

Schedule 37-111

DEPARTMENT OF TRANSPORTATION

DIRECTOR'S OFFICE

July 10, 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

37-111

AGENCY, BOARD OR COMMISSION

DEPARTMENT OF TRANSPORTATION

DIVISION, BUREAU OR OTHER UNIT

DIRECTOR'S OFFICE

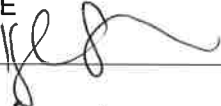
**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes Edition of March 2, 2006

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

Director

DATE

6/19/18

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

7/2/2018

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



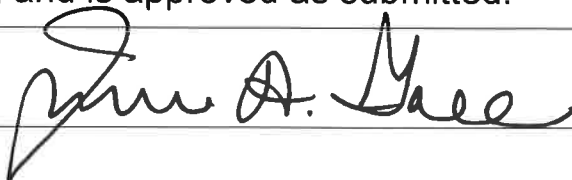
DATE

7/10/18

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

7/10/18

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.

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SCHEDULE 37- 111
DEPARTMENT OF TRANSPORTATION
DIRECTOR'S OFFICE
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Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.
Records that are handled by all Divisions and Districts will be listed in Department of Transportation General Schedule 37
If you cannot find a record or you have questions on its retention period, please
contact the NDOT Records Officer in the Communication Division

Supersedes Edition of March 2, 2006

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
37-111-1	DIRECTOR AND DEPUTY DIRECTOR CORRESPONDENCE - GENERAL	Correspondence between the Director and Deputy Directors with various local, state and federal political officials/subdivisions, including but not limited to the Governor, congressional and legislative delegates, agencies, boards, commissions, the public, and the like. EXCEPTIONS: Project correspondence and mass mailings (see General Schedule 37-000-23).	PAPER RECORD: Contact the State Archives to negotiate transfer ELECTRONIC RECORD: Retain in ECM. 20 years ALL OTHER WORK COPIES: Until no longer of reference value, but no more than one year SECURITY MICROFILM PRIOR TO 2005: 20 years MICROFILM WORK COPY PRIOR TO 2005: 20 years CD SECURITY/WORK COPY PRIOR TO 2005: Immediate disposal	
37-111-2	CORRESPONDENCE PREPARED FOR GOVERNOR	Correspondence prepared by NDOT for the Governor's signature.	ORIGINAL RECORD: Retained by Governor's Office (See Schedule 86-1-3 and 86-2 et al.) WORK COPY: 10 years	
37-111-3	CORRESPONDENCE - OTHER			See General Schedule 124 Correspondence
37-111-4	LETTER LOG	Electronic record of letters received, requiring Director's Office reply or action.	ELECTRONIC RECORD PRIOR TO 2016: 10 years ELECTRONIC RECORD AFTER 2016: Obsolete	
37-111-5	MASS MAILINGS	Form letters sent by NDOT to large mailing lists, not otherwise specifically addressed by specific division schedules.		See Transportation General Schedule Item 37-000-23.