

Schedule 88

ADJUTANT GENERAL

MILITARY DEPARTMENT

July 10, 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

88

AGENCY, BOARD OR COMMISSION

ADJUTANT GENERAL

DIVISION, BUREAU OR OTHER UNIT

MILITARY DEPARTMENT

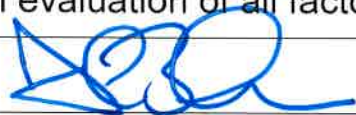
**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes Edition of December 28, 1991

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

The Adjutant General

DATE

22 May 2018

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

6/28/2018

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



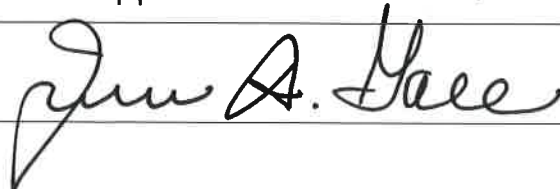
DATE

7/10/18

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

7/10/18

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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SCHEDULE 88
ADJUTANT GENERAL
MILITARY DEPARTMENT
July 10, 2018

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

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ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
88-1-1	201 MILITARY PERSONNEL RECORDS	Enlistment contracts, training and discharge documents for membership in the Nebraska National Guard. Includes medical records and substantiating documents.	TRANSFER ALL RECORDS TO FEDERAL DEPARTMENT OF MILITARY ORIGINAL RECORD: Microfilm and destroy after discharge SECURITY MICROFILM: Transfer to offsite storage; retain permanently MICROFILM WORK COPY: Retain permanently	Maintained by Federal Department of Military
88-1-2	MILITARY ORDERS HISTORICAL SET	Permanent orders reflecting activation/deactivation and reorganization of military units. Military orders documenting state emergency activation of units and individuals of the Nebraska Army National Guard. Includes promotion/reduction actions and discharge orders.	TRANSFER ALL RECORDS TO FEDERAL DEPARTMENT OF MILITARY ORIGINAL RECORD: Retain permanently or microfilm and destroy SECURITY MICROFILM: Transfer to offsite storage; retain permanently MICROFILM WORK COPY: Retain permanently	Maintained by Federal Department of Military
88-2-1	EMERGENCY OPERATIONS PLANS	State Emergency Operations Plans (SEOP) and Local Emergency Operations Plans (LEOP) are plans that predetermine actions to be taken by responsible elements of government and by cooperating private organizations to prevent avoidable disasters, reduce the vulnerability of residents to any disaster that may strike, establish capabilities for protecting citizens from the effects of disaster, respond effectively to the actual occurrence of disaster and provide for the recovery in the aftermath of any emergency.	Transfer 4 copies to the Library Commission Publications Clearinghouse, dispose of agency copies after superseded	
88-2-2	DAILY OPERATIONS LOGS	Chronological log of communications relating to disaster events as they occur.	Dispose of after 20 years	
88-2-3	DISASTER FILES	Record of every disaster as it happens. Includes damage assessment, weather reports, and actions taken in response to the disaster.	Dispose of after 3 years provided there are no outstanding claims against the agency	
88-2-4	GRANT FILES	Financial records, supporting documents, statistical records, and all other records pertinent to a grant.	Dispose of 5 years after the date of the final expenditure report or annual financial status report, whichever applies, subject to the exceptions stated in the Federal Emergency Management Agency circular No. A-102 or its successor policy	
88-2-5	TRAINING RECORDS	All instructors/student training records, certifications, and associated instructional materials.	Dispose of 5 years after completion of training or last course offering, whichever applies	