

Schedule 25-1

DEPARTMENT OF MOTOR VEHICLES

LEGAL DIVISION

May 30, 2013

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


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

SCHEDULE	25-1
AGENCY, BOARD OR COMMISSION	DEPARTMENT OF MOTOR VEHICLES
DIVISION, BUREAU OR OTHER UNIT	LEGAL DIVISION
Supersedes Edition of August 14, 1997	

**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	<i>Director</i>
DATE	<i>21 May 2013</i>


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	<i>5/28/2013</i>
-----------	---	------	------------------

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	<i>5/28/13</i>
-----------	---	------	----------------

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	<i>5/30/13</i>
-----------	---	------	----------------

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 25-1
DEPARTMENT OF MOTOR VEHICLES
LEGAL DIVISION
May 30, 2013

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

Supersedes Edition of August 14, 1997

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
025-001-001-000-000-000-000	ADMINISTRATIVE - LICENSE REVOCATION (ALR) CASES; COMMERCIAL DRIVER LICENSE HEARINGS	Copies of case file documentation regarding ALR cases including any pleadings, motions, preliminary or intermediate rulings and orders, and similar correspondence to or from the agency pertaining to the case.	DISMISSALS: Scan and import to FileBound; dispose of after image verification RECORDING TAPES: 4 years after date of final order ELECTRONIC RECORD: 50 years after scan date SWORN REPORTS: 50 years after scan date	Neb. Rev. Stat. §60-4,167
025-001-002-000-000-000-000	ADMINISTRATIVE - CASES ON APPEAL	Personnel hearings, Drivers Service and other Administrative Appeals which may include copies of case file documentation regarding cases on appeal including any pleadings, motions, requests, preliminary or intermediate rulings and orders and similar correspondence to or from the agency pertaining to the case.	4 years after date of final order	
025-001-003-000-000-000-000	HEALTH ADVISORY BOARD - INDIVIDUAL CASE FILES	Records of individual cases considered by the Board. Case files may include: Request(s) for Statement of Physician, Statement of Physician with attached medical reports and/or Final Order of the Director.	4 years after the Health Advisory Board Meeting date	Confidential Record
25-1-4	ADMINISTRATIVE - ALCOHOL TESTING TRAINING FOR LAW ENFORCEMENT OFFICERS RECORDS			Transferred to Criminal Justice Commission, Law Enforcement Training Center, Schedule 3-7