

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

Schedule 85

ABSTRACTERS BOARD OF EXAMINERS

JUNE 15, 1989

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

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

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER 85
	AGENCY, BOARD OR COMMISSION ABSTRACTERS BOARD OF EXAMINERS
	DIVISION, BUREAU OR OTHER UNIT Supersedes Edition of November 26, 1985

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 • <i>Marcia VanAndell</i>	
TITLE <i>Director</i>	DATE <i>6/7/89</i>

PART II — ARCHIVAL APPROVAL

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 • <i>Andrea I. Paul</i> Asst. STATE ARCHIVIST	DATE <i>June 14, 1989</i>

PART III — APPROVAL BY 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 • <i>Allen J. Beermann</i> ADMINISTRATOR	DATE <i>June 15, 1989</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**

INDEX

SCHEDULE 85 ABSTRACTERS BOARD OF EXAMINERS

	Item	Page
APPLICATION FOR EXAMINATION	85-1	5
CERTIFICATE OF AUTHORITY HOLDER'S FILE	85-2	5
INDIVIDUAL ABTRACTER'S FILE	85-3	5
STATEMENT OF ACCOUNT FOR RENEWAL OF CERTIFICATE OF AUTHORITY	85-4	5
STATEMENT OF ACCOUNT FOR RENEWAL OF CERTIFICATE OF REGISTRATION.....	85-5	6

SCHEDULE 85 – ABSTRACTERS BOARD OF EXAMINERS

85-1 APPLICATION FOR EXAMINATION

A form completed by an individual wanting to take the Abstracters Examination at a given time and date and become a registered abstracter. Data includes name, address, education, past employment history, past abstracting experience, and character references.

EXAMINATIONS FAILED: Dispose of 2 years after the date of the examination.

EXAMINATIONS PASSED: File in CERTIFICATE OF AUTHORITY HOLDER'S FILE or INDIVIDUAL ABSTRACTER'S FILE.

85-2 CERTIFICATE OF AUTHORITY HOLDER'S FILE

File of a person, firm or corporation that engages in the business of abstracting in the State of Nebraska. May include application for certificate of authority, certificate of authority, certificate of authority renewals, bonding requirements, correspondence and records of abstracters employed including the APPLICATION FOR EXAMINATION.

ACTIVE: Microfilm for security; dispose of 50 years after date of certificate of authority.

SECURITY MICROFILM: Transfer to the State Archives; dispose of 50 years after latest date of all certificates of authority on the roll.

MICROFILM WORK COPY: Dispose of 50 years after latest date of all certificates of authority on the roll

INACTIVE: Dispose of after 10 years.

CERTIFICATE OF AUTHORITY RENEWALS: Dispose of after 5 years provided audit has been completed.¹

CORRESPONDENCE: Dispose of pursuant to schedule item no. 124-1-146.

85-3 INDIVIDUAL ABSTRACTER'S FILE

File of individual who is registered and continues to renew as an abstracter but is not practicing. May include application for examination, examination, certificate of registration, certificate of registration renewals, and correspondence.

ACTIVE: Microfilm for security; dispose of 50 years after date of certificate of registration.

SECURITY MICROFILM: Transfer to the State Archives; dispose of 50 years after latest date of all certificates of registration on the roll.

MICROFILM WORK COPY: Dispose of 50 years after latest date of all certificates on registration on the roll.

INACTIVE: Dispose of after 10 years.

CERTIFICATE OF REGISTRATION RENEWALS: Dispose of after 5 years provided audit has been completed.¹

CORRESPONDENCE: Dispose of pursuant to Schedule No. 124-1-146.

85-4 STATEMENT OF ACCOUNT FOR RENEWAL OF CERTIFICATE OF AUTHORITY

Statement sent out annually to persons engaged in the business of abstracting in the state of Nebraska for payment of a fee to renew their abstracting license.

Dispose of after 5 years provided audit has been completed.¹

85-5 STATEMENT OF ACCOUNT FOR RENEWAL OF CERTIFICATE OF REGISTRATION

Statement sent out annually to all persons registered as abstracters in the state of Nebraska for payment of a fee to renew their registration.

Dispose of after 5 years provided audit has been completed.¹

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete.