

Schedule 36-3

HISTORY NEBRASKA/ STATE HISTORICAL SOCIETY

COLLECTION DIVISION

May 24, 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

36-3

AGENCY, BOARD OR COMMISSION

**HISTORY NEBRASKA/STATE HISTORICAL
SOCIETY**

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

DIVISION, BUREAU OR OTHER UNIT

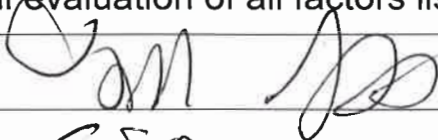
COLLECTIONS DIVISION

**Supersedes Edition of August 1, 2005
FORMERLY LIBRARY ARCHIVES DIVISION**

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

CEO

DATE

5/10/18

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



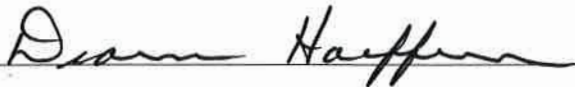
DATE

5/8/2018

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



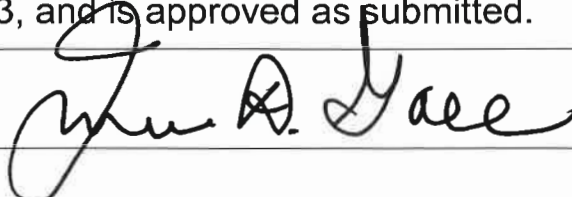
DATE

5/22/18

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

5/24/18

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.

