

Schedule 52-7

PUBLIC SERVICE COMMISSION

TRANSPORATION DEPARTMENT

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	52-7
AGENCY, BOARD OR COMMISSION	PUBLIC SERVICE COMMISSION
DIVISION, BUREAU OR OTHER UNIT	TRANSPORTATION DEPARTMENT
Supersedes Edition of July 10, 2018	

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

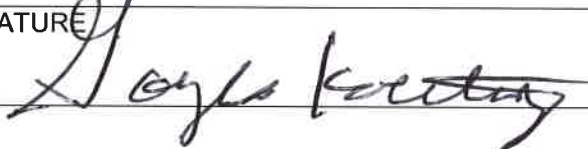
PART I – AGENCY STATEMENT:

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	<i>Executive Director</i>
DATE	<i>2-5-2021</i>

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	<i>2/23/2021</i>

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	<i>3/5/21</i>

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	<i>3/10/2021</i>

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 52-7
NEBRASKA PUBLIC SERVICE COMMISSION
TRANSPORTATION DEPARTMENT
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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
52-7-1	MASTER DOCKET LIST (formerly APPLICATION DOCKET BOOK)	Database listing dockets, including applications and complaints, in numerical order. Includes the caption, name and address of the applicant, date filed, date published, hearing date, brief description of action, a list of published orders, and date of final disposition.	Retain permanently for reference purposes only.	
52-7-2	CAB CARDS	Copies of cards issued annually to intrastate motor carriers registered by the Commission.	5 years after date of card.	
52-7-4	INTRASTATE APPLICATIONS FILE	Applications by all intrastate motor carriers in Nebraska for the authority to operate. File generally contains: application, financial statement, hearing notice, Commission order, complaints, certification notice, transcript of hearing and exhibits filed, and correspondence.	5 years after authority becomes inactive.	
52-7-6	MOTOR CARRIER LEASES	Leases for power units and/or trailers or semi-trailers and power units and drivers.	5 years after lease becomes inactive.	
52-7-7	COMMISSION PLATE APPLICATION	Annual applications of power units needing Commission plates, including both new applications and renewal applications. Gives information describing the power unit and the Commission number. A receipt is also attached.	5 years after date of application.	
52-7-8	TRANSPORTATION NETWORK COMPANY LIENHOLDER GENERAL RECORDS-NOTIFICATION FORMS	Copies of lienholder notification form, with approved proof of notice to lienholder that has been completed by a TNC participating driver.	5 years following date of receipt by the Commission.	
52-7-9	MOTOR CARRIER INSPECTION REPORTS	Reports detailing inspection of vehicles licensed to certificated carrier conducted by Department inspectors, including carrier name, vehicle inspected, date of inspection, result of inspection, and any corrective action necessary.	5 years following date of report.	
52-7-10	LAW ENFORCEMENT PERSONNEL RECORDS	Personnel records relating to employment and termination of any law enforcement officers employed by the Transportation & Railroad Department. Includes any disciplinary records required to be maintained by state law.	10 years following employee's termination of employment with the Commission.	
52-7-11	CERTIFICATES OF INSURANCE	Current certificates of insurance filed by carriers and master list of filed certificates. Past certificates are not retained.	5 years after authority becomes inactive.	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
52-7-12	RATE DIVISION: MOTOR CARRIER RATE APPLICATIONS	Applications by motor carriers for any type of rate action. File generally contains application, receipt for fees, correspondence, copy of public notice, copy of order, receipt for certified mail, and audit working papers.	5 years after date of application.	
52-7-13	RATE DIVISION: MOTOR CARRIER TARIFFS	Documents containing rates, terms and conditions of service approved by the Commission for regulated intrastate motor carriers.	5 years after superseded/obsolete	