

Schedule 34-4

SECRETARY OF STATE

ELECTIONS DIVISION

March 22, 2016

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
34-4
AGENCY, BOARD OR COMMISSION SECRETARY OF STATE
DIVISION, BUREAU OR OTHER UNIT ELECTIONS DIVISION
Supersedes Edition of November 2, 2004

**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

Deputy Secretary of State for Elections

DATE

3/14/16

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

3/18/2016

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

3/22/16

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

3/22/16

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 34-4
SECRETARY OF STATE
ELECTIONS DIVISION
March 22, 2016

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

Supersedes Edition of November 2, 2004

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
34-4-1	CONSTITUTIONAL & LEGISLATIVE GENERAL RECORDS (FORMERLY MISCELLANEOUS RECORDS)	May include the following: a) Calls to Convention. b) Electoral College Certifications: SOS's certification of electors. c) Proclamations: Constitutional Amendments placed on the ballot by the Legislature. d) Vote of Electors.	Permanent	
34-4-2	ELECTION - ABSTRACTS AND ELECTION RESULTS	Official primary and general election returns received by the Board of Canvassers (and Legislature for Executive Branch officers) from County Clerks and Election Commissioners. Secretary of State (SOS) compiles information for Canvass Report.	ELECTRONIC RECORD: 12 years CD SECURITY COPY: 12 years CD WORK COPY: 12 years	Neb. Rev. Stat. §32-1036
34-4-3	ELECTION - CANDIDATE FILINGS	Filings of candidate nominations. May include, but not limited to: Type of application (personal, petition, or write-in), name and address of candidate, political affiliation, office sought, date of filing of expense statement or proof of filing with Political Accountability and Disclosure Commission.	Transfer to the State Archives 4 years after the election to which it pertains	Contact State Archives to negotiate transfer
34-4-4	ELECTION - NOMINATION AND PARTY FORMATION PETITIONS	Includes petitions for nomination of candidates for political office and petitions for formation of political parties.	COUNTY SAMPLES: Transfer 2 random samples to the State Archives (excluding signatures) 4 years after the election to which they pertain	Contact State Archives to negotiate transfer
34-4-5	ELECTION - OFFICIAL INTERPRETATIONS, DECISIONS AND PRESS RELEASES	SOS's responses to requests for official interpretations of election laws.	INTERPRETATIONS/DECISIONS: Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
34-4-6	ELECTION - POLITICAL DISTRICT CERTIFICATIONS	Official certifications of the area of public power districts, technical community college districts and natural resource districts, reported to the SOS by the districts.	POLITICAL DISTRICT MAPS/ CERTIFICATIONS: Transfer to the State Archives 4 years after the election to which it pertains	Contact State Archives to negotiate transfer
34-4-7	ELECTION - SAMPLE BALLOTS	Sample ballots for each primary or general election	ELECTION FILES: 12 Years	
34-4-8	ELECTION - STATE BOARD OF CANVASSERS REPORTS	Board of Canvassers Reports are compiled from the Abstracts of Election as a computer report which is signed by the Canvassers Board. This information is published in booklet form.	PAPER RECORD: Permanent; Scan to CD SECURITY COPY: 10 years CD WORK COPY: 10 years	Published Booklet: See PUBLICATIONS AND PUBLICATION FILES, Item 124-97.
34-4-9	GIS DATA (GENERAL PURPOSE)	Maps generated for general purpose use.	When no longer of reference value	
34-4-10	GIS MAPS (REDISTRICTING)	Maps generated as part of the redistricting process.	Permanent	Neb. Rev. Stat. §50-1153
34-4-11	INITIATIVE AND REFERENDUM - HISTORICAL FILES	Typical petition file may include the following: Sample of petition, sponsor, contributor and contribution reports, administrative correspondence, transcripts, certification of results.	12 years	
34-4-12	INITIATIVE AND REFERENDUM - PETITIONS	Initiative and referendum petitions. Petitions can be either statutory or constitutional in nature.	PETITIONS APPEARING ON THE BALLOT: Transfer 2 random county samples to the State Archives (excluding signatures) after 3 years REMAINING PETITIONS: 8 years	Contact State Archives to negotiate transfer
34-4-13	NOMINATION & CERTIFICATES OF ELECTION	Nomination Certificates given to candidates after the primary election. Certificates of election given to candidates after the general election.	COPIES OF CERTIFICATES: 6 years after the election; Review by State Archives for possible accession ELECTRONIC RECORD: Permanent	•These are scanned to CD •Contact State Archives to negotiate transfer
34-4-14	PROOFS OF PUBLICATION	Proofs of publication of proposed constitutional amendments and initiative and referendum issues.	4 years after election to which they pertain, after payment by Legislature, or after audit (whichever is later)	

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