

Schedule 145

Dairy Industry Development Board

March 6, 2001

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

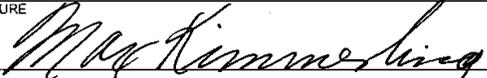
**REQUEST FOR APPROVAL OF RECORDS
RETENTION AND DISPOSITION SCHEDULE**

SCHEDULE NUMBER	145
AGENCY, BOARD OR COMMISSION	Nebraska Dairy Industry Development Board
DIVISION, BUREAU OR OTHER UNIT	

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

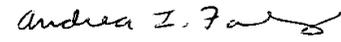
PART I - AGENCY STATEMENT

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		DATE	
Chairman - Nebraska Dairy Industry Development Board		2-22-2001	

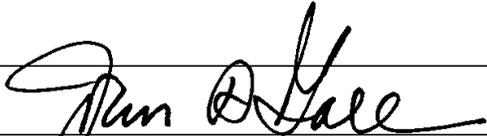
PART II - ARCHIVAL APPROVAL

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 *		DATE	March 2, 2001
	STATE ARCHIVIST		

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 *		DATE	March 6, 2001
	ADMINISTRATOR		

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**

INDEX

SCHEDULE 145 Dairy Industry Development Board

	Item	Page
AGREEMENTS FOR DAIRY RESEARCH, GRANT PROJECTS, AND PROMOTION/EDUCATION/ADMINISTRATION ACTIVITIES.....	145 -1	5
ANNUAL REPORT.....	145-2	5
APPLICATIONS AND PETITIONS FOR BOARD MEMBER CANDIDATES.....	145 -3	5
CORRESPONDENCE, GENERAL	145 -4	5
DAIRY ASSESSMENT REPORT, LEDGERS, AND DEPOSIT BOOKS..	145-5	5
FEE COLLECTION PROGRAM FORMS FOR DAIRY INDUSTRY.....	145-6	5
FISCAL REPORTS	145-7	5
MAILING ROSTER.....	145-8	5
MINUTES OF BOARD.....	145-9	6
NAS REPORTS	145 -10	6

SCHEDULE 145 – Dairy Industry Development Board

145-1 AGREEMENTS FOR DAIRY RESEARCH, GRANT PROJECTS, AND PROMOTION/EDUCATION/ADMINISTRATION ACTIVITIES

Agreements with the American Dairy Association, Dairy Council of Nebraska, Inc., National Dairy Promotion and Research Board, Nebraska Department of Agriculture, etc.

ACCEPTED: Dispose of 5 years after satisfaction of agreement terms, provided audit has been completed.¹

REJECTED: Dispose of after 2 years, provided audit has been completed.¹

145-2 ANNUAL REPORT

Report of Nebraska Dairy Industry Development Board. Transfer 4 copies to the Library Commission, Publications Clearinghouse.

Dispose of according to Records Retention Schedule Item #124-1-129.

145-3 APPLICATIONS AND PETITIONS FOR BOARD MEMBER CANDIDATES

Forms completed by candidates seeking open Board member positions.

APPOINTEES: Transfer to the State Archives after 10 years; retain permanently.

NON-APPOINTEES: Dispose of 1 year after appointment is made.

145-4 CORRESPONDENCE, GENERAL

Routine correspondence including public relation letters, general inquiries, and other inquiries of a nonspecific nature.

Dispose of according to Records Retention Schedule Item #124-1-146.

145-5 DAIRY ASSESSMENT REPORT, LEDGERS, AND DEPOSIT BOOKS

Monthly reports from first purchasers of Nebraska-produced milk purchased for commercial use and amount of assessment due. Ledgers and deposit books are used in the daily accounting functions. The reports, ledgers, and deposit books contain confidential information and are considered property of the independent contractor.

Dispose of after 5 years by shredding, provided audit has been completed.¹

145-6 FEE COLLECTION PROGRAM FORMS FOR DAIRY INDUSTRY

Records of hundredweight on all milk produced in the State of Nebraska and assessment due in accordance with Section 2-3948 – 2-3964 R.R.S. 1992.

Dispose of after 5 years, provided audit has been completed.¹

145-7 FISCAL REPORTS

Monthly accounting reports showing budgeted and actual revenue, expenditures and cash balances. The Department of Agriculture disposes of its Fiscal Reports after 5 complete fiscal years, provided the audit has been completed.

Dispose of after 2 years, provided audit has been completed.¹

145-8 MAILING ROSTER

A list of names and addresses to whom information is distributed.

Dispose of when superseded or obsolete.

145-9 MINUTES OF NEBRASKA DAIRY INDUSTRY DEVELOPMENT BOARD

Official minutes of Nebraska Dairy Industry Development Board. The Department of Agriculture disposes of its copy of the Dairy Board Minutes 1 year following the end of the fiscal year to which the records pertain, provided the audit has been completed.

Dispose of according to Records Retention Schedule Item #124-1-167.

145-10 NAS REPORTS

Includes general ledger, budget status, program summary, fund summary, etc.

Dispose of according to Records Retention Schedule Item #124-1-291.

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.)

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