

Schedule 181

CHIEF INFORMATION OFFICER & NEBRASKA INFORMATION TECHNOLOGY COMMISSION

June 11, 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

181

AGENCY, BOARD OR COMMISSION

**CHIEF INFORMATION OFFICER & NEBRASKA
INFORMATION TECHNOLOGY COMMISSION**

DIVISION, BUREAU OR OTHER UNIT


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

Supersedes Edition of August 18, 2012

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

CFO, State of NE

DATE

5-29-18

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

6/5/2018

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



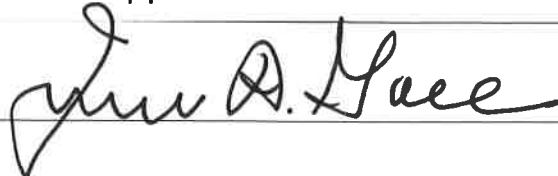
DATE

6/11/18

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

6/11/18

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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3242 Salt Creek Circle
Lincoln, NE 68504
402-471-2559**

SCHEDULE 181
CHIEF INFORMATION OFFICER & NEBRASKA INFORMATION TECHNOLOGY COMMISSION

June 11, 2018

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

Supersedes Edition of August 16, 2012

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
181-3	COMMUNICATIONS SYSTEM BILLING (CSB) DATA BASE	Raw detail information received from telecommunication providers.	3 months	
181-8	ENTERPRISE PROJECT STATUS REPORTS	Reports of the status or current position of a project. May include, but not limited to: contact person and their information, project title, reporting period, financial reports and schedule, current issues with the project, and plans for the next reporting period.	5 years	
181-10	INFORMATION TECHNOLOGY PROJECT REVIEW DOCUMENTS	Documentation of the review or examination of project to determine its strengths and weakness, and overall merit.	5 years	
181-16	OFF-SITE TAPE LOGS	These logs contain the vol-ser-num, data set name, creation date, logging date and signature of the person signing for the tape if not in an OCIO location or in email form.	1 year	
181-18	TAPE MAINTENANCE REPORT	Reports contain vol-ser-num, data set name, job name, creation date and time, location, number of uses and read/write errors.	1 week	
181-1	CHARTERS			See 124-91
181-11	INFORMATION TECHNOLOGY PROPOSAL FORM			See 124-91
181-13	NITC CLEARINGHOUSE			See 124-125
181-17	STATEWIDE TECHNOLOGY PLANS			See 124-91
181-12	NEBRASKA INFORMATION TECHNOLOGY COMMISSION (NITC) REPORTS TO LEGISLATURE			See 124-105
181-5	CONTROL MONITOR SYSTEM UTILIZATION (DAILY)			Obsolete
181-6	DETAILED SPECIFICATIONS			Obsolete