

# **Schedule 64**

# **NEBRASKA PROFESSIONAL PRACTICES COMMISSION**

**March 25, 2010**

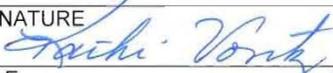
Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

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

<b>TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA</b>	SCHEDULE <b>64</b>
	AGENCY, BOARD OR COMMISSION <b>NEBRASKA PROFESSIONAL PRACTICES COMMISSION</b>
	DIVISION, BUREAU OR OTHER UNIT <b>Supersedes Edition of March 23, 2005</b>

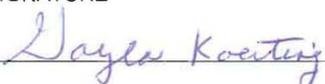
**PART I – AGENCY STATEMENT:**

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>Clerk of the Commission</i>	DATE <i>3-15-10</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>3/18/2010</i>

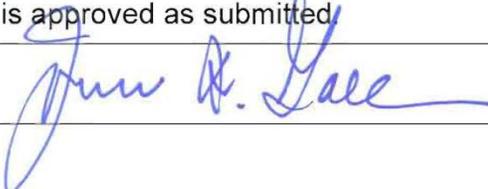
**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

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

SIGNATURE 	
	DATE <i>3/18/10</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>3/25/10</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. 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**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. 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 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 64 – NEBRASKA PROFESSIONAL PRACTICES COMMISSION**

### **64-1 HISTORY, DISCIPLINARY ACTION (1990 – PRESENT)**

Files may include, but are not limited to a list of action taken against an educator's certificate (i.e. recommended suspension or revocation of certificate) or a public reprimand or private admonishment. *The Commission maintains the original records when the case is dismissed due to lack of evidence, public reprimands; private admonishments or if a denial occurs in a reinstatement hearing, otherwise the record is a copy of the original file maintained and kept by the Department of Education and used for reference purposes by the Commission.*

**ORIGINAL RECORD: Dispose of after 100 years.**

**COPIES: Dispose of when no longer of administrative or reference value as determined by the Clerk of the Commission.**

### **64-2 HISTORY, NEBRASKA PROFESSIONAL PRACTICES COMMISSION MEMBERS**

Written record of commissioners who have been appointed by the Governor and the terms of their appointments.

**Dispose of after 10 years.**

### **64-3 NEBRASKA PROFESSIONAL PRACTICES COMMISSION MEETING MINUTES**

Official minutes of Commission. *Contact the Nebraska State Historical Society (State Archives) for minutes already transferred.*

**See Schedule 124 – State Agencies – General Records, series 124-1-22.**

### **64-4 PETITION CASE FILES (1990-PRESENT)**

Case files regarding alleged violations of professional ethics and practices which may include, but are not limited allegations, legal motions, copies of notices of hearings sent to concerned parties, copies of subpoena(s), hearing transcripts, rulings on legal motions, copies of recommendations for revocation or suspension of certificates sent to State Board of Education, copies of orders of public reprimands or private admonishments, or dismissal orders. *The Commission maintains the original records when the case is dismissed due to lack of evidence, public reprimands; private admonishments or if a denial occurs in a reinstatement hearing, otherwise the record is a copy of the original file maintained and kept by the Department of Education and used for reference purposes by the Commission.*

**ORIGINAL RECORD: Dispose of after 100 years.**

**COPIES: Dispose of when no longer of administrative or reference value as determined by the Clerk of the Commission.**

### **64-5 DISASTER RECOVERY**

The Nebraska Department of Education (NDE) provides disaster recovery services for the Nebraska Professional Practices Commission (NPPC). *All NPPC electronic records follow the same disposition as the paper records.* NDE has created a secure folder on their network for the Clerk of the Commission records. Tapes are sent off site daily and will be maintained, then overwritten or destroyed following these rotations:

**M-TH (Incremental) Back-ups: Dispose of after 30 days.**

**F (Full) Back-ups: Dispose of after 30 days.**

# 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.

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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.)**

<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>
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
<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>