

Updated address 12/2022
No changes were made to records retention

Schedule 52-3

PUBLIC SERVICE COMMISSION

GRAIN WAREHOUSE/DEALERS

March 10, 2021

Nebraska Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
(402) 471-2559

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

SCHEDULE

52-3

AGENCY, BOARD OR COMMISSION

PUBLIC SERVICE COMMISSION

DIVISION, BUREAU OR OTHER UNIT

GRAIN WAREHOUSE/DEALERS

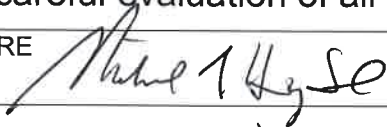
Supersedes Edition of July 10, 2018

**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

Executive Director

DATE

2-5-2021

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

2/23/2021

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



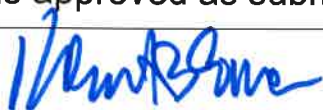
DATE

3/5/21

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

3/10/2021

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 located on the Secretary of State Records Management website. https://appengine.egov.com/apps/ne/sos_records_disposition_report. This report establishes that the destruction was performed in your normal course of business.

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 52-3
NEBRASKA PUBLIC SERVICE COMMISSION
GRAIN WAREHOUSE/DEALERS
March 10, 2021

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

Supersedes Edition of July 10, 2018

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
52-3-1	GRAIN DEALER BOND FILE	Contains bonds and bond endorsements or riders that were filed as security for Grain Dealer Licenses.	5 years from cancellation stamp on bond.	
52-3-2	GRAIN DEALER CLAIM CASES/LICENSE REVOCATION FILES	Contains information relative to grain dealer licenses revocation proceedings when a security was called and distributed. May include licenses revocation orders, affidavits of claims and other related correspondence.	Retain permanently for reference purposes only. Transfer to durable electronic storage medium as needed.	
52-3-3	GRAIN DEALER LICENSE FILE	Contains correspondence, application for license, financial statements and documents, security filing, security change endorsement(s) and a copy of the Grain Dealer's License(s) issued annually. Continuous Grain Dealer security is transferred to the current license file until cancelled.	5 years following expiration of annual license.	
52-3-4	GRAIN WAREHOUSE BOND FILE	Contains bonds and bond endorsements or riders that were filed as security for Grain Warehouse Licenses.	5 years from cancellation stamp on bond.	
52-3-6	GRAIN WAREHOUSE CLAIM CASES/LICENSE REVOCATION FILES	Contains information relative to warehouse closures and license revocation proceedings where grain was sold and proceeds from the sale and/or security call were distributed. May include licenses revocation orders, grain sale notices, load out records, affidavits of claims and related correspondence.	Retain permanently for reference purposes only. Transfer to durable electronic storage medium as needed.	
52-3-7	GRAIN WAREHOUSE COMPUTER DATABASE	Electronic database containing all pertinent information related to Warehouse Department including grain warehouse, grain dealer, moisture meter testing and mechanical probe records.	Retain permanently.	
52-3-8	GRAIN WAREHOUSE EXAMINER/INSPECTOR FILES	Contains copies of weekly reports submitted by examiners/inspectors showing weekly itineraries and schedules for upcoming week plus any other items to be brought to the attention of the department.	5 years after date of report.	
52-3-9	GRAIN WAREHOUSE ISSUED NEGOTIABLE AND NON-NEGOTIABLE RECEIPTS	Contains one copy of each warehouse receipt issued by state-licensed grain warehouse, sent to the commission to be stamped, registered and kept in active receipt file until cancelled.	5 years after cancellation of receipt.	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
52-3-10	GRAIN WAREHOUSE ISSUED LICENSE FILE (formerly GRAIN WAREHOUSE LICENSE COPY FILE)	Contains a copy of Grain Warehouse licenses issued, including voided licenses, maintained in order by auditor number.	5 years after issuance of license.	
52-3-11	GRAIN WAREHOUSE LICENSE FILE	Contains correspondence, application for license, changes in storage capacity, grain warehouse security filing and endorsements, financial statements and documents, stock insurance evidence, examinations conducted during license period and original S 2 (original capacity chart and diagram), relating to grain warehouse licenses issued annually. Copies of continuous security, if filed, stock insurance evidence and original S 2s are transferred to the current license file each license period, as long as licenses are in effect.	5 years following expiration of annual license.	
52-3-12	GRAIN WAREHOUSE RATE FILES	File of rate schedules approved by the Commission for storable commodities. Files generally contain Schedule "A" – Grains; Schedule "E" -- Dry Edible Beans and Popcorn; Special Rates -- for deviation from the above rates.	Retain permanently for reference purposes only. Transfer to durable electronic storage medium as needed.	
52-3-13	GRAIN WAREHOUSE RECEIPT BOOK	An electronic ledger recording all grain warehouse receipt books purchased from the Commission. Maintained in numerical order in blocks of 50, showing date receipt issued, to whom issued, license number of warehouse, cash receipt number, amount of money paid and date of cash receipt.	Retain permanently for reference purposes only.	
52-3-14	MOISTURE TESTER APPROVAL STICKER RECORD	Contains a listing of all moisture tester approval stickers assigned to inspectors for attachment to testers that meet Commission approval, as well as a listing of any obsolete stickers destroyed by the Commission.	5 years following completion of annual inspection.	
52-3-15	MOISTURE TESTER COUNTY LISTING	Contains lists users of inspected moisture testing devices in Nebraska. File includes location of tester, applicable license(s), type of tester, approval and/or rejection number issued after testing and date tested.	5 years following completion of annual inspection.	
52-3-16	MOISTURE TESTER INSPECTION FILES	Contains moisture tester inspection reports completed on all locations in Nebraska and are arranged by federal/state license number or alphabetically, if not licensed.	5 years following completion of annual inspection.	
52-3-17	SOYBEAN AUDIT EXAMINATION REPORTS	Contains reports from soybean check-off audits conducted by the Department on behalf of the Nebraska Soybean Board of Board clients.	6 years following date of report.	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
52-3-18	GRAIN DEALER ISSUED LICENSE FILE	Contains a copy of Grain Dealer licenses issued, including voided licenses, maintained in order by auditor number.	5 years after issuance of license.	
52-3-19	GRAIN PROBE INSPECTION LIST	Contains detailed listing of approved and rejected grain probe inspection stickers.	Retain permanently for reference purposes only. Transfer to durable electronic storage medium as needed.	
52-3-20	GRAIN DOCKET FILES	Docket files relating to applications, complaints, or other actions. Includes correspondence, public notices, pleadings, hearing exhibits and transcript, copies of orders, and other documents pertaining to the docket.	5 years after final disposition of docket	