

Updated Disposition Report instructions and address 11/2022  
No changes were made to records retention

# **Schedule 7**

# **DEPARTMENT OF ECONOMIC DEVELOPMENT**

**October 16, 2009**

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>7</b>
AGENCY, BOARD OR COMMISSION	<b>DEPARTMENT OF ECONOMIC DEVELOPMENT</b>
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of May 11, 2006	

**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>Director</i>	DATE <i>10-8-09</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>10/9/2009</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>10/13/09</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>10/14/09</i>
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RMA 01005D

## **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**

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## **SCHEDULE 7 – DEPARTMENT OF ECONOMIC DEVELOPMENT**

### **7-1 ADMINISTRATIVE DIVISION**

#### **7-1-1 TEAM WORK PLANS**

Each division of the Department of Economic Development develops goals and objectives, which are consolidated and used in their management by objectives program.

**Dispose of after superseded or obsolete.**

### **7-2 BACK-UP COPIES OF ELECTRONIC DATA**

Agency electronic records or databases are maintained on file servers within the Department of Economic Development. All servers maintain RAID 1 or RAID 5 configurations. Data is backed up to disk on a dedicated DPM server in RAID 5.

#### **BACK-UP OF E-MAIL (OUTLOOK VIA EXCHANGE) RECORDS:**

See Schedule 124 – General Records for State Agencies item 124-8-3.

#### **BACK-UP OF ELECTRONIC RECORDS ON FILE SERVERS (DISK TO DISK):**

Daily Back-Ups: Backups are made daily to a dedicated DPM server for a period of 10 days before being overwritten.

### **7-3 BUSINESS RECRUITMENT AND EXISTING BUSINESS ASSISTANCE**

#### **7-3-1 BUSINESS RECRUITMENT**

##### **7-3-1-1 INFORMATION FILES**

Includes information on tax rates in Nebraska and other states, on labor, energy, and transportation resources, and other information used to attract industries considering Nebraska locations is located on the DED website.

**PAPER RECORD: Dispose of after obsolete.**

**ELECTRONIC RECORD: See item 7-5-2.**

##### **7-3-1-2 NEBRASKA MANUFACTURER FILES**

Economic Development's Manufacturing Extension Partnership (MEP) assists Nebraska businesses with providing information to help them solve technical production problems. These files include financial reports, correspondence and other information concerning the manufacturer's products and operations, and other information produced and/or collected by Economic Development.

**ORIGINAL RECORD: Dispose of after 1 year, following the end of the fiscal year to which the record pertains, provided audit has been completed.<sup>1</sup>**

**ALL OTHER NON-RECORDS MATERIAL: See Schedule 124 – General Records for State Agencies, item 124-7.**

##### **7-3-1-3 PROSPECT FILES**

Correspondence with businesses considering setting up operations in Nebraska. NOTE: These records are confidential according to Sec. 84-712.05, R.R.S. 1943.

**Dispose of after the last date of action, subject to review by the Economic Development Patent Technology Contact and the State Archives for possible accession.**

#### **7-3-1-4 SITE AND BUILDING FLIER DATABASE (FORMERLY SITE AND BUILDING FLIER FILES)**

Files are maintained in Location One Information System (LOIS) by Economic Development in coordination with Nebraska communities to provide potential investors with the specifications of available buildings and sites. Building and Site data is collected via Data Collection Sheets by community officials, Consolidated and entered into the database. Information in LOIS, a national database, is maintained by Nebraska Communities and Economic Development. The database is owned by Kansas City Power and Light (KCP&L) Information in the Nebraska Economic Development Information is owned and maintained by Nebraska Public Power District (NPPD). Links to both databases can be found on the DED website.

**Dispose of after superseded or obsolete.**

#### **7-3-2 EXISTING BUSINESS ASSISTANCE**

##### **7-3-2-1 INTERNATIONAL TRADE INFORMATION FILES**

Information collected about export opportunities for Nebraska businesses. Includes correspondence, information concerning seminars on exporting given by Economic Development staff, and other information concerning exporting.

**Dispose of after 3 years, subject to review by the State Archives for possible accession.**

#### **7-4 COMMUNITY AND RURAL DEVELOPMENT DIVISION**

##### **7-4-1 COMMUNITY ASSISTANCE PROGRAM FILES**

Records concerning the administration of various community developments and housing assistance programs, which are designed to assist communities. Records include Department of Economic Development guidelines, trip reports, community program reports, samples of housing survey instruments, published housing survey reports, meeting minutes of the state housing advisory board, correspondence, etc.

