

Schedule 31-3

DEPARTMENT OF AGRICULTURE LABORATORIES

April 11, 2017

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

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

SCHEDULE

31-3

AGENCY, BOARD OR COMMISSION

DEPARTMENT OF AGRICULTURE

DIVISION, BUREAU OR OTHER UNIT

AGRICULTURE LABORATORIES

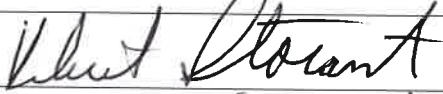
Supersedes Edition of February 28, 2005

**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



TITLE

Chief Administrator


DATE

3-30-17

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

4/4/2017

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



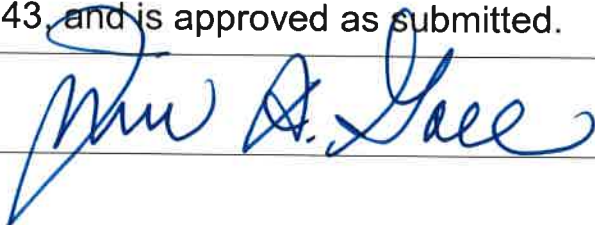
DATE

4/10/17

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

4/11/17

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.

**Records Management Division
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Lincoln, NE 68504
402-471-2559**

SCHEDULE 31-3
DEPARTMENT OF AGRICULTURE
AGRICULTURE LABORATORIES
April 11, 2017

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

SUPERSEDES EDITION OF FEBRUARY 28, 2005

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLE	RETENTION	REFERENCE/COMMENT
31-3-5-1	ANALYTICAL INSTRUMENT AND EQUIPMENT LOGBOOKS	Bound logbooks which record calibration, maintenance, or repair activities performed on analytical instruments/equipment used in the Pesticide Residue Laboratory.	3 years after instrument/equipment has been surplused or removed from service	
31-3-4-1	ANNUAL SOIL LABORATORY REGISTRATIONS	Registration forms for soil laboratories specifically listing what tests they are equipped and qualified to conduct. A fee accompanies the registration form.	5 years provided audit has been completed	
31-3-2-3	BIENNIAL SURVEYS OF MANUFACTURING MILK LABORATORIES (formerly Annual surveys of Manufacturing Milk Laboratories)	Record of biennial inspections of laboratories in Nebraska, which test milk under the Nebraska Milk Act. Forms used are those specified by the Nebraska Department of Agriculture at the time of the survey.	3 years from last evaluation	
31-3-2-2	BIENNIAL SURVEYS OF GRADE A MILK LABORATORIES	Record of biennial inspections of laboratories in Nebraska which are inspected by NDA. Forms used are those specified by FDA at time of survey.	3 years from last evaluation	
31-3-2-1	DAFL ANALYTICAL METHOD/ STANDARD OPERATING PROCEDURES (SOP)	Detailed procedures for conducting a sample analysis.	ARCHIVAL COPY: Permanent	
31-3-2-4	DAFL CHARTS	Includes charts from analytical instruments and other machinery.	3 years	
31-3-2-5	DAFL EMPLOYEE TRAINING RECORDS	Records indicating that employee has received training in laboratory safety and analytical testing methods.	3 years after end of employment	
31-3-2-7	DAFL RAW LABORATORY BOOKS	Data books for special assays.	3 years	
31-3-2-12	DAFL ROUTINE DATA LABORATORY BOOK	Record of individual results of sample tested.	3 years provided that audit has been completed	
31-3-2-8	DAIRY FDA TRIENNIAL SURVEY DOCUMENTS	Record of triennial inspections of the Dairy Section. Forms used are those specified by FDA at time of survey.	3 years from last evaluation	
31-3-2-13	DAIRY SPLIT SAMPLE REPORTS	Reports of samples which are tested by area accredited laboratories, by the State Agriculture Laboratory, and by the FDA, to check the precision of the former two.	3 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLE	RETENTION	REFERENCE/COMMENT
31-3-2-14	DAIRY WATER SAMPLE FILE	Record of water samples submitted to laboratory. Records are arranged numerically by inspector name. Information includes sample number, sample location, reason for collection, and test results.	ORIGINAL RECORD: Transfer to Food Safety and Consumer Protection Focus Area immediately upon completion of tests LABORATORY COPY: At least 3 years ORIGINAL SAMPLES: Dispose once report is verified	
31-3-3-2	ELECTRONIC FFAL CHARTS	May include printed raw data and charts generated from analytical instruments and other laboratory equipment.	ELECTRONIC DATA: Backup daily; 3 years SECURITY BACKUP COPY: Superseded	
31-3-3-13	ELECTRONIC STANDARD AND REAGENT PREPARATION SPREADSHEETS	Excel spreadsheets documenting preparation of chemical standards and other reagents.	ELECTRONIC DATA: Backup daily; 3 years SECURITY BACKUP COPY: Superseded	
31-3-3-14	ELECTRONIC VIOLATION RECORDS DATABASE	Electronic database listing violative sample. Violation data form ("Report of Sample item # 31-3-3-11) is entered into the database.	ELECTRONIC DATA: Backup daily; 3 years SECURITY BACKUP COPY: Superseded	
31-3-3-1	FFAL ANALYTICAL METHOD (SOP)	Detailed procedures for conducting a sample analysis.	Permanent	
31-3-3-3	FFAL EMPLOYEE TRAINING RECORDS	Forms indicating that employee has received training in laboratory safety and analytical testing methods.	3 years after end of employment	
31-3-3-4	FFAL PROGRAM QUALITY ASSURANCE PROJECT PLAN (QAAP)	Detailed procedures on how the Department of Agriculture plans, implements and assesses quality assurance effectiveness and quality control operations for the FFAL laboratory.	Permanent	
31-3-3-5	FFAL DAILY WORKSHEETS AND CALCULATION SPREADSHEETS	Electronic scan worksheets and spreadsheets for special assays.	ELECTRONIC DATA: Backup daily; 3 years SECURITY BACKUP COPY: Superseded	
31-3-2-9	FOOD SAMPLE FILE	Record of food samples submitted to laboratory. Records are arranged numerically by inspector name. Information includes sample number, sample location, reason for collection, and test results.	Backup electronic copy daily; 3 years ORIGINAL SAMPLES: Dispose once report is verified	
31-3-3-7	INSTRUMENT OPERATION (SOP)	Detailed procedures describing the calibration, operation, and use of scientific instrumentation.	Dispose of with equipment	
