

Schedule 26

NEBRASKA LIBRARY COMMISSION (NLC)

June 27, 2014

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**

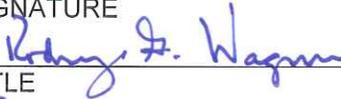
SCHEDULE	26
AGENCY, BOARD OR COMMISSION	NEBRASKA LIBRARY COMMISSION (NLC)
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of March 2, 1990	

**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

Director

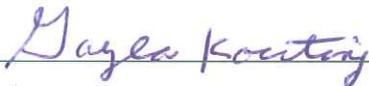
DATE

6-18-14

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

6/19/2014

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



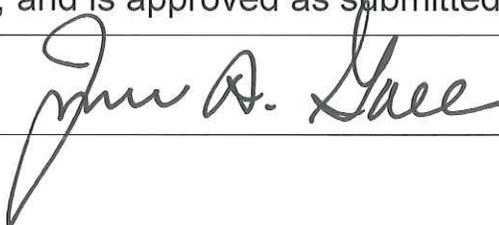
DATE

6/23/14

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

6/27/14

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. This retention schedule, which is approved by the State Records Administrator, provides 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 the Records Management Specialist in Records Management. They 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 26
NEBRASKA LIBRARY COMMISSION (NLC)

June 27, 2014

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

Supersedes Edition of March 2, 1990

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
026-001-000-000-000-000	ADMINISTRATION - DIRECT BILLING AUTHORIZATION	Authorization sent to motels/hotels authorizing direct billing for lodging cost.		See ACCOUNTS PAYABLE, item 124-001
026-002-000-000-000-000	ADMINISTRATION - INVOICES	Invoices created to bill individuals/vendors for various services and products (film rentals, tape duplication, NELCMS (Nebraska Library Communication System), etc.).		See ACCOUNTS RECEIVABLE, item 124-003
026-003-000-000-000-000	ADMINISTRATION - MASTER MAILING LIST	List of contact person, agency/library, address, phone number and other pertinent information used to make up labels for various mailings, and NLS Library Directory.		See MASTER MAILING FILE, item 124-077
026-004-000-000-000-000	DISASTER RECOVERY AND ARCHIVE BACK-UP	Back-ups are performed for the purpose of disaster recovery for both OS (operating systems)/applications and data. At the end of each month, a "snapshot" of data from the end-of-month backup is written to blu-ray disks. The blu-ray disks are considered to be archives; they contain only data—not OS or applications. On-site backups are stored in a fire-resistant magnetic media-rated safe. Copies of onsite backups are also kept in two separate off-site locations.	DAILY: Reused/Overwritten after 1 month SNAPSHOT MONTHLY: Permanent	
026-005-000-000-000-000	INTERLIBRARY LOAN/REFERENCE - ACTIVITY REPORTS	Reports used to compile monthly statistical report.	Dispose of 1 year after annual report has been published	<ul style="list-style-type: none"> •Data is no longer maintained in paper •ILL (Interlibrary Loan) data is maintained on the OCLC server •NLC (Nebraska Library Commission) circulation and job site data is maintained on the NLC inhouse home page

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
026-006-000-000-000-000-000	INTERLIBRARY LOAN/REFERENCE - LOAN REQUEST FROM PATRONS	Request for books or periodicals.	2 years (current & prior year)	<ul style="list-style-type: none"> •ILL data maintained on the OCLC server •NLC records are kept in the NLC email archives
026-007-000-000-000-000-000	INTERLIBRARY LOAN/REFERENCE - MONTHLY STATISTICAL REPORT	Statistical report compiled from Activity Reports.	Dispose of 1 year after annual report has been published	<ul style="list-style-type: none"> •Data is no longer maintained in paper •ILL data maintained on the OCLC server
026-008-000-000-000-000-000	INTERLIBRARY LOAN/REFERENCE - NEUCAT (NEBRASKA UNION CATALOG)	A microfilm listing of the books owned by the major Nebraska libraries.	SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: 1 copy permanent for use in Interlibrary Loan	<ul style="list-style-type: none"> •Obsolete - April 1986 •Last edition (13th) produced
026-009-000-000-000-000-000	INTERLIBRARY LOAN/REFERENCE - NEULIST (UNION LIST OF NEBRASKA)	A microfilm listing of the serial titles owned by the major Nebraska libraries. It was a quarterly produced list.	SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent	Obsolete
026-010-000-000-000-000-000	INTERLIBRARY LOAN/REFERENCE - STATISTICAL FILE	Circulation of NLC items is kept online on the in-house homepage.	Dispose of 5 years after information has been published in an annual/biennial report	
026-011-000-000-000-000-000	LIBRARY DEVELOPMENT - CONTINUING EDUCATION RECORDS	Individuals submit forms attached to the public librarian re-certification application when applying for re-certification. The form is to record and verify attendance and contact hours at continuing education activities.	RE-CERTIFICATION APPLICATION RECEIVED: Attached to re-certification application; permanent RE-CERTIFICATION APPLICATION NOT RECEIVED: 1 year after re-certification date	
026-012-000-000-000-000-000	LIBRARY DEVELOPMENT - LIBRARY ACCREDITATION APPLICATION FORM	Libraries submit applications to the Commission to become an accredited public library. Public libraries need to complete an application every three years.	3 years after accreditation lapses	
026-013-000-000-000-000-000	LIBRARY DEVELOPMENT - LIBRARY SERVICE AND TECHNOLOGY ACT FILE	Library Services and technology Act (LSTA) is a federally funded program designed to expand individual library services statewide. Includes: Annual Program, Annual Report, Long Range Plan, Agreements, Library Grant Application, letters of notification of grant awards, reports from sub-recipients, site visit reports, audits of sub-recipients, letters of information from the U.S. Department of Education, and related paperwork.		See GRANTS, item 124-063

