

Updated address 1/2023  
No changes were made to records retention

# **Schedule 95**

# **EDUCATION SERVICE UNITS**

**OCTOBER 26, 2021**

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

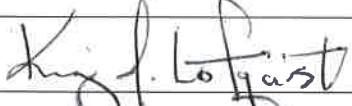
**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE	95
AGENCY, BOARD OR COMMISSION	<b>EDUCATION SERVICE UNITS</b>
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of March 31, 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		DATE	10/12/2021
TITLE	Executive Director - ESUCC		

**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	10/19/21
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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	10/20/21
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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	10/26/2021
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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 Local Agencies General Records Schedule #24 contains those records common to most local 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 this 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 General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
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**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. 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**

**SCHEDULE 95  
EDUCATIONAL SERVICE UNITS**

**10/26/2021**

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

Supersedes Edition of 3/31/2005

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
95-1	<b>ANNUAL FALL REPORT</b>	Educational Service Units annual report filed each fall with the Nebraska Department of Education. Includes enrollment, staff, and general financial data.	3 years (5 years, subject to the State Archives for possible accession)	Title 92, Nebraska Administrative Code, Chapter 84.003.04(A)
95-2	<b>ANNUAL FINANCIAL REPORT</b>	Annual report of receipts and expenditures submitted to the Nebraska Department of Education	5 years or maximum of 10 years if no audit has been performed	
95-3	<b>APPLICATION FOR APPROVAL OF PROGRAMS</b>	Also can be called Application to Participate in Program. Application varies and may include proposed program description, general information regarding local educational agency, certification of compliance with federal standards (also called statement of assurances), and statistics for computation of need and cost estimates.	5 years or maximum of 10 years if no audit has been performed	
95-4	<b>APPLICATION FOR FEDERAL AND STATE FUNDS</b>	Grant application submitted through the Nebraska Department of Education is a summary of total cost of proposed project by subject area. Records relating to the Education Consolidation Improvement Act (ECIA) may include copies of application for participating school, evaluations, program data cooperative agreement, correspondence, needs assessment data and date regarding operation, compliance activities and end of project year data. Copies of application for participating schools, cooperative agreements and correspondence regarding project activities. Application submitted to the Federal and State Government for title grants.	5 years or maximum of 10 years if no audit has been performed	See GRANTS, item 24-50
95-5	<b>AWARD LETTERS</b>	Letter informing Educational Service Units of approved grants. These letters usually come from the Nebraska Department of Education.	5 years or maximum of 10 years if no audit has been performed	See GRANTS, item 24-50
95-6	<b>BUDGET FORMS</b>	All forms used as financial plans for future projects	5 years or maximum of 10 years if no audit has been performed	See BUDGET, item 24-11

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
95-7	<b>CLAIMS FOR REIMBURSEMENT (THROUGH GRANTS)</b>	Claims made by Educational Service Units for financial reimbursement of services, supplies and equipment purchased under project provisions. Often submitted monthly, quarterly or semiannually.	5 years or maximum of 10 years if no audit has been performed	
95-8	<b>COOPERATIVE PURCHASING</b>		DISPOSE OF OBSOLETE RECORDS	OBSOLETE
95-9	<b>COPYRIGHT AGREEMENTS AND DUPLICATION RIGHTS</b>		DISPOSE OF OBSOLETE RECORDS	OBSOLETE
95-10	<b>COPYRIGHT INFORMATION FILES</b>	General information files on copyright rules, regulations, laws, procedures, applications and correspondence.	Superseded or Obsolete	
95-11	<b>EMPLOYEE CONTRACTS</b>			See 24-41
95-13	<b>FILM DUPLICATION ORDER RECORDS</b>	Records of orders from schools for films to be duplicated onto video tape. This information is kept to monitor which films each school has.	DISPOSE OF OBSOLETE RECORDS	OBSOLETE
95-14	<b>NEGOTIATION RECORDS</b>	Reports prepared as part of any negotiation process.	5 years or 10 if no audit has been completed	
95-15	<b>PERSONNEL EVALUATIONS</b>			See 24-41
95-16	<b>PROJECT FILES</b>	Statement sent by the Nebraska Department of Education to an Educational Service Unit stating that the unit's proposed project has been approved and that funds will be available. May include preliminary reports, progress reports, annual final reports and follow-up reports in narrative or other forms.	5 years or maximum of 10 years if no audit has been performed	
95-17	<b>REDUCTION IN FORCE RECORDS</b>	Records related to a reduction in work force not included in personnel file or board minutes.	5 years or maximum of 10 years if no audit has been performed	
95-18	<b>REQUEST OR CONTRACT FOR SERVICES</b>	Request or contract for supplementary services between schools and the Educational Service Unit.	5 years after services have been completed, 10 years if no audit has been performed	
95-19	<b>SCHOOL BUS/VAN INSPECTION REPORT</b>		DISPOSE OF OBSOLETE RECORDS	OBSOLETE
95-20	<b>SCHOOL INSERVICE RECORDS</b>	Records of staff development inservice reimbursement for schools.	5 years after inservice money use is complete, maximum 10 years if no audit has been performed	Neb. Rev. Stat. §79-1241(Repealed)
95-21	<b>SELF-FUNDED HEALTH INSURANCE PROGRAM RECORDS</b>	May include reinsurance contracts, correspondence, claims and payment records, employee benefit statements, cancelled checks, check registers, program summary records and reports.	DISPOSE OF OBSOLETE RECORDS	OBSOLETE

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
95-22	<b>SPECIAL EDUCATION ADMINISTRATIVE RECORDS</b>	Descriptions, records, contracts with local educational agencies and state and federal reports of various special education programs. Report completed by Educational Service Unit staff reporting service provided to school districts, Education Service Units and other education agencies. Copies of federal and state reports completed on behalf of school districts.	5 years after no longer needed to provide services, maximum 10 years if no audit has been completed	
95-23	<b>SPECIAL EDUCATION STUDENT RECORDS</b>	All records of individual students within the Educational Service Unit that are served by special education.	5 years after completion of activity	
95-24	<b>STATEMENT OF FINANCIAL STATUS</b>	Educational Service Unit's report submitted to the Nebraska Department of Education of project funding and expenditure.	5 years or maximum of 10 years if no audit has been performed	
95-25	<b>YEARLY ACTIVITIES REPORT</b>	Reports published yearly (by november 1st) in the newspaper as required by state statute.	5 years or maximum of 10 years if no audit has been performed	Neb. Rev. Stat. §79-1228