**COMMUNITY PROGRAM REPORTS: See item 7-5-1.**

**COMMUNICATIONS/CORRESPONDENCE: See Schedule 124 – General Record for State Agencies, series 124-1-9.**

**GUIDELINES: Dispose of after superseded or obsolete.**

**HOUSING SURVEY REPORTS: See item 7-5-1.**

**MEETING MINUTES: See Schedule 124 – General Record for State Agencies, series 124-1-22.**

**TRIP REPORTS: Dispose of after 1 year.**

**OTHER COPIES: Dispose of after no longer of reference value.**

##### **7-4-2 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM; STATE PROGRAM FILES FOR THE NON-ENTITLEMENT PROGRAM**

The Department of Economic Development administers the federally funded Community Development Block Grant Program(CDBG); State Program for the non-entitlement areas of Nebraska established by Title I of the Housing and Community Development Act of 1974 (P.L. 93-383) as amended through the Housing and Urban Rural Recovery Act of 1983 (P.L. 98-181). File includes state administrative records and local government applicant and grantee records funded under Section 106 (d) (1) of the Act.

**Transfer to the State Records Center after closing and audit; dispose of after 10 years.<sup>1</sup>**

### **7-4-3 COMMUNITY IMPROVEMENT PROGRAM (NCIP) (FORMERLY COMMUNITY IMPROVEMENT PROGRAMS, FILES, AND ADMINISTRATIVE FILES (NCIP, ANCP, and UCIP))**

The Department of Economic Development conducts an annual Community Improvement Contest for Nebraska Communities. Community officials submit entry forms containing the town name, project type, names of local participants and information on improvements made during the preceding year. Records include information and correspondence on arrangements for the awards ceremony, sponsors, meeting notes, letters of invitation, and other related documents.

**Dispose of after 3 years.**

### **7-4-4 HOME FILES**

The Department of Economic Development administers the federally funded HOME program. Files include state administrative records and local government applicant and grantee records.

**STATE GRANT AGREEMENT RECORDS: Transfer to the State Records Center after closing and audit; dispose of after 5 years.<sup>1</sup>**

**LOCAL APPLICANT RECORDS: Transfer to the State Records Center after audit, dispose of after 5 years.<sup>1</sup>**

**LOCAL GRANTEE RECORDS: Transfer to the State Records Center after closing and audit; dispose of after 5 years.<sup>1</sup>**

### **7-4-5 NEBRASKA AFFORDABLE HOUSING TRUST FUND (NAHTF) FILES (FORMERLY NAHTF FILES)**

The Department of Economic Development administers the state funded Nebraska Affordable Housing Trust Fund. Files include state administrative records and local government applicant and grantee records.

**STATE GRANT AGREEMENT RECORDS: Transfer to the State Records Center after closing and audit; dispose of after 3 years.<sup>1</sup>**

**LOCAL APPLICANT RECORDS: Transfer to the State Records Center after audit, dispose of after 3 years.<sup>1</sup>**

**LOCAL GRANTEE RECORDS: Transfer to the State Records Center after closing and audit; dispose of after 3 years.<sup>1</sup>**

### **7-4-6 SECTION 107 TECHNICAL ASSISTANCE GRANT FILES**

The Department of Economic Development provides technical assistance in communities and economic development through federal funding authorized under Section 107(A)(4) of Title I of the Housing and Community Development Act of 1974 (P.L. 93-383) as amended through the Housing and Urban Rural Recovery Act of 1983 (P.L. 98-181). File includes state administrative records and subcontractor records.

**Transfer to the State Records Center after closing and audit; dispose of after 3 years.<sup>1</sup>**



## **7-5      GENERAL RECORDS**

### **7-5-1      CONTRACTS**

The Department of Economic Development maintains original copies of contracts. Divisions maintain duplicate copies of the contract in the respective files. Contracts are for consulting services, advertising services, publishing services, research services, construction, etc.

**ADMINISTRATIVE DIVISION CONTRACTS: Dispose of 5 years after fulfillment of contract, provided audit has been completed, subject to review by the State Archives for possible accession. <sup>1</sup>**

**ALL OTHER DIVISION COPIES: Dispose of after fulfillment of contract or after no longer of reference value, whichever is sooner.**

### **7-5-2      DATABASES**

Information contained in: MITAS, File Maker Pro, Tour Mail, Travel Conference, Affiliates, Diplomats, NEDED, MEP Company, Labor Survey, Business Retention Expansion, and Travel Approval Databases.

**ELECTRONIC RECORDS IN ABOVE MENTIONED DATABASES (Except MITAS):**

**ADDRESS AND CONTACT NAMES: Dispose of after superseded or obsolete, whichever is sooner.**

**MITAS DATABASE RECORDS: Retain permanently.**

### **7-5-3      LOCAL GOVERNMENT AUDITS**

Local government audits will be retained for ten years due to the fact that there was federal money involved with the grants, projects, etc.

**Dispose of after 10 years.**

### **7-5-4      PRESS RELEASES/NEWSPAPER CLIPPINGS**

Copy of press releases and newspaper clippings from the Department of Economic Development.

**PRESS RELEASES: See Schedule 124 – General Records for State Agencies, item 124-1-19.**

**NEWSPAPER CLIPPINGS: Dispose of after 2 years.**

### **7-5-5      PUBLICATION FILES**

Records of many publications of the Department of Economic Development. Includes background material, copy (drafts), original art work, photo negatives, prints, flats, and final publications. Copies of publications are circulated through Publications Clearinghouse.

**See Schedule 124 – General Records for State Agencies, item 124-1-32.**

### **7-5-6      TRIP REPORTS**

Reports of trips made by Economic Development staff.

**Dispose of after 1 year.**

## **7-6 PUBLIC INFORMATION OFFICE**

### **7-6-1 NEWSLETTERS**

Electronic newsletter about the Department of Economic Development current events and issues.

**Dispose of after no longer of reference value, subject to review by the State Archives for possible accession. Notify State Documents Librarian before removing them from agency Internet websites.**

### **7-6-2 PHOTOGRAPHIC FILES**

Includes color slides and photographs of Nebraska points of interest used for promotional purposes.

**Dispose of poor quality photographs. Dispose of all other photographs and negatives after no further reference value, subject to review by the State Archivist for possible accession.**

### **7-6-3 PUBLIC RELATIONS/EDUCATION ANALYSIS**

Computer report of advertising insertions, number of responses, who responded, date of response, etc.

**ORIGINAL RECORD: Dispose of after 1 year.**

**ELECTRONIC RECORD: See Item 7-5-2.**

### **7-6-4 PUBLIC RELATIONS FILES**

Records of transactions with advertising agencies and publishers. Includes purchase orders, change orders, copies of insertions, etc.

**RECORD COPY: Dispose of after 3 years, provided audit has been completed. <sup>1</sup>**

**PURCHASE ORDERS: See Schedule 124 – General Records for State Agencies, item 124-3-3.**

**ALL OTHER RECORDS: Dispose of after 3 years.**

## **7-7 RESEARCH GROUP**

### **7-7-1 ADVERTISING ANALYSIS**

Computer report of advertising insertions, number of responses, who responded, date of response, etc.

**ORIGINAL RECORD: Dispose of after 1 year.**

**ELECTRONIC RECORD: See item 7-5-2.**

### **7-7-3 RESEARCH PROJECT FILES**

This Division undertakes research projects (principally economic and demographic) to support the development programs of the Department of Economic Development and occasionally for other state and local government agencies. Research information is gathered both from primary and secondary sources.

**WORKING PAPERS: Dispose of after no longer of administrative value.**

**FINAL PUBLISHED REPORTS: Dispose of after 5 years, subject to review by the State Archives for possible accession. Notify State Documents Librarian before removing them from agency Internet websites. <sup>1</sup>**

## **7-8 TRAVEL AND TOURISM DIVISION**

### **7-8-1 NEBRASKA VACATION GUIDE TRAINING MANUAL**

Manual used to train vacation travel guides.

**Dispose of after superseded or obsolete.**

### **7-8-2 RADIO AND TELEVISION PROMOTION FILES**

This division contracts to have prepared radio scripts, jingles, and television spots promoting Nebraska tourism. The files include scripts, tapes, films, etc. Files are returned to agency after completion fulfillment/or voiding of contract.

**Dispose of after superseded or obsolete; subject to review by the State Archives for possible accession.**

### **7-8-3 TRAVEL INDUSTRY AWARDS**

Records concerning the nominations and selection of businesses, industries, media and communities for the Travel Industry Award.

**NOMINATIONS: Dispose of after 2 years.**

**LIST OF AWARD WINNERS: Dispose of after 5 years.**

### **7-8-4 TOURISM MARKETING GRANTS**

The Tourism division allocates funds within budget guidelines for tourism entities for marketing events, regional promotion, and general marketing of Nebraska.

**APPLICATIONS: Dispose of after 5 years.**

**GRANTS AWARDED: Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

## **DELETED RECORDS**

**7-5-2-1 INDUSTRIAL TECHNICAL ASSISTANCE FILES (OBSOLETE 2005)**

**7-2-5 SPECIAL EVENTS FILES**

**7-6-1 AGRICULTURAL RESEARCH PROJECT FILES (OBSOLETE)**

## **OBSOLETE RECORDS**

**7-5-2-3 TRAINING PROGRAM FILES (OBSOLETE 2004)**

Immediately dispose of obsolete records.

**7-7-2 MAIL REPORTS (OBSOLETE 2009)**

Immediately dispose of obsolete records.

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## **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.*