

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

Schedule 118

DRY BEAN COMMISSION

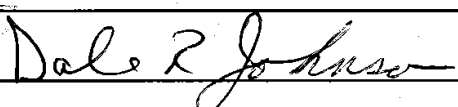
JULY 23, 1991

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

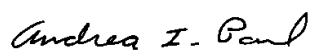
REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER
	118
	AGENCY, BOARD OR COMMISSION
	DRY BEAN COMMISSION
	DIVISION, BUREAU OR OTHER UNIT

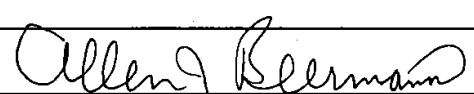
PART I – AGENCY STATEMENT

<p>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.</p>	
SIGNATURE	
	
TITLE	DATE
Chairman	January 18, 1991

PART II – ARCHIVAL APPROVAL

<p>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.</p>	
SIGNATURE	DATE
	
STATE ARCHIVIST	1/29/91

PART III – APPROVAL BY STATE RECORDS ADMINISTRATOR

<p>The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.</p>	
SIGNATURE	DATE
	
ADMINISTRATOR	July 23, 1991

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. 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 118 – DRY BEAN COMMISSION

118-1 AGREEMENTS FOR DRY BEAN RESEARCH, GRANT PROJECTS, AND PROMOTION/EDUCATION/ADMINISTRATION ACTIVITIES

Agreements with the University of Nebraska, American Dry Bean Board, Nebraska Dry Bean Growers Association, Nebraska Agricultural Leadership Council (LEAD Program), Nebraska Department of Agriculture, etc.

ACCEPTED: Dispose of 5 years after satisfaction of agreement terms provided audit has been completed.¹

REJECTED: Dispose of after 2 years provided audit has been completed.¹

118-2 APPLICATIONS AND PETITIONS FOR COMMISSION MEMBER CANDIDATES

Forms completed by candidates seeking open commission member positions.

APPOINTEES: Transfer to the State Archives after 10 years; retain permanently.

NON-APPOINTEES: Dispose of 1 year after appointment is made.

118-3 CHECKOFF COMPLIANCE REVIEW REPORTS AND REVIEW WORKPAPERS

Reports provide information on the results of check-off reviews. Workpapers are prepared in the field and substantiate information provided in the reports. The workpapers contain confidential information and are considered property of the independent contractor.

AGRICULTURE'S COPY: Dispose of after 3 years by shredding, provided audit has been completed.¹

118-4 CORRESPONDENCE, GENERAL

Routine correspondence including public relation letters, general inquiries, and other inquiries of a nonspecific nature.

Dispose of according to General Schedule #124.

118-5 DRY BEAN TAX REPORT, LEDGERS, AND DEPOSIT BOOKS

Quarterly reports from first purchasers of dry beans grown in the state and amount of tax due. Ledgers and deposit books are used in the daily accounting functions. The reports, ledgers, and deposit books contain confidential information and are considered property of the independent contractor.

Dispose of after 5 years by shredding, provided audit has been completed.¹

118-6 FISCAL REPORTS

Monthly accounting reports showing budgeted and actual revenue, expenditures and cash balances.

COMMISSION'S COPY: Dispose of after 2 years provided audit has been completed.¹

AGRICULTURE'S COPY: Dispose of after 5 complete fiscal years provided audit has been completed.¹

118-7 MAILING ROSTER

A list of names and addresses to whom information is distributed.

Dispose of when superseded or obsolete.

118-8 NAS REPORTS

Includes general ledger, budget status, program summary, fund summary, etc.

COMMISSION'S COPY: PRINTOUT: Dispose of after 2 years provided audit has been completed.¹

**AGRICULTURE'S COPY: PRINTOUT: Dispose of after audit has been completed.¹
SECURITY MICROFICHE: Transfer to security storage; dispose of according to General Schedule #124.
MICROFICHE WORK COPY: Dispose of after 10 years.**

118-9 NEIS REPORTS

Includes calculated payroll detail, position staffing, intrastate payroll transaction documents, etc.

**AGRICULTURE'S COPY: PRINTOUT: Dispose of after audit has been completed.¹
SECURITY MICROFICHE: Transfer to security storage; dispose of according to General Schedule #124.
MICROFICHE WORK COPY: Dispose of after 10 years.**

NOTES

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete.