Schedule 70

STATE ATHLETIC COMMISSION

April 18, 2006

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
70

AGENCY, BOARD OR COMMISSION

STATE ATHLETIC COMMISSION

TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA

DIVISION, BUREAU OR OTHER UNIT

Supersedes Edition of July 7, 1988

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

[Signature]

TITLE

[Title]

DATE

11-20-2005

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

[Signature]

STATE ARCHIVIST

DATE

4-17-06

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

[Signature]

STATE RECORDS ADMINISTRATOR

DATE

4/18/04

RMA 01005D
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 70**  
STATE ATHLETIC COMMISSION

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<td>5</td>
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<td>70-5</td>
</tr>
</tbody>
</table>


SCHEDULE 70- STATE ATHLETIC COMMISSION

70-1 ATHLETIC COMMISSION RULES AND REGULATIONS
Booklet synopsis of rules conforming to Nebr. Rev. Stat. §81-8,128 - 81-8,142. All files and records are currently contained and stored on CD-R.
Dispose of after superseded.

70-2 AMATEUR AND PROFESSIONAL BOXING AND WRESTLING CLUB FILES
May include bout applications, AAU sanctions, compliance bonds, correspondence, sample programs, bout schedules, complaints by officials or the public and inspector's reports. All records and files are currently contained and stored on CD-R.
Dispose of after 5 years provided audit has been completed; subject to review by State Archivist before disposal.¹

70-3 LABOR RECORDS
Officials' applications and wage cards for officials that cover each authorized boxing or wrestling bout. These include: matchmakers, referees, judges, timekeepers and inspectors. All records and files are currently contained and stored on CD-R.
See General Records Schedule 124.

70-4 RECORD OF BOXING OR WRESTLING BOUT PERMITS
Including authorized pending permits, denied permits, and reasons for denied permits. Transfer to State Records Center at end of fiscal year; see General Records Schedule 124.

70-5 RECORD OF INDIVIDUAL OR CLUB VIOLATIONS OF STATE ATHLETIC COMMISSION RULES AND REGULATIONS
File of violations that are awaiting action by the State Athletic Commissioner. All records and files are currently contained on a CD-R.
Dispose of 3 years after final disposition of action.

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

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):

<table>
<thead>
<tr>
<th>SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)</th>
<th>TOTAL VOLUME DISPOSED (SEE REVERSE)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vertical File Cabinet, 4 drawer letter-size</td>
<td>6 cubic feet</td>
</tr>
<tr>
<td>Vertical File Cabinet, 4 drawer legal-size</td>
<td>8 cubic feet</td>
</tr>
<tr>
<td>Lateral File, 4 drawer/shelf letter-size</td>
<td>9 cubic feet</td>
</tr>
<tr>
<td>Lateral File, 4 drawer/shelf legal-size</td>
<td>12 cubic feet</td>
</tr>
<tr>
<td>Records center carton</td>
<td>1 cubic foot</td>
</tr>
<tr>
<td>About a pickup load</td>
<td>50 cubic feet</td>
</tr>
</tbody>
</table>