31-3-3-8	INTERNAL PERFORMANCE CHECKLISTS	Semi-annual reports verifying that analysts have properly documented sample testing worksheets.	3 years	
31-3-3-6	INSTRUMENT MAINTENANCE AND REPAIR NOTEBOOKS	Notebooks documenting preventative maintenance and repair of instruments and other laboratory equipment.	After equipment is surplusd or destroyed	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLE	RETENTION	REFERENCE/COMMENT
31-3-3-9	LABORATORY PROFICIENCY TESTING PROGRAM RECORDS (FORMERLY LABORATORY CHECK TEST RECORDS)	Includes records of Association of American Feed Control Official Proficiency Testing Program, The American Oil Chemists' Society Laboratory Proficiency Program and Magruder Proficiency Testing Program, all of which are used to establish test tolerances and to check precision.	3 years	
31-3-5-14	MILK PROGRAM SAMPLE FILES	Record of milk samples collected and submitted to the Pesticide Residue Laboratory for pesticide residue analysis. Records may include sample sheets, test results and chromatograms/mass spectra/data output from instrumental determinations.	3 years after analysis results sent to Food Safety & Consumer Protection Focus Area Administrator ORIGINAL SAMPLES: Dispose once report is verified	
31-3-5-2	PESTICIDE RESIDUE LABORATORY ANALYTICAL METHOD (SOP)	Detailed procedures for conducting sample analyses or other laboratory activities in the Pesticide Residue Laboratory. One copy of the outdated SOP is retained in the SOP archives.	Superseded	
31-3-5-16	PESTICIDE RESIDUE LABORATORY EMPLOYEE TRAINING RECORDS	Records of employee training such as Hazard Communication forms, Certificates of Completion, etc.	3 years after employee ceases employment in laboratory division	
31-3-5-19	PESTICIDE RESIDUE LABORATORY NOTEBOOKS	Bound laboratory notebooks which record details about sample analyses and reagent preparation related to samples analyzed in the Pesticide Residue Laboratory.	3 years after case file closed on last sample entry in notebook	
31-3-5-17	PESTICIDE RESIDUE SAMPLE FILES	Record of food or feed samples collected and submitted to the Pesticide Residue Laboratory for pesticide residue analysis. Records may include sample sheets test results, and chromatograms/mass spectra/data output from instrumental determinations.	3 years after analysis results sent to Food Safety & Consumer Protection Focus Area Administrator ORIGINAL SAMPLES: Dispose once report is verified	
31-3-3-11	REPORT OF SAMPLE	Report field inspector sends to the State Laboratory with samples of feed, fertilizer, and lime. Laboratory analyses are recorded on this report and are recorded formally on Laboratory Analytical Reports; the latter are sent to Animal and Plant Health Protection (APHP).	REPORT OF SAMPLE: Enter data into electronic database; 3 years ELECTRONIC DATA: Backup daily; 3 years SECURITY BACKUP COPY: Superseded	
31-3-4-5	SOIL LAB INSPECTION REPORTS	Record of inspections by department employees of state soil labs, to check for compliance under Nebraska Soil and Plant Analysis Laboratory Act.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLE	RETENTION	REFERENCE/COMMENT
31-3-4-6	SOIL PROFICIENCY TESTING PROGRAM CHECK SAMPLE RESULTS(formerly Soil Check Sample Results)	Record lists results of quarterly check test samples analyzed by participating soil labs, plus statistical summaries.	5 years	
31-3-2-10	USDA FERN RECORDS	Reports from Proficiency Testing challenge samples, special projects, and surveillance	Minimum of 5 years	
31-3-2-11	FDA ISO RECORDS	Records from Proficiency Testing, routine samples on microbiological and chemical scopes of accreditation to ISO 17025, and Quality Management System documents	Minimum of 5 years	
31-3-5-22	FOOD EMERGENCY RESPONSE NETWORK (FERN) PROGRAM GRANT DOCUMENTS	Documents related to the administration of the Food and Drug Administration (FDA) FERN Chemistry Cooperative Agreement (cCap) grant including the Request for Application (RFA), Submission (SF424), Award Letter (contract), Reports (Semi-annual, Annual, Final) or any other related documents.	Dispose 5 years after the end of the grant	
31-3-5-23	FERN PROGRAM STANDARD OPERATING PROCEDURES (SOP)	Detailed procedures for conducting sample analyses or other laboratory activities under the FERN program. One copy of the outdated SOP is retained in the SOP archives.	Previous copies: Dispose after superseded.	
31-3-5-24	FERN LABORATORY DOCUMENTS, RECORDS, FORMS, LABORATORY NOTEBOOKS	Documents, records, forms, laboratory notebooks, or other items used by the Pesticide Residue Laboratory staff in the analysis of food samples collected and submitted for chemical adulterant analysis under the FERN Program.	Dispose 5 years after the end of the grant ORIGINAL SAMPLES: Dispose once report is verified	
31-3-5-25	FERN PROGRAM SAMPLE FILES	Records of food samples collected and submitted to the Pesticide Residue Laboratory for chemical adulterant analysis. Records may include sample sheets, test results, and chromatograms/mass spectra/data output from instrument determinations.	Dispose 5 years after the end of the grant	
31-3-5-26	PROFICIENCY TEST (PT) SAMPLE PROGRAM RESULTS	Analytical results and associated records demonstrating an analyst's performance on Food and Drug Administration (FDA) proficiency test samples, Food Analysis Performance Assessment Scheme (FAPAS) samples, or samples from other proficiency testing programs.	Dispose 3 years after employee ceases employment in Pesticide Residue Laboratory	
31-3-5-9	FIFRA PROGRAM QUALITY ASSURANCE PROJECT PLAN (QAPP)		Retain Permanently	OBSOLETE 2008

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLE	RETENTION	REFERENCE/COMMENT
31-3-5-10	FIFRA PROGRAM QUALITY MANAGEMENT PLAN (QMP)		Retain Permanently	OBSOLETE 2008
31-3-5-12	FIFRA PROGRAM STANDARD OPERATING PROCEDURES (SOP)		Retain Permanently	OBSOLETE 2008
31-3-6-1	SEED LABORATORY ANALYTICAL METHOD STANDARD OPERATING PROCEDURES (SOP)		Retain Permanently	OBSOLETE 2014
31-3-3-10	QUARTERLY QUALITY ASSURANCE/QUALITY CONTROL REPORTS		3 years	OBSOLETE 2017
31-3-3-12	ROUTINE FFAL LABORATORY DATA WORKBOOKS(FORMERLY FAC LABORATORY BOOK)		Dispose of with 31-3-3-11	OBSOLETE 2016
31-3-5-3	CHECK SAMPLE PROGRAM RESULTS		3 years after end of employment	OBSOLETE 2008
31-3-5-5	FEDERAL INSECTICIDE,FUNGICIDE, AND RODENTICIDE ACT(FIFRA)PROGRAM SAMPLES		After case closed with approval of the Bureau of Plant Industry Pesticide Program Manager	OBSOLETE 2008
31-3-6-6	OFFICAL SEED SAMPLE LOG-IN INDEX		With the Record of Official Test (Lab Testing Card)	OBSOLETE 2014
31-3-6-10	RECORD OF OFFICIAL TEST (LAB TESTING CARD)		3 years	OBSOLETE 2014
31-3-6-11	REPORT OF OFFICIAL SAMPLE		ELECTRONIC DATA: Backup daily; 3 years SECURITY BACKUP COPY: superseded	OBSOLETE 2014
31-3-6-12	SAMPLE SUBMISSION REPORT OF SERVICE SEED TEST		3 years providing audit has been completed	OBSOLETE 2014
31-3-6-13	SERVICE SEED RECEIPT BOOKS		3 years providing audit has been completed	OBSOLETE 2014
31-3-6-14	SERVICE SEED SAMPLE LOG-IN INDEX		with 31-3-6-12	OBSOLETE 2014
31-3-6-15	SERVICE SEED TEST CARD		3 years	OBSOLETE 2014
31-3-2-6	DAFL LOG BOOKS		Immediate disposal	OBSOLETE 2014
31-3-4-2	LABORATORY DIVISION, MONTHLY REPORT OF ANALYSIS BY INSPECTOR		Immediate disposal	OBSOLETE 2008
31-3-4-3	NATURAL RESOURCES DISTRICT(NRD) WATER SAMPLES		Immediate disposal	OBSOLETE 2008
31-3-4-4	NATURAL RESOURCES DISTRICT WATER SAMPLE FILES		Immediate disposal	OBSOLETE 2008

