

Schedule 98-2

STATE OMBUDSMAN

April 18, 2013

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

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

SCHEDULE

98-2

AGENCY, BOARD OR COMMISSION

STATE OMBUDSMAN

DIVISION, BUREAU OR OTHER UNIT

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

Supersedes Edition of October 20, 1988

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

Ombudsman - State of Nebraska

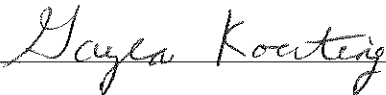
DATE

4/12/13

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

4/15/2013

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



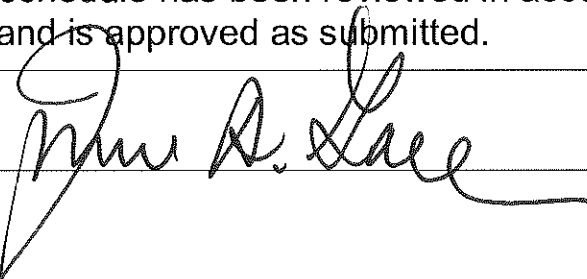
DATE

4/15/13

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

4/18/13

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

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ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
098-002-001-000-000-000-000	INVESTIGATION RECORDS	Files containing the work-product developed by the Ombudsman's Office in the process investigation citizen complaints and inquires, including memorandum's and other documents relevant to the investigation or inquiry of records submitted.	ORIGINAL RECORD: 4 years SECURITY MICROFILM: Transfer to off-site security storage; 4 years MICROFILM WORK COPY: 4 years	
098-002-002-000-000-000-000	DISASTER RECOVERY	Back-up services for State Ombudsman's all electronic records (including email) are provided by the Legislative Council IT department. The data is only to be used for the purposes of business continuity which includes disaster recovery (not for archiving). All production data is stored at the 501 building managed by the Office of the CIO. All of that data is replicated to the University of Nebraska Lincoln campus in the Nebraska Hall data center. Tapes will be maintained and overwritten or destroyed following the retention rotations.	Daily back-ups: Back-ups occur every day. Back-up media will be reused, recycled or deleted after one week. Weekly Back-ups: Back-ups occur weekly on various days. Back-up media will be reused, recycled or deleted after four weeks. Monthly Back-ups: Back-ups occur throughout the month. Back-up media will be reused, recycled or deleted after three months. Off-Site Back-ups: Off-Site system is mirrored. All Back-ups are replicated off-site daily. Backup media will be reused, recycled or deleted based off daily, weekly and monthly retention schedules.	