Schedule 61

NEBRASKA MOTOR VEHICLE INDUSTRY LICENSING BOARD

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

61

AGENCY, BOARD OR COMMISSION

NEBRASKA MOTOR VEHICLE
INDUSTRY LICENSING BOARD

DIVISION, BUREAU OR OTHER UNIT


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

[Signature]

TITLE

Executive Director

DATE

3/7/05

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

[Signature]

STATE ARCHIVIST

DATE

March 11, 2005

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

[Signature]

STATE RECORDS ADMINISTRATOR

DATE

March 17, 2005
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
<table>
<thead>
<tr>
<th>Item</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPLAINT FILES...............................................61-3</td>
<td>5</td>
</tr>
<tr>
<td>GENERAL REPORTING FORMAL HEARING TAPES....................61-5</td>
<td>5</td>
</tr>
<tr>
<td>HEARING FILES..................................................61-4</td>
<td>5</td>
</tr>
<tr>
<td>INVESTIGATORS ACTIVITY REPORTS...............................61-1</td>
<td>5</td>
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<tr>
<td>LICENSING RECORDS...............................................61-2</td>
<td>5</td>
</tr>
<tr>
<td>RECORDS DISPOSITION REPORT (BLANK FORM)....................</td>
<td>6</td>
</tr>
</tbody>
</table>
61-1 INVESTIGATORS ACTIVITY REPORTS
Reports show the number of dealer contacts, inspections and complaints investigated during the week.
Dispose of after 3 years, provided audit has been completed.¹

61-2 LICENSING RECORDS
Records include copies of Auction Dealer Licenses, Motorcycle Dealer Licenses, Motor Vehicle Dealer Licenses, Trailer Dealer Licenses, Factory and Distributor Representative Licenses, Manufacturer and Distributor Licenses, Salesmen Licenses, Wrecker and Salvage Licenses, finance companies, name and address changes, special permits, etc.
Dispose of after 5 years, provided audit has been completed.¹

61-3 COMPLAINT FILES
Record of complaints, generally filed against dealers. Files usually consist of correspondence and related information.
Dispose of 3 years after last activity regarding complaint.

61-4 HEARING FILES
Records pertaining to each Motor Vehicle Industry Licensing Board hearing. May include notice of hearing, transcript of proceedings, correspondence, etc.
ORIGINAL RECORDS: Dispose of 10 years after date of hearing.
TAPE RECORDINGS: Transcribe and erase after approved by the Board.

61-5 GENERAL REPORTING FORMAL HEARING TAPES
Tape recordings of each hearing.
Transcribe and erase after approved by the Board.

NOTE

¹ These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or 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>
<td></td>
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</tr>
</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.

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