

Schedule 36-5

HISTORY NEBRASKA/ STATE HISTORICAL SOCIETY

HISTORIC PRESERVATION DIVISION

May 24, 2018

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

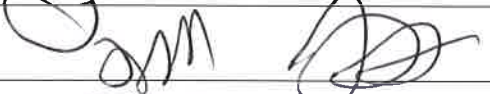
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE	36-5
AGENCY, BOARD OR COMMISSION	HISTORY NEBRASKA/STATE HISTORICAL SOCIETY
DIVISION, BUREAU OR OTHER UNIT	HISTORIC PRESERVATION DIVISION
Supersedes Edition of July 8, 2005	

**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	CEO
DATE	5/10/18


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	5/8/2018
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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	5/22/18
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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	5/24/18
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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. 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**

SCHEDULE 36-5
HISTORY NEBRASKA/NEBRASKA STATE HISTORICAL SOCIETY
HISTORIC PRESERVATION DIVISION
May 24, 2018

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

Supersedes Edition of July 8, 2005

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
36-5-1	ACQUISITION AND DEVELOPMENT GRANT RECORDS	Includes required federal forms concerning the Historic Preservation Fund matching grants and architectural documents for restoration and rehabilitation projects on National Register properties.	ARCHITECTURAL TREATMENT RECORD: Permanent, refer to 36-5-3 GRANT RECORDS COVERED BY A COVENANT OR LETTER OF AGREEMENT: After expiration of covenant or letter of agreement. ALL OTHERS: See Records Schedule 124	
36-5-2	FISCAL RECORDS, STATE MATCHING FUNDS, GRANTS	Includes grant requisitions, vouchers, invoices, warrants, and other fiscal documents relating to the expenditure of state and federal funds subject to federal audit.	See Records Schedule 124 for Grants	
36-5-3	HISTORIC PRESERVATION CERTIFICATION APPLICATIONS	Includes required federal forms concerning tax incentives for preservation projects, and architectural documents for restoration and rehabilitation projects on National Register properties.	SUBMITTED APPLICATIONS: Permanent ARCHITECTURAL TREATMENT RECORD: Permanent	•Paper •Electronic
36-5-4	HISTORIC PRESERVATION PLANNING DOCUMENTS	Includes Historical and Prehistoric Context Reports, Operation and Management Plans and Annual Plans.	Transfer 1 copy to the State Archives, dispose of others as they are superseded or updated	•Paper •Electronic •Security Microfilm already transferred to State Archives
36-5-5	HISTORIC PRESERVATION: PUBLICATIONS	Publications of surveys completed for historic buildings, districts, and sites	See Records Schedule 124 for Publications and Publications Files for Nebraska Library Publications Clearinghouse Transfer 1 copy to State Archives	
36-5-6	HISTORIC PRESERVATION REFERENCE LIBRARY	Consists of published and unpublished materials on historic preservation, architecture, history, engineering, culture and archeology; including books, journals, articles (in vertical files), and survey reports.	Permanent; Review periodically for superseded or obsolete materials	
36-5-7	NATIONAL REGISTER NOMINATION FORMS	Narrative and legal data concerning description, significance, locations and other required information on properties listed in the National Register of Historic Places, including notification letters and official listing.	Permanent	•Paper •Electronic

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
36-5-8	HISTORICAL MARKERS FILES	Includes correspondence, text, maps, drafts, and news accounts relating to the erection of markers	Retain the Master File for each marker permanently; dispose of non-record material accordingly	Nebr. Rev. Stats 82-119 thru 82-124
36-5-9	NEBRASKA HISTORIC BUILDINGS SURVEY CARDS	Includes control data on all properties included in the survey.	Permanent	•Paper •Electronic
36-5-10	NEBRASKA HISTORIC BUILDINGS SURVEY FILES	Data files on individual properties including typically survey forms, deed records, street directory data, census and tax data, biographical, historical and cultural information, photographs, bibliography, field notes, copies of miscellaneous records, and manuscript materials. Review periodically to dispose of redundant materials and/or copies of materials already in NSHS repositories.	ORIGINAL RECORD: Permanent Microfilmed for security prior to 2005, Permanent SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent	•Paper •Electronic •Security Microfilm already transferred to State Archives
36-5-11	NEBRASKA HISTORICAL BUILDINGS SURVEY PHOTOGRAPHIC NEGATIVES	Original and copy of first generation documents on properties cataloged and stored in series of working files.	Permanent	
36-5-12	NEBRASKA HISTORIC BUILDINGS SURVEY PHOTOGRAPHS	Photographic documentation on properties as both color and black-and-white transparencies, and black-and-white print.	Review periodically for disposal of redundant materials and/or polluted prints; retain all externally generated photographs permanently	
36-5-13	REVIEW AND COMPLIANCE DOCUMENTS	Relate to federally required review of projects involving federal funding, licensing or regulation, and the effects of those projects on properties eligible for or included on the National Register of Historic Places.	ORIGINAL RECORD: 10 years ELIGIBILITY DETERMINATIONS: Routinely cross-filed to appropriate building survey files, permanent	Paper & Electronic