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLE	RETENTION	REFERENCE/COMMENT
31-3-5-4	CHECK SAMPLE PROGRAM SAMPLES		Immediate disposal	OBSOLETE 2008
31-3-5-6	FIFRA PROGRAM LABORATORY EVALUATION DOCUMENTS		Immediate disposal	OBSOLETE 2008
31-3-5-7	FIFRA PROGRAM LABORATORY NOTEBOOKS		Immediate disposal	OBSOLETE 2008
31-3-5-8	FIFRA PROGRAM METHOD VALIDATION STUDIES		Immediate disposal	OBSOLETE 2008
31-3-5-11	FIFRA PROGRAM SAMPLE FILES		Immediate disposal	OBSOLETE 2008
31-3-5-13	INSTRUMENT GENERATED DATA FILES		Immediate disposal	OBSOLETE 2008
31-3-5-20	NATURAL RESOURCES DISTRICT (NRD)WATER SAMPLES		Immediate disposal	OBSOLETE 2008
31-3-5-21	NRD WATER SAMPLE FILES		Immediate disposal	OBSOLETE 2008
31-3-6-2	APIARY, WILD BIRD FOOD, AND NOXIOUS WEED SEED FILE SAMPLES		Immediate disposal	OBSOLETE 2014
31-3-6-3	CHARTS, BALANCE AND INSTRUMENT MAINTENANCE LOG BOOKS(FORMERLY CHARTS)		Immediate disposal	OBSOLETE 2014
31-3-6-4	FILE SEED SAMPLES		Immediate disposal	OBSOLETE 2014
31-3-6-5	KARNAL BUNT AND SEED POTATO FILE SAMPLES		Immediate disposal	OBSOLETE 2014
31-3-6-7	OFFICAL VIOLATION REPORT		Immediate disposal	OBSOLETE 2014
31-3-6-8	PROFICIENCY (REFEREE) SAMPLES		SAMPLES:Immediate disposal REPORTS: 3 years	OBSOLETE 2014
31-3-6-9	SEED RAW DATA LABORATORY OBOOKS (FORMERLY SPECKLED LABORATORY BOOKS)		Immediate disposal	OBSOLETE 2014
31-3-6-16	SERVICE SEED TEST REPORT		Immediate disposal	OBSOLETE 2014
31-3-6-17	WORKING SEED SAMPLES		Immediate disposal	OBSOLETE 2014