

Schedule 170-9

UNIVERSITY OF NEBRASKA BOARD OF REGENTS

ENVIRONMENTAL HEALTH AND SAFETY

April 5, 2011

**Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559**

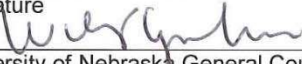
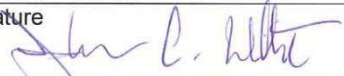
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE	170-9
AGENCY, BOARD OR COMMISSION	UNIVERSITY OF NEBRASKA BOARD OF REGENTS
RECORDS SERIES	ENVIRONMENTAL HEALTH AND SAFETY
Supersedes Edition of September 9, 2009	

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


PART I – UNIVERSITY OF NEBRASKA STATEMENT:

In accordance with Section 84-1212.01, (Reissue 1999), 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(2), R.R.S. 1943. The attached Records Retention and Disposition Schedule has been approved by the records officers of the University of Nebraska.

University of Nebraska Records Officer (Print Name) William F. Lynch III	
Signature 	DATE 3/22/11
University of Nebraska General Counsel's Office (Print Name) John C. Wiltse	
Signature 	DATE 29 March 2011

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 University of Nebraska Archives has been recommended for such material, and this schedule is approved as submitted.

University of Nebraska Archives (Print Name) Mary Ellen Ducey	
Signature 	DATE 31 Mar. 2011

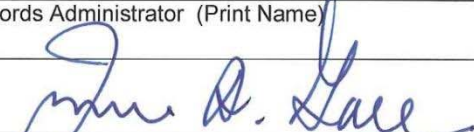
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

Signature 	DATE 3/31/11
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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.

Nebraska State Records Administrator (Print Name) John A. Gale	
Signature 	DATE 4/5/2011

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. State Agencies General Records Schedule No. 124 contains those records common to most state government agencies. This schedule takes precedence over General Records Schedule 124.

This schedule provides ongoing authority to dispose of paper records that do not have a permanent retention period after electronic copies have been made in accordance with Neb. Rev. Stat. § 25-12,112 (Reissue 1995) and to dispose of paper or electronic records once the record's retention period has expired unless it is subject to a legal hold. The University of Nebraska assumes the responsibility to migrate these electronic records to a new system, software, and/or storage medium when the current system, software, and/or storage medium become obsolete, to ensure that this information remains accessible for the entire required retention period.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is.
2. Dispose of records