

# **Schedule 170-12**

# **UNIVERSITY OF NEBRASKA BOARD OF REGENTS**

**PRESIDENT**

**May 14, 2012**

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

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

SCHEDULE	<b>170-12</b>
AGENCY, BOARD OR COMMISSION	<b>UNIVERSITY OF NEBRASKA BOARD OF REGENTS</b>
RECORDS SERIES	<b>PRESIDENT</b>
	<b>NEW</b>

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

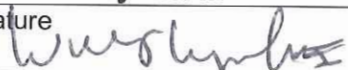
**PART I – UNIVERSITY OF NEBRASKA STATEMENT:**

In accordance with Section 84-1212.01, (Reissue 1999), 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(2), R.R.S. 1943. The attached Records Retention and Disposition Schedule has been approved by the records officers of the University of Nebraska.

University of Nebraska Records Officer (Print Name)

**William F. Lynch III**

Signature



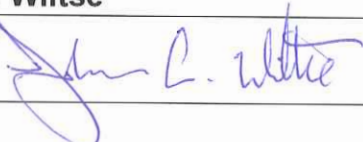
DATE

05/07/12

University of Nebraska General Counsel's Office (Print Name)

**John C. Wiltse**

Signature



DATE

7 May 2012

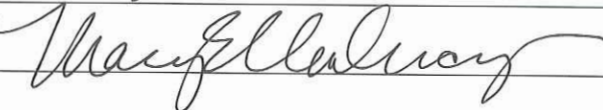
**PART II – ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the University of Nebraska Archives has been recommended for such material, and this schedule is approved as submitted.

University of Nebraska Archives (Print Name)

**Mary Ellen Ducey**

Signature



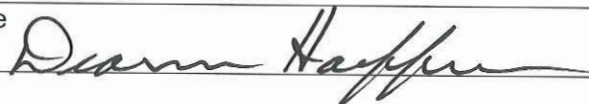
DATE

7 May 2012

**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

5/8/12

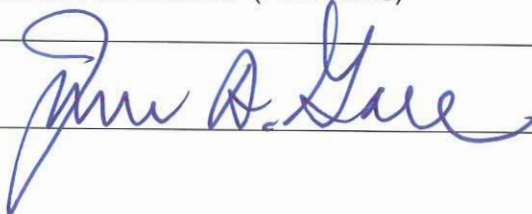
**PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

Nebraska State Records Administrator (Print Name)

**John A. Gale**

Signature



DATE

5/14/12

## **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. State Agencies General Records Schedule No. 124 contains those records common to most state government agencies. This schedule takes precedence over General Records Schedule 124.

This schedule provides ongoing authority to dispose of paper records that do not have a permanent retention period after electronic copies have been made in accordance with Neb. Rev. Stat. § 25-12,112 (Reissue 1995) and to dispose of paper or electronic records once the record's retention period has expired unless it is subject to a legal hold. The University of Nebraska assumes the responsibility to migrate these electronic records to a new system, software, and/or storage medium when the current system, software, and/or storage medium become obsolete, to ensure that this information remains accessible for the entire required retention period.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is.
2. Dispose of records that have met their retention periods unless they are subject to a legal hold.
3. 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.

**Nebraska Secretary of State  
Records Management Division  
3242 Salt Creek Circle  
Lincoln, NE 68504  
SOS.RecordsManagement@nebraska.gov  
402-471-2559**

### **QUESTIONS**

If you have any questions about these procedures, please contact the Director of University Records.

## SCHEDULE 170-12 – UNIVERSITY OF NEBRASKA BOARD OF REGENTS – PRESIDENT

### General Guidance:

UNIVERSITY RECORD - The single authorized copy, regardless of physical form or characteristics, kept by the custodian charged with creating or maintaining the record copy.

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

PRESERVATION HOLD - No destruction of University records may take place while there is a Preservation Hold in effect.

E-MAIL AS A RECORD - E-mail is not a record series or item, but is a means of conveying information. E-mail retention is based upon the content and context of the e-mail message, not the fact that it is an e-mail message.

ANNOTATED OR ALTERED DUPLICATE COPIES - Any duplicate of a University record that has been annotated or altered is a distinct record and therefore subject to the requirements of University retention schedules.

PRESERVATION DUPLICATE - A preservation duplicate of the University record may be made and retained while its retention is considered essential to protect the rights and interests of persons or to establish or affirm the powers and duties of the University in the resumption of operations after a disaster.

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-12-1	ADMINISTRATIVE RECORDS	<b>ADMINISTRATIVE FILES, EXECUTIVE</b> Subject files maintained by the Office of the President. May include meeting agenda and background materials; files related to associations and organizations; committees and task forces; University activities, administration and projects; government affairs; resource materials, etc.	<b>5 YEARS</b> After current calendar year - December 31	Office of the President	Archival review
170-12-2	ADMINISTRATIVE RECORDS	<b>COMMUNICATIONS, GENERAL</b> Communications received or sent which contains information about routine matters related to the University, but does not have long-term significance or policy implications. Applies to records not covered by another item.	<b>2 YEARS</b> After current calendar year - December 31		
170-12-3	ADMINISTRATIVE RECORDS	<b>EVENTS AND SPECIAL PROGRAMS</b> Records documenting events and special programs attended by the President.	<b>5 YEARS</b> After current calendar year - December 31	Office of the President	Archival review
170-12-4	ADMINISTRATIVE RECORDS	<b>POLICY, UNIVERSITY</b> Policies prepared by the Office of the President.	<b>5 YEARS</b> After superseded	Office of the President	Archival review
170-12-5	ADMINISTRATIVE RECORDS	<b>REPORTS AND STUDIES</b> Reports and studies prepared by the Office of the President.	<b>5 YEARS</b> After current calendar year - December 31	Office of the President	Archival review

Approved May 14, 2012

ITEM NUMBER	RECORDS SERIES	ITEM TITLE / ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE / COMMENTS
170-12-6	ADMINISTRATIVE RECORDS	<b>SPEECHES AND REMARKS</b> Speeches and remarks made by the President. (As prepared or delivered).	<b>5 YEARS</b> After current calendar year - December 31	Office of the President	Archival review
170-12-7	ADMINISTRATIVE RECORDS	<b>STRATEGIC PLANS</b> Strategic plans prepared by the Office of the President.	<b>5 YEARS</b> After superseded	Office of the President	Archival review
170-12-8	EMPLOYMENT RECORDS	<b>EXECUTIVE SEARCH RECORDS</b> Records related to the recruiting of new or replacement University executive level personnel reporting to the President (Chancellors, Vice Presidents, etc.)	<b>5 YEARS</b> After filing position or terminating search	Office of the President	Archival review