

Schedule 52-8

PUBLIC SERVICE COMMISSION

TRANSPORTATION DEPARTMENT: RAILROAD DIVISION

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	52-8
AGENCY, BOARD OR COMMISSION	PUBLIC SERVICE COMMISSION
DIVISION, BUREAU OR OTHER UNIT	TRANSPORTATION DEPARTMENT: RAILROAD DIVISION
Supersedes Schedule 52-7 Items 52-7-2-4 through 52-7-2-11 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>
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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>
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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>
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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 52-8
NEBRASKA PUBLIC SERVICE COMMISSION
TRANSPORTATION DEPARTMENT:RAILROAD DIVISION
March 10, 2021

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

Supersedes Schedule 52-7 Items 52-7-2-4 through 52-7-2-11 Edition of July 10, 2018

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
52-8-1	MOTIVE POWER AND EQUIPMENT REPORT (FORM FRA F6180-96)	Report detailing defects on violations, motive power and equipment, name of carrier, date of inspection, and corrective action necessary. Two copies of the report are sent to the Federal Railroad Administration.	Dispose of after 5 years or 1 year after remedial action is taken, whichever is later.	
52-8-2	RAIL EQUIPMENT ACCIDENT/INCIDENT REPORT (FORM 6180-54)	Forms used to report derailments of trains and must be made within 24 hours. Narrative reports may be written and filed with the completed forms.	5 years after date of incident.	
52-8-3	RAIL HIGHWAY GRADE CROSSING ACCIDENT/INCIDENT REPORT (FORM 6180-57)	Required report from railroad providing notice of an accident at a crossing.	5 years after date of accident.	
52-8-4	RAILROAD ABANDONMENT FILE	Files are maintained on each railroad which is abandoned in the State. File generally contains correspondence and information regarding the abandonment.	Transfer to the State Archives after 1 year.	
52-8-5	RAILROAD ACCIDENT REPORTS	Railroads are required to report accidents to the Commission. Commission investigation report also is filed with the Federal Railroad Administration.	5 years after date of report.	
52-8-6	RAILROAD INJURY AND ILLNESS SUMMARY (FORM 6180-55 AND FORM 6180-55a)	Monthly report of railroad accidents involving employees, accidents at crossings or derailment accidents. Report may also contain a Form 6180 552 for personal injury summary.	5 years after date of report.	
52-8-7	TRACK INSPECTION REPORT (FORM FRA F6180-96)	Report detailing defects on violations, location by milepost, specific track, name of carrier, date of inspection, and corrective action necessary. Two copies of the report are sent to the Federal Railroad Administration.	Dispose of after 5 years or 1 year after remedial action is taken, whichever is later.	
52-8-9	RAILROAD CLASS I ANNUAL REPORT	Annual financial report, including state-specific financial information, which is required to be filed with the Surface Transportation Board.	5 years following date of report.	