REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

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

Susan Zahn

TITLE
Records Officer

DATE 11/22/88

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

Missouri T. Damico

STATE ARCHIVIST

DATE 12/20/88

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

Allan H. Reinhard

ADMINISTRATOR

DATE April 12, 1989
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 116

### WHEAT BOARD

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SCHEDULE 116 – WHEAT BOARD

116-1 BUSHEL DATA ROSTER
Annual computer printout listing bushel and check-off fee information submitted by first purchasers of wheat. Information is listed by individual first purchasers.
Dispose of after 5 years provided audit has been completed.¹

116-2 PUBLIC RELATIONS PUBLICATIONS
Informational material and recipe booklets promoting wheat and wheat foods.
Retain one (1) copy permanently; transfer four (4) copies to the Library Commission/Publications Clearinghouse.

116-3 USDA/ASCS ASSESSMENT/PROMOTION FEE REGISTER
Monthly computer printout listing of wheat producers who are accessed the wheat check-off when obtaining a Federal Commodity Credit Loan. This information is also summarized in the annual Bushel Data Roster.
Dispose of after 5 years provided audit has been completed.¹

116-4 WHEAT BOARD CONTRACTUAL AGREEMENTS
Contractual agreements with outside entities, contracting to perform research and services for the Nebraska Wheat Board.
Dispose of after 5 years provided audit has been completed.¹

116-5 WHEAT BOARD SPECIAL PROJECT CONTRACTS
Contractual agreements to specify special project requirements as determined by the Nebraska Wheat Board.
Dispose of after 5 years provided audit has been completed.¹

116-6 WHEAT CHECK-OFF CHANGE LISTING
Computer printout listing bushels reported and any changes made in first purchaser status.
Dispose of after 5 years provided audit has been completed.¹

116-7 WHEAT CHECK-OFF DEPOSIT LISTING
Computer printout wheat check-off amounts received from first purchasers.
Dispose of after 5 years provided audit has been completed.¹

116-8 WHEAT CHECK-OFF ERROR LISTING
Computer printouts listing error messages.
Dispose of after 5 years provided audit has been completed.¹

116-9 WHEAT CHECK-OFF FEE FORMS
Record of bushels purchased and tax collected from first purchasers in accordance with 2-230.24 R.R.S. 1943. Forms are retained by quarters.
Dispose of after 5 years provided audit has been completed.¹
116-10  WHEAT CHECK-OFF MAILING ROSTER
Annual computer listing of first purchasers receiving wheat check-off fee forms on a quarterly basis.
Dispose of when superseded.

NOTES

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, 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

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>
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</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.)

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