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

SCHEDULE 36-3
HISTORY NEBRASKA/NEBRASKA STATE HISTORICAL SOCIETY
COLLECTIONS DIVISION
May 24, 2018

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

Supersedes Edition of August 1, 2005 **FORMERLY LIBRARY ARCHIVES DIVISION**

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
36-3-1	COLLECTIONS: ACQUISITION AND ACCESSION FILES	File of donations to the library, photograph, media services, manuscript and audio/visual collections. Includes the original copy of the instrument of acquisition, description of items and correspondence.	ORIGINAL RECORD: Permanent ALL OTHER RECORDS: When the collection is removed or de-acquisitioned from the Division's holdings, See 36-3-2	•Electronic •Maintained by NSHS Registrar; copies are also held in Curators' files
36-3-2	COLLECTIONS: DISPOSITION AND DEACCESSION FILES	Forms used to document the disposition of collections or parts of collections that are transferred to another collection, another division or organization, or removed from collections. Dispositions are approved by NSHS Board of Trustees, NSHS Director/CEO, NSHS Associate Director of Collections, and NSHS Curator	ORIGINAL RECORD: Permanent; Maintained in office of origin and documented in NSHS Board of Trustees meeting minutes	•Paper •Electronic
36-3-3	COLLECTIONS: PROSPECTIVE DONOR FORM FOR RETURNED DONATIONS	Includes Receipt for Prospective Donation and correspondence. Potential donations to collections are documented in meeting minutes of NSHS Collections Committee	ORIGINAL RECORD: Permanent	•Paper •Electronic
36-3-4	COLLECTIONS: OUTGOING LOAN FILE	This file deals with materials that the Nebraska State Historical Society loans to other institutions for exhibition purposes. It may include a loan agreement form, a list of the objects loaned, correspondence, and where applicable a facility reports form, and a certificate of insurance.	Until superseded or no longer of reference value	•Paper •Electronic
36-3-5	COLLECTIONS: INCOMING LOAN FILE	This file deals with collection materials that the Nebraska State Historical Society borrows to other institutions or individuals for exhibition purposes. It may include a loan agreement form, a list of the objects loaned, and correspondence	Permanent	•Paper •Electronic
36-3-6	CONSERVATION TREATMENT RECORDS: REPORT FORMS	These forms provide a record of preservation activities taken with an item or a collection. Sometimes the forms refer to photo documentation; these ancillary files can be color slides, black and white negatives or contact prints.	Permanent	
36-3-7	CONSERVATION TREATMENT RECORDS: SURVEY CARDS	These files are the data gathered during the 1979-1980 inspection of the division's manuscript and public record holdings.	Superseded or obsolete	
36-3-8	DIGITAL LAB RECORDS: METADATA	Technical and administrative metadata related to digital scans, video and audio files.	ELECTRONIC RECORD: Permanent, Backup weekly	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
36-3-9	GENERAL RECORDS- BROCHURES, CATALOGS, AND BULLETINS	These are reference guides, announcements of events such as workshops, price lists, policy statements for public use, subject catalogs to collections, or a guide to current holdings, etc.	ORIGINAL RECORD: Obsolete or superseded DUPLICATES: When no longer of reference value	
36-3-10	GENERAL RECORDS- INVOICES (DUPLICATE COPY)	Includes requests for invoice.	1 year	
36-3-11	LIBRARY: SHELF LIST	Card index listing all holdings of the library collection. Sometimes includes cost and date of acquisition.	ORIGINAL RECORD: Permanent SECURITY MICROFLM : Permanent, Transferred to State Archives prior to 1985, Permanent MICROFILM WORK COPY: Permanent	
36-3-12	MANUSCRIPTS, PHOTOGRAPHS, MOVING IMAGES AND SOUND RECORDINGS	This file contains information about each collection, including donor information, applicable restrictions, copyright information, conservation needs assessments, correspondence, and inventories.	Permanent. Before 2008, some collection files were placed on security microfilm and transferred to State Archives	•Paper •Security Microfilm •Electronic
36-3-13	MICROFILMING: CONTROL (LAB) NUMBER FILE	This file lists the control numbers of all microfilm produced by or for the society and identifies what record or collections are on each roll of film. The file is stored on computer	ORIGINAL RECORD: Permanent ELECTRONIC RECORD: Backup weekly, permanent BACK-UP COPY: 1 month	•Record also found in public records collections (Government Records) •Paper •Electronic
36-3-14	MICROFILMING: OPERATOR'S CERTIFICATES	This file contains the microfilm project number, roll number, operator's name, title of collection, beginning and ending information for roll being filmed, number of exposures, name of staff member who inspected the master and the date it was inspected.	Permanent	•Record also found in public records collections (Government Records) •Paper •Electronic
36-3-15	MUSEUM COLLECTIONS: ACCESSION FILE	Record of accessions. Includes the log (accession) number, date received, donor name, collection name, brief description of the collection contents, and disposition of material. The master number book (now obsolete) is considered part of this file.	ORIGINAL RECORD: Permanent SECURITY MICROFILM: Permanent ON-LINE DATA: Backup daily; permanent SECURITY BACKUP COPY: After superseded	•Paper •Security Microfilm •Electronic •Obsolete: Master Number Book •Security Microfilm already transferred to State Archives (no longer produced)
36-3-16	MUSEUM COLLECTIONS: MASTER NUMBER BOOK	Gives the master numbers used when assigning accession numbers.	Permanent	Obsolete, See 36-3-14
36-3-17	MUSEUM COLLECTIONS: CATALOG NUMBER FILE	A numerical file for each individual museum object which contains descriptive and historical data, and may include a photograph or slide of the object. The catalog number consists of the donor number plus the object number.	Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
36-3-18	MUSEUM COLLECTIONS: DONOR FILES	The donor file contains the documents relating to the transfer of ownership of an object or collection from the donor to the Nebraska State Historical Society. This file may contain a receipt for prospective donation, the donation form, correspondence, the history of the object or the collection, permanent loan information, conservation reports, and catalog descriptions of the objects. The donation form includes the donor's name, address, and description of donated objects, log number, catalog number, and both the donor's signature and the signature of the Society representative.	DONATION REFUSED: 5 years DONATION ACCEPTED: Permanent ORIGINAL RECORD: Scan for security; permanent SECURITY MICROFILM: Permanent, transfer to State Archives	<ul style="list-style-type: none"> •Paper •Security Microfilm •Electronic •Security Microfilm already transferred to State Archives (no longer produced)
36-3-19	REFERENCE SERVICES- CHARGE OUT CARDS	Forms used by a patron to request library books, manuscript and public records, maps and other materials for use in the reading rooms or through interlibrary loan.	3 years after material is returned	
36-3-20	REFERENCE SERVICES- MEDIA SERVICES FORMS	Order forms used in accepting and filling orders for duplicate copies of audio/visual material and photographs.	Permanent	
36-3-21	REFERENCE SERVICES- PERMISSION AND USE FORMS: PHOTOGRAPHS	Forms that the patrons fill out and sign agreeing to conditions the Society has placed on use of the photograph collections.	Permanent	
36-3-22	REFERENCE SERVICES- INTERLIBRARY LOAN FORMS	Requests for microfilm copies of records, manuscripts, or books to or from other institutions.	FILLED ORDERS: 2 years after material is returned UNFILLED ORDERS: Immediately dispose of form	
36-3-23	REFERENCE SERVICES- COLLECTION INVENTORIES/FINDING AIDS	Duplicate copies of inventories to photographs, maps, newspaper, manuscripts, moving image, sound recording, and public records collections which are maintained in the reading rooms for public use.	Discard once inventory or finding aid is superseded	
36-3-24	REFERENCE SERVICES: RESEARCHER REGISTRATION FORMS	Register of all reference patrons using the collections of this division, including microfilm, library books, photographs, manuscript, and public records collections. This form is also used to indicate that the patron has read and understands the society's regulations concerning the use of its collections.	3 years	
36-3-25	STATE ARCHIVES: AGENCY FILES	A file for each agency which has transferred records to the State Archives (Govt. Records). The files contains copies of forms for Transfer of Records to the State Archives, Applications for Authority of Records Actions forms, Microfilm Project Registration forms, correspondence, agreements, inventories and documents relating to the records from the agency	ORIGINAL RECORD: Permanent DUPLICATE FORMS: When superseded or obsolete	<ul style="list-style-type: none"> •Paper •Electronic •Public/Govt. Records
36-3-26	STATE ARCHIVES: LOAN RECORD	Official form used to document the loan of public records to state, county, or local agency	1 year after record returned	Public/Govt. Records

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
36-3-27	STATE ARCHIVES: LOCAL HISTORICAL ORGANIZATIONS FILES	File contains information about permanent loans of public records to local historical organizations under a custodial arrangement. The file includes the original Application for Transfer of Public Records to Local Repositories and related correspondence.	Permanent	<ul style="list-style-type: none"> •Paper •Electronic •Public/Govt. Records
36-3-28	STATEWIDE CEMETERY REGISTRY	Purpose of the registry is to maintain information regarding the location of cemeteries, burial grounds, mausoleums and columbaria that are officially registered or unregistered in the state. Information includes: history of the cemetery; location and address of cemetery; address of persons/organizations owning, operating, or maintaining the cemetery; inception date of cemetery; abandonment information pertaining to cemetery.	ORIGINAL RECORD: Permanent	<ul style="list-style-type: none"> •<i>Nebr. Rev. Stat. 12-1401</i> •Paper •Electronic
36-3-3-1	LIBRARY: BOOK LISTS			Obsolete
36-3-3-2	LIBRARY: BOOK AND PERIODICAL ORDER FORMS			Obsolete
36-3-5-1	MICROFILMING: COMPLETED FORMS (WORK SHEETS)			Obsolete
36-3-5-2	MICROFILMING: PROJECTS PROCESS SHEET			Obsolete