

# **Schedule 62**

# **INVESTMENT COUNCIL**

**April 18, 2016**

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

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

|   |                           |
|---|---------------------------|
| SCHEDULE                                | <b>62</b>                 |
| AGENCY, BOARD OR COMMISSION             | <b>INVESTMENT COUNCIL</b> |
| DIVISION, BUREAU OR OTHER UNIT          |                           |
| Supersedes Edition of December 14, 2001 |                           |

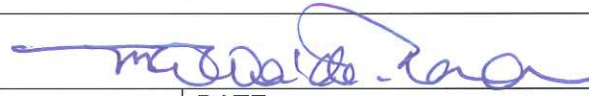
**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

**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

Michael W. WALDEK-NEWMAN



TITLE

State Investment Officer

DATE

April 8, 2016

**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

Gayle Kottling

DATE

4/12/2016

**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

Dawn Hoffmann

DATE

4/18/16

**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

Jim A. Gae

DATE

4/18/16

## **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. Unless there is pending or on going, legal action, records request, or audit.
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](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  
3242 Salt Creek Circle  
Lincoln, NE 68504  
402-471-2559**

**SCHEDULE 62  
INVESTMENT COUNCIL**

**April 18, 2016**

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

Supersedes Edition of December 14, 2001

| ITEM NUMBER | RECORD TITLE                       | DESCRIPTION/EXAMPLES   | RETENTION   | REFERENCE/COMMENTS |
|-------------|------------------------------------|--|---|--------------------|
| 62-1        | DAILY ALLOCATION OF INCOME         | Computer-generated report received from DAS-Accounting, which shows income earned by each investment and allocation giving total income earned daily.  | 5 years following the end of the fiscal year to which the record pertains   |                    |
| 62-2        | INVESTMENT DETAIL REPORT           | Monthly computer-generated report received from DAS-Accounting, which shows the daily cash balances, average monthly balances and monthly income earned on the balances for each fund and cash account.  | 5 years following the end of the fiscal year to which the record pertains   |                    |
| 62-3        | INVESTMENT INTEREST DISTRIBUTION   | Monthly computer generated report received from DAS-Accounting showing distribution of income to each fund in the Operating Investment Pools, Records Retention Schedule Item 62-4   | 5 years following the end of the fiscal year to which the record pertains   |                    |
| 62-4        | OPERATING INVESTMENT POOLS         | File kept to monitor the Operating Investment Pool Funds, trust funds including Ag Development, Aeronautics, and other internally managed miscellaneous funds. Records include, but are not limited to investment transactions, confirmations, month-end statements, correspondence/agreement files, and quarterly portfolio performance reports.                      | 5 years following the end of the fiscal year to which the record pertains   |                    |
| 62-5        | TIME DEPOSIT OPEN ACCOUNT RECORDS  | Time deposits are investments in Nebraska banks and savings and loan companies. Records include, but are not limited to equity capital reports, collateral pricing, collateral review, collateral, bank correspondence, interest notices from banks, listing by bank, letter and backup/changes, and income allocation.  | 5 years following the end of the fiscal year to which the record pertains   |                    |
| 62-6        | TRUST FUNDS - ACCOUNTING DOCUMENTS | Records include, but are not limited to correspondence, custodian bank transactions and monthly statements, direction letters, investment manager statements, fees, broker statements, compliance letters/spreadsheets, and capital account statements. Records relating to the Nebraska Educational Saving Trust (NEST) and Achieving A Better Life Experience (ABLE) | <b>ORIGINAL RECORD:</b> 5 years following the end of the fiscal year to which the record pertains<br><b>ELECTRONIC RECORD-CUSTODIAN BANK STATEMENTS:</b> 10 years |                    |

| ITEM NUMBER | RECORD TITLE  | DESCRIPTION/EXAMPLES  | RETENTION   | REFERENCE/COMMENTS  |
|-------------|---|---|---|---|
| 62-7        | TRUST FUNDS - CONSULTANT REPORTS/ QUARTERLY PERFORMANCE REPORTS | Investment performance analysis from investment consultant.   | <b>ORIGINAL RECORD:</b> 5 years following the end of the fiscal year to which the record pertains<br><b>ELECTRONIC RECORD:</b> 10 years |   |
| 62-8        | TRUST FUNDS - MISCELLANEOUS FILES                               | Small business administration and other loan files for paid loans, Defined Contribution Fund Fact Sheet, and special reports requested by legislature.  | <b>5 years following the end of the fiscal year to which the record pertains</b>  | Obsolete 2005   |
| 62-9        | TRUST FUNDS - SOFTDOLLAR TRANSACTIONS AND BALANCE SHEET         | Monthly computer-generated listing showing softdollar transactions through brokerage firms. Softdollars are credits earned for commissions paid. Softdollar transactions for services and supplies paid with softdollars. | <b>5 years following the end of the fiscal year to which the record pertains</b>  | Obsolete 2005   |
| 62-3-2      | TRUST FUNDS - CONTRACTS   |   |   | See AGREEMENTS AND CONTRACTS, Item 124-7                    |
| 62-3-11     | TRUST FUNDS - COUNCIL MEETING MATERIALS                         |   |   | See Schedule 124 MEETING MINUTES AND MATERIALS, Item 124-78 |
| 62-3-3      | TRUST FUNDS - FUND FILES CORRESPONDENCE                         |   |   | See TRUST FUNDS-ACCOUNTING DOCUMENTS, Item 62-6             |
| 62-3-9      | TRUST FUNDS - FUND RE-BALANCING                                 |   |   | See TRUST FUNDS-ACCOUNTING DOCUMENTS, Item 62-6             |
| 62-3-10     | TRUST FUNDS - INTERNAL MANAGERS FUND                            |   |   | See OPERATING INVESTMENT POOLS, Item 62-4                   |
| 62-3-8      | TRUST FUNDS - MISCELLANEOUS TRUST FUNDS                         |   |   | See TRUST FUNDS-ACCOUNTING DOCUMENTS, Item 62-6             |
| 62-2-1      | CASH AND INVESTMENT STATUS                                      |   | Immediate disposal  | Obsolete 2008   |
| 62-3-4      | TRUST FUNDS-INVESTMENT REVIEWS                                  |   | Immediate disposal  | Obsolete September 2001                                     |