

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

# **Schedule 31-11**

## **AGRICULTURE DEPARTMENT WEIGHTS & MEASURES**

**FEBRUARY 22, 1996**

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

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

<b>TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA</b>	SCHEDULE NUMBER <b>31-11</b>
	AGENCY, BOARD OR COMMISSION <b>DEPARTMENT OF AGRICULTURE</b>
	DIVISION, BUREAU OR OTHER UNIT <b>Weights and Measures</b>
	<b>Supersedes Edition of August 17, 1990</b>

**PART I – AGENCY STATEMENT**

<p>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.</p>	
<p>SIGNATURE * <i>Sharon Kahn</i></p>	
<p>TITLE <i>Records Officer</i></p>	<p>DATE <i>1-23-96</i></p>

**PART II – ARCHIVAL APPROVAL**

<p>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.</p>	
<p>SIGNATURE * <i>Andree I. P.</i></p>	
<p>STATE ARCHIVIST</p>	<p>DATE <i>Feb. 13, 1996</i></p>

**PART III – APPROVAL BY STATE RECORDS ADMINISTRATOR**

<p>The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.</p>	
<p>SIGNATURE * <i>[Signature]</i></p>	
<p>ADMINISTRATOR</p>	<p>DATE <i>2-22-96</i></p>

## **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](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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## **SCHEDULE 31-11 – AGRICULTURE DEPARTMENT-WEIGHTS & MEASURES DIVISION**

### **31-11-1 LAB INSPECTION FEE INVOICES**

Record of fees charged for calibrating test weights and devices for service companies.  
**Dispose of after 2 years provided audit has been completed.<sup>1</sup>**

### **31-11-1-1 RECORDING SHEET FOR WEIGHING--WEIGHTS AND MEASURES LABORATORY**

Includes description of weight or measure tested and results of test.  
**Dispose of after 5 years.**

### **31-11-2 DEVICE REREGISTRATION FORMS FOR COMMERCIAL WEIGHING AND MEASURING DEVICES**

Registration forms of all weighing and measuring devices registered with the Department of Agriculture.

**Dispose of 2 years after expiration of registration provided audit has been completed.<sup>1</sup>**

### **31-11-3 VOLUNTARY REGISTRATION OF SERVICE AGENCIES**

Registration of service companies and personnel which repair weighing and measuring devices.

**Dispose of after expiration of registration provided audit has been completed.<sup>1</sup>**

### **31-11-4 REGISTRATION - MASTER BLUE BOOK, REPORT OF**

Various reports of registrations of weighing and measuring devices.

**ORIGINAL RECORD: Dispose of after 2 years provided audit has been completed.<sup>1</sup>**

**SECURITY MICROFICHE: Transfer to security storage; dispose of after 10 years.**

**MICROFICHE WORK COPY: Dispose of after 5 years.**

### **31-11-5 TEST REPORTS**

Includes Small and Large Scale Test Reports, Pump and Meter Test Reports, etc.

**Dispose of after 2 years.**

### **31-11-6 TRACTOR TEST FILES**

Includes detailed data from the University Tractor Testing Board of Engineers Commission, and copies of permits sent to tractor manufacturers.

**Transfer to the State Records Center after end of fiscal year generated; transfer to State Archives after 5 years; retain permanently.**

### **31-11-7 REJECTED DEVICES, REPORT OF**

Reports of weighing and measuring devices which have been rejected.

**Dispose of after 3 years.**

### **31-11-8 TARE INFORMATION, REPORT OF**

Reports of TARE information.

**Dispose of when superseded or obsolete.**

**31-11-9 ACCOUNTS PAYABLE/RECEIVABLE SYSTEM**

Database is used to track expenditures through the ordering, receiving, and paying process.

**Delete after 2 years provided audit has been completed.<sup>1</sup>**

**31-11-10 MASTER DATABASE SYSTEM**

Database is compiled and used to track various Owner/Permit and Device/Registration information.

**Update periodically, delete 2 years after expiration of permit/registration.**

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**NOTE**

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete *and all related audit comments have been resolved*. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.