED**

An accounting of all local inspection certificates issued and used by the inspectors.

**Dispose of after all certificates in series are accounted, provided audit has been completed.<sup>1</sup>**

**5-1-13 RECORD OF SALE RING CLEARANCES ISSUED AND USED**

An accounting of all sale ring clearances issued and used by the inspectors.

**Dispose of after all certificates in series are accounted, provided audit has been completed.<sup>1</sup>**

**5-1-14 RECOVERED STRAY REPORTS**

Report from inspectors advising of cattle returned to actual owners. Monthly report compiled to distribute to other inspectors.

**ACTUAL REPORT: Dispose of after 2 years.**

**MONTHLY REPORT: Dispose of after 10 years.**

**5-1-15 REGISTERED CATTLE PERMITS**

Allows owners of registered cattle to sell on bills of sale without inspection.

**SECURITY MICROFILM: Retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**5-1-16 REGISTERED FEEDLOT PERMITS**

Permit authorizing feedlot operators to ship cattle without inspection to direct slaughter.

**SECURITY MICROFILM: Retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**5-1-17 SHIPPING CERTIFICATES**

Issued to holders of the registered feedlot permits. Certificates are completed by the permit holder and forwarded to headquarters when cattle are shipped for slaughter.

**Dispose of after 1 year.**

**5-1-18 SUMMONS**

Tickets issued to violators of a brand law to appear in court.

**SECURITY MICROFILM: Retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**5-1-19 TRUCK CHECK REPORTS**

Submitted by investigative staff listing trucks stopped for a routine check of brand inspection papers.

**Dispose of after 5 years.**

**5-1-20 WARNINGS**

Tickets issued as a warning to violators of a particular brand law.

**Dispose of after superseded or obsolete.**

**5-2 BRAND RECORDING RECORDS**

**5-2-1 ALPHABETICAL ROSTER**

Report of all brand owners.

**ORIGINAL RECORD: Microfiche and destroy originals after 5 years.**

**SECURITY MICROFICHE: Retain permanently.**

**MICROFICHE WORK COPY: Transfer to security storage; dispose of after 5 years.**

**QUARTERLY BACK-UP CASSETTE TAPE: Dispose of after 5 years.**

**5-2-2 AUTHORIZATION FILES**

Authorizations filed after original New Brand or Brand Transfer Applications were microfilmed.

**ORIGINAL RECORD: Microfilm and destroy original record.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**5-2-3 BRAND CARD INDEX**

Card index to registered brands. These cards are white and filed brandabetically.

**ORIGINAL RECORD: Microfilm the originals after expiration, retain permanently.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**5-2-4 BRAND OWNER CARD INDEX - EXPIRED**

Card index to brand owners. These cards are color coded.

**ORIGINAL RECORD: Microfilm the originals after expiration, retain permanently.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**5-2-6 BRAND RENEWAL NOTICES**

Includes renewal notices returned with brand registration renewal fees and notices from people wanting not to renew brands.

**Transfer to the State Records Center after 6 months; dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**5-2-7 PRINTOUT OF UNRENEWED BRANDS**

Listed numerically by brand identification number.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**5-2-8 BRAND RECEIPTS**

Receipts may be issued for brand renewal, certified copies, photocopies, research, etc.

**Transfer to the State Records Center after posted; dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**5-2-9 BRAND TRANSFER APPLICATIONS**

Includes approved applications for transfer of brand registrations, instrument used for authority for transfer (e.g. bills of sale, death certificates, disclaimers of interest, affidavits), and authorizations.

**ORIGINAL RECORD: Microfilm and destroy after end of fiscal year.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**5-2-10 BRAND CERTIFICATES**

Includes copies of certificates of license issued to New Brand Applicants and Brand Transfer Applications.

**Transfer to the State Records Center after fiscal year's end; dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**5-2-11 BRAND CERTIFICATIONS**

Includes copies of certificates of brand ownership, which provide legal evidence of ownership or which replace New Brand Certificates or Brand Transfer Certificates.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**5-2-12 CORRESPONDENCE**

Correspondence pertaining to the issuance and transfer of brands.

**ORIGINAL RECORD: Retain permanently OR microfilm and destroy original record.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**5-2-13 NEBRASKA BRAND BOOK AND SUPPLEMENTS**

The Nebraska Brand Book reports information on all livestock brands registered in the state and is reprinted approximately every four years.

**Retain two copies permanently. Transfer four copies to the Library Commission, Publications Clearinghouse. Dispose of unsold supply at the discretion of the agency head.**

**5-2-14 NEW BRAND APPLICATIONS**

Approved applications for registration of new, expired and reinstated livestock brands. Application may be accompanied by additional documentation.

**ORIGINAL RECORD: Microfilm and destroy the originals after end of fiscal year, subject to review by the State Archivist for possible accession.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**5-2-16 PULL CARDS**

Referral 3" x 5" colored cards of previous owners of brands. May include indicators on transfers, identification changes, added locations, affidavits and authorization changes, etc.

**ORIGINAL RECORDS: Microfilm and dispose of the originals.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**5-2-17 MISCELLANEOUS BRAND BOOKS**

May include county brand recordings, miscellaneous brand books, etc.

**ORIGINAL RECORD: Microfilm and return originals to owner OR transfer to the State Archives; retain permanently.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**5-2-18 EXPIRED BRAND LIST**

Annual printout of expired brands.

**ORIGINAL RECORD: Microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**5-2-19 PENDING NEW BRANDS (CARDS)**

Includes name of applicant, brand, date brand was put on hold, etc.

**Dispose of when no longer of reference value.**

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**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

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	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.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet