

Schedule 105

NEBRASKA STATE BOARD OF LANDSCAPE ARCHITECTS

March 30, 2012

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
105
AGENCY, BOARD OR COMMISSION NEBRASKA STATE BOARD OF LANDSCAPE ARCHITECTS
DIVISION, BUREAU OR OTHER UNIT
Supersedes Edition of June 13, 2005

**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 Chairperson, NSBLA	DATE 27 March 2012

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 3/28/2012
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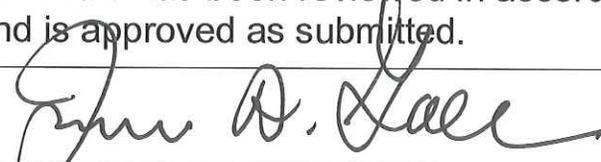
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

SIGNATURE 	DATE 3/28/12
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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 3/30/12
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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** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. 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 2nd to 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**

**SCHEDULE 105
NEBRASKA STATE BOARD OF LANDSCAPE ARCHITECTS**

March 30, 2012

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of June 13, 2005

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
105-001-000-000-000-000-000	COMPLIANCE - FORMAL HEARING FILES	Records of contested cases heard.	ORIGINAL RECORD: 20 years after date of final order or when no longer of administrative value as determined by the Compliance Officer (whichever is later) FINAL ORDER: 1 copy; 50 years and <i>if respondent licensed in Nebraska, transfer 1 copy of final decision to licensee's LANDSCAPE ARCHITECT PROFESSIONAL RECORDS, item 105-011</i>	Title 53, Nebraska Administrative Code, Chapter 4, Nebraska Department of Justice
105-002-000-000-000-000-000	COMPLIANCE - INVESTIGATION FILES	Files established as a result of receiving notice of possible infraction(s) of the Professional Landscape Architects Act. Files may include, but are not limited to: original complaint, correspondence between the complainant and/or respondent, resolution and/or consent order(s) related to the complaint.	ORIGINAL RECORD: 5 years after date of final decision or when no longer of administrative value as determined by the Compliance Officer (whichever is later) <i>and if the respondent licensed in Nebraska, transfer 1 copy of final decision to licensee's LANDSCAPE ARCHITECT PROFESSIONAL RECORDS, item 105-011</i> DATABASE FILE: 20 years after date of final decision or when no longer of administrative value as determined by the Compliance Officer (whichever is later)	Records contained in paper files, but summary may be in agency's database
105-003-000-000-000-000-000	DATABASE DISASTER RECOVERY DATA	Data (records) from the agency's licensing database are copied to backup on the agency's server by the agency Information Technology (IT) staff for the purpose of disaster recovery preparation. The data is used for system restoration in the event of a disaster or system failure. Disaster recovery backups are never to be used or considered for records access or management purposes.	HOURLY: Erase after 2 days DAILY: Erase after 14 days WEEKLY: Erase after 60 days MONTHLY: Backed up to electronic media; erase after 2 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
105-004-000-000-000-000-000	EXAMINATION RESULTS MATERIAL	May include, but not limited to: Results of CLARB (Council of Landscape Architects Registration Boards) examinations, examination questions, examination instructions, solution booklets, and answer keys.	ORIGINAL RECORD: Scan to WORK FILE 15 years after examination date; dispose of after image verification ELECTRONIC WORK FILE: 100 years after scanned or when no longer of administrative value as determined by the Chairperson (whichever is later)	
105-005-000-000-000-000-000	EXAMINEE APPLICATION FILES - DEFERRED	An individual's application file which has been deferred by the Board until all examination prerequisites have been met.	ORIGINAL RECORD: Scan to WORK FILE 5 years after last contact with applicant or deferment date (whichever is later); dispose of after image verification ELECTRONIC RECORDS: DATABASE: 10 years or when no longer of administrative value as determined by the Chairperson (whichever is later) WORK FILE: 10 years or when no longer of administrative value as determined by the Chairperson (whichever is later)	Records contained in agency's database and paper files
105-006-000-000-000-000-000	EXAMINEE APPLICATION FILES - DENIED	An individual's application file which has been denied by the Board to begin the examination process in Nebraska.	ORIGINAL RECORD: Scan to WORK FILE 5 years after last contact with applicant or deferment date (whichever is later); dispose of after image verification ELECTRONIC RECORDS: DATABASE: 10 years after last contact, deferment date or when no longer of administrative value as determined by the Chairperson (whichever is later) WORK FILE: 10 years after scanned or when no longer of administrative value as determined by the Chairperson (whichever is later)	Records contained in agency's database and paper files

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
105-007-000-000-000-000-000	EXAMINEE APPLICATION FILES - EXAM PASSED	Files showing the applicant has taken and passed all sections of the landscape architects exam, but has not completed the licensing process. Exams may included, but are not limited to the Landscape Architects Registration Exam (LARE).	ORIGINAL RECORD: Scan to WORK FILE 5 years after last contact or date of last exam; dispose of after image verification ELECTRONIC RECORDS: DATABASE: 100 years after last contact, date of last exam or when no longer of administrative value as determined by the Chairperson (whichever is later) WORK FILE: 20 years after scanned or when no longer of administrative value as determined by the Chairperson (whichever is later)	Records contained in agency's database and paper files
105-008-000-000-000-000-000	EXAMINEE APPLICATION FILES - EXAM PHASE	Files for which the applicant has been approved to begin the examination process, but has not completed or passed all sections of the exam. Exams may include, but are not limited to the Landscape Architects Registration Exam (LARE).	ORIGINAL RECORD: Scan to WORK FILE 5 years after last contact or date of last exam; dispose of after image verification ELECTRONIC RECORDS: DATABASE: 10 years after last contact, date of last exam or when no longer of administrative value as determined by the Chairperson (whichever is later) WORK FILE: 10 years after scanned or when no longer of administrative value as determined by the Chairperson (whichever is later)	Records contained in agency's database and paper files
105-009-000-000-000-000-000	EXAMINEE APPLICATION FILES - INACTIVE	An individual's file in which all required documentation has not been received.	ORIGINAL RECORD: Scan to WORK FILE 5 years after last contact ; dispose of after image verification ELECTRONIC RECORDS: DATABASE: 10 years after last contact or when no longer of administrative value as determined by the Chairperson (whichever is later) WORK FILE: 10 years after scanned or when no longer of administrative value as determined by the Chairperson (whichever is later)	Records contained in agency's database and paper files
105-010-000-000-000-000-000	HISTORICAL FILES	A variety of documents and other items which pertain to the history of the Board as determined by the Chairperson.	Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
105-011-000-000-000-000-000	LANDSCAPE ARCHITECT PROFESSIONAL RECORDS	Individual files of Nebraska licensed professional landscape architects. The files may contain, but are not limited to: applications, CLARB (Council of Landscape Architectural Registration Boards) records, college transcripts, reference forms, exam results, interview sheets, correspondence, and any other related documents.	ORIGINAL RECORD: Scan to WORK FILE 5 years after death notification or non-renewable date (whichever is sooner); dispose of after image verification ELECTRONIC RECORDS: DATABASE: 100 years after death notification, non-renewal date or when no longer of administrative value as determined by the Chairperson or Executive Director (whichever is later) WORK FILE: 20 years after scanned or when no longer of administrative value as determined by the Chairperson (whichever is later)	Records contained in the agency's database and paper files
105-012-000-000-000-000-000	LANDSCAPE ARCHITECT PROFESSIONAL RECORDS - RENEWALS	License renewals for professional landscape architects. May include, but not limited to: renewal notices, continuing education (CE) credits, supporting documents and materials.	CE SUPPORTING MATERIAL: After CE audit complete RENEWALS: See ACCOUNTS RECEIVABLE, item 124-003	
105-013-000-000-000-000-000	PROFESSIONAL LICENSE APPLICATION FILES - APPROVED	Files may contain, but are not limited to: application, correspondence and supporting documents as requested by the Board.	File in individual's LANDSCAPE ARCHITECT PROFESSIONAL RECORDS, item 105-011	Records contained in agency's database and paper files
105-014-000-000-000-000-000	PROFESSIONAL LICENSE APPLICATION FILES - DEFERRED/DENIED	Files may contain, but are not limited to: application, correspondence and supporting documents as requested by the Board and have been deferred or denied licensure in Nebraska.	ORIGINAL RECORD: Scan to WORK FILE 5 years after last contact from application or deferred/denial date (whichever is later); dispose of after image verification ELECTRONIC RECORDS: DATABASE: 10 years after last contact, deferred/denial date or when no longer of administrative value as determined by the Chairperson (whichever is later) WORK FILE: 10 years after scanned or when no longer of administrative value as determined by the Chairperson (whichever is later)	Records contained in agency's database and paper files

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
105-015-000-000-000-000-000	PROFESSIONAL LICENSE APPLICATION FILES - INACTIVE	An individual's application file in which all required documentation has not been received.	ORIGINAL RECORD: Scan to WORK FILE 5 years after last contact from application or deferred/denial date (whichever is later); dispose of after image verification ELECTRONIC RECORDS: DATABASE: 10 years after last contact, deferred/denial date or when no longer of administrative value as determined by the Chairperson (whichever is later) WORK FILE: 10 years after scanned or when no longer of administrative value as determined by the Chairperson (whichever is later)	Records contained in agency's database and paper files
105-016-000-000-000-000-000	ROSTERS	Online license searches of records and public information requests received from the public on Professional Landscape Architects. The database used for the online license search may include, but is not limited to: licensee's name, license number, expiration and related information. Public roster requests may include, but are not limited to: licensee's name, license number, address and related information.	ELECTRONIC RECORD: Superseded PUBLIC INFORMATION REQUESTS: 3 years or after no longer of administrative value as determined by the Public Information Officer (whichever is later) DENIED PUBLIC INFORMATION REQUESTS: 10 years	

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.

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DATE	SIGNATURE
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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.)

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter- size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal- size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb