

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

Schedule 37-280

DEPARTMENT OF ROADS

BUSINESS TECHNOLOGY SUPPORT DIVISION

August 17, 2009

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

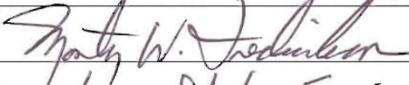
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE 37-280
AGENCY, BOARD OR COMMISSION DEPARTMENT OF ROADS
DIVISION, BUREAU OR OTHER UNIT BUSINESS TECHNOLOGY SUPPORT DIVISION Supersedes Edition of October 22, 2002

**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 Director - State Engineer	DATE 7/29/09

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 8/3/2009
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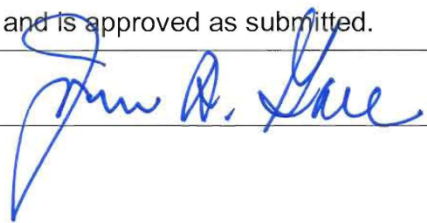
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE 	DATE 8/4/09
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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 8/17/09
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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. 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
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402-471-2559**

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SCHEDULE 37-280 - DEPARTMENT OF ROADS – BUSINESS TECHNOLOGY SUPPORT DIVISION

37-280-40 COM (COMPUTER OUTPUT MICROFILM)

Various computer reports stored on microfilm.

SECURITY MICROFILM: Transfer to the State Records Center, except as listed under specific item numbers; dispose of after 10 years.

MICROFILM WORK COPY: Dispose of after 10 years.

37-280-43 COMPUTER SYSTEMS DOCUMENTATION

Documentation of computer systems, procedures and programs to include work orders, revision logs specifications, narrative descriptions, instructions, listings, flowcharts, layouts, input documents, output reports, etc.

ORIGINAL RECORD: Scan to CD and destroy.

CD SECURITY COPY: Transfer to the State Records Center; dispose of after system superseded or obsolete.

CD WORK COPY: Dispose of after system superseded or obsolete.

37-280-44 ONLINE TELEPHONE DIRECTORY

Includes directory of department personnel.

Dispose of after superseded.

37-280-45 DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS

Back-up tapes or other storage media are only to be used for system restoration in the event of a disaster. Disaster recovery back-ups are never to be used or considered for records management or archiving purposes. The Office of the Chief Information Officer provides the back-up services for e-mail. Tapes will be maintained and then overwritten or destroyed following these rotations:

E-MAIL RECORDS: See General Schedule 124.

ALL OTHER ELECTRONIC RECORDS:

MONDAY-THURSDAY INCREMENTAL BACK-UPS: Recycle after 6 months.

FRIDAY FULL BACK-UPS: Recycle after 6 months.