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
026-014-000-000-000-000-000	LIBRARY DEVELOPMENT - LIBRARY STATISTICAL REPORTS	Public libraries submit annual reports to the Commission that provide performance data about basic library functions. The data collected includes information about funding, expenditures, library usage, collections, programs, and staffing. The data is used to produce annual compilations of public library performance and usage in the state. These reports are often consulted for information not included in the annual report. Some information collected is shared with a federal program that maintains a national database of public library statistics.	Permanent	
026-015-000-000-000-000-000	LIBRARY DEVELOPMENT - PUBLIC LIBRARIAN CERTIFICATION AND RE-CERTIFICATION APPLICATION	Individuals submit applications and continuing education hours to the Commission to become a certified public librarian. Over a three-year period individuals must submit re-certification applications and continuing education records to the Commission to remain a certified librarian.	RE-CERTIFICATION APPLICATION RECEIVED: Attach to re-certification application; permanent RE-CERTIFICATION APPLICATION NOT RECEIVED: 1 year after re-certification date	
026-016-000-000-000-000-000	LIBRARY DEVELOPMENT - STATE AID FORMS	Public libraries submit applications to the Commission providing information about basic library functions that are required to receive state aid monies. Information required includes: equal access to service, public funding, free service to residents, payment of minimum wage, amount of local expenditures and other similar facts.	5 years	
026-017-000-000-000-000-000	LIBRARY DEVELOPMENT - WORKSHOP MATERIALS	Workshop materials include all work papers which go into the development of a workshop. Materials include applications to the conference, brochures, programs and evaluations of what transpired.	When no longer of reference value	
026-018-000-000-000-000-000	LIBRARY RESOURCE CENTER - DATABASE ORDER FORMS		5 years	
026-019-000-000-000-000-000	LIBRARY RESOURCE CENTER - OCLC LIBRARY PROFILE	Questionnaire is filled out by libraries/institutions who are members of the Online Computer Library Center (OCLC).	Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
026-020-000-000-000-000-000	PUBLICATION CLEARINGHOUSE - STATISTICS	State and Federal acquisition, withdrawal , and cataloging data is compiled in monthly spreadsheets and transferred to annual spreadsheets.	MONTHLY: 3 years ANNUAL: 10 years	
026-021-000-000-000-000-000	PUBLICATIONS CLEARINGHOUSE - ACQUISITION RECORDS		STATE/LOCAL ACQUISITION: LOST/DUPLICATE PUBLICATIONS: After publication declared "lost" OR duplications are disposed of (whichever applies) ALL OTHERS: Permanent FEDERAL ACQUISITION: After publication(s) disposed of	Acquisition records are stored in the Library Commission automated catalog
026-022-000-000-000-000-000	PUBLICATIONS CLEARINGHOUSE - AGENCY FILE	Spreadsheet listing agency name and contact person for publications.	Update as needed; permanent	
026-023-000-000-000-000-000	PUBLICATIONS CLEARINGHOUSE - HISTORY FILE	Narrative material used in developing a program of operation of the Publications Clearinghouse.	Permanent	Located in Library Commission archives
026-024-000-000-000-000-000	PUBLICATIONS CLEARINGHOUSE - PUBLICATIONS, FEDERAL GOVERNMENT		5 years OR according to the Federal Depository Library Program regulations and the Library Commission collection development policies (whichever applies)	
026-025-000-000-000-000-000	PUBLICATIONS CLEARINGHOUSE - PUBLICATIONS, STATE/LOCAL AGENCIES		STATE/LOCAL AGENCY PUBLICATIONS: PAPER/PRINT COPY: Transfer 1 copy to the State Archives. Scan/digitize "selected" publications, store and microfilm. All other hard copies are permanent. ELECTRONIC RECORD: Permanent SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent	<ul style="list-style-type: none"> •Neb. Rev. Stat. §51-413 •Contact the State Archives to negotiate transfer
026-026-000-000-000-000-000	PUBLICATIONS CLEARINGHOUSE - STATE AGENCY LIAISON FORM	Agency contact form listing contact persons and publication reproduction permission. Used to update Agency File.	3 years	
026-027-000-000-000-000-000	TALKING BOOK AND BRAILLE SERVICE - APPLICATION FORM, FACILITY	Becomes part of the borrower's file.	Dispose of concurrently with BORROWER'S FILE	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
026-028-000-000-000-000-000	TALKING BOOK AND BRAILLE SERVICE - APPLICATION FORM, INDIVIDUAL	Becomes part of the borrower's file.	Dispose of concurrently with BORROWER'S FILE	
026-029-000-000-000-000-000	TALKING BOOK AND BRAILLE SERVICE - BORROWER'S FILE	The application form contains information about each borrower, as well as certification that the patron qualifies to use the services for the blind and physically handicapped.	DECEASED PATRONS: After end of the current federal statistical reporting period INACTIVE PATRONS: 5 years after becoming inactive ALL OTHER CONTENTS OF BORROWER FILE: When superseded by computer files	<ul style="list-style-type: none"> •Confidential records included in files •Secure disposal required
026-030-000-000-000-000-000	TALKING BOOK AND BRAILLE SERVICE - EQUIPMENT VERIFICATION	Letters are sent to borrowers (every 3-4 years) listing the equipment they should have and they send the Commission written verification.	After verification against computer records	
026-031-000-000-000-000-000	TALKING BOOK AND BRAILLE SERVICE - MACHINE REPORT, MONTHLY	Copy of report filed with the Library of Congress. Indicates talking book and cassette machines ready for assignment and those waiting for repair. Also lists machines which are lost or stolen.	1 year	
26-8-1	ACTIVITY REPORTS, NEBASE	Monthly report submitted to OCLC (Online Computers for Library Centers) detailing NEBASE activities such as: workshops given, libraries trained to use OCLC Services, support given to libraries, etc.	Immediate disposal	Obsolete
26-6-4	CARD CATALOG	Description of publication content and where located.	Immediate disposal	Obsolete
26-3-1	CONFIRMATION NOTICE PRINTOUT (FAB220 AND UFB 220)	Daily form received from CDP confirming booking of film and audio-visual items.	Immediate disposal	Obsolete
26-5-1	CONSTRUCTION GRANTS (LSCA)	Federally funded program for library construction. Includes: completion report, notification of construction project completion, report of examination, application and contracts which includes contract for buildings; construction payments including equipment invoices; Library Services and Construction Act (LSCA) form; construction wage rates and payroll sheets; and construction specifications.	Immediate disposal	Obsolete
26-6-5	DISPOSITION RECORD	Disposition reports are filed on talking books and cassette machines which are lost, stolen, damaged or transferred.	Immediate disposal	Obsolete

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
26-9-1	EDUCATION INFORMATION CENTER FILES	Project funded by Kellogg Foundation, includes contracts with EIC sites, quarterly reports from EIC sites, annual report to Kellogg including financial report, work papers and promotional materials.	Immediate disposal	Obsolete
26-6-6	EQUIPMENT REPAIR REPORT, ANNUAL	Annual report sent to Library of Congress listing number of machines repaired.	Immediate disposal	Obsolete
26-3-2	FILM/AUDIOVISUAL ORDER/INVENTORY FORM	Order form filled out whenever a film or audiovisual item is received.	Immediate disposal	Obsolete
26-4-3	HISTORICAL FILE	Material used for reference purposes (materials from workshops attended, samples of forms, etc.).	Immediate disposal	Obsolete
26-3-4	INVOICES, FILM AND AUDIO-VISUAL	Produced by Central Data Processing on a monthly basis, copies are mailed out to patrons for payment.	Immediate disposal	Obsolete
26-6-8	MACHINE CARD	Card lists equipment model and serial number.	Immediate disposal	Obsolete
26-6-9	MACHINE CHECKOUTS	Cards are maintained on all machines that are checked out, such as cassette tape recorders, talking book machines, etc. List name of individual who machine is checked out to and serial number of machine.	Immediate disposal	Obsolete
26-6-11	MAGAZINE MASTER FILE OR CHECKOUTS	File is used in checking out cassette recorded magazines for people.	Immediate disposal	Obsolete
26-3-5	MAILING LABEL PRINTOUT	Printout of mailing labels for films and audio visuals to be sent out that day.	Immediate disposal	Obsolete
26-3-6	METERED-POSTAGE FILM RETURN CARDS	Address cards showing cancelled postage date of when film was mailed back to the Library Commission.	Immediate disposal	Obsolete
26-8-2	MUTRS	OCLC Marketing and User Trend Reports (MUTRS) are statistical reports received from OCLC and broken down in a variety of ways showing usage of OCLC by NEBASE libraries. The cataloging, interlibrary loan, searching and other types of activities can be traced and compared from year to year. Reports include levels ranging from the individual institution to overall network activity.	Immediate disposal	Obsolete
26-4-6	NELCMS FILES	Nebraska libraries CMS files. Various electronic messages between Nebraska libraries for interlibrary loan requests, announcements, and bulletin board messages.	Immediate disposal	Obsolete

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
26-4-7	NELCMS STATISTICAL REPORT	By individual library, a statistical summary of the interlibrary loan transactions-both borrowing and lending. Produced monthly and cumulated quarterly.	Immediate disposal	Obsolete
26-4-10	ONLINE SEARCHES	Paperwork compiled to do search.	Immediate disposal	Obsolete
26-3-7	OVERDUE LIST, FILMS (FORMS FAB 220 AND UFB 220)	Daily printout from CDP listing films that have not been returned.	Immediate disposal	Obsolete
26-5-7	PROGRAM APPROVAL FOR LIBRARY CONTINUING EDUCATION	Education providers (individuals, groups, organizations, etc.) submit to the Commission for pre-approval of a program, workshop, seminar, etc. being given for continuing education contact hours in conjunction with the public librarian certification program.	Immediate disposal	Obsolete
26-8-5	PROMOTIONAL PLANS, NEBASE		Immediate disposal	Obsolete
26-5-9	QUESTIONNAIRES AND SURVEYS	The Commission periodically sends out questionnaires and conducts surveys to help in evaluating the effectiveness of Library Commission programs.	Immediate disposal	Obsolete
26-3-8	REQUEST FORMS, FILMS	Forms sent in requesting rental of films/audio visuals.	Immediate disposal	Obsolete
26-3-9	SUBJECT LIST, FILMS (NFS 250 AND NFS 260)	Listing of films by subject.	Immediate disposal	Obsolete
26-8-3	NEBASE ORDERS		Immediate disposal	Obsolete
26-4-12	UNION CATALOG	Card catalog on each book held by participating libraries. This is no longer being maintained.	Immediate disposal	Obsolete
26-8-6	WORKSHOP CATALOGS, NEBASE		Immediate disposal	Obsolete

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 TH 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.

RMA 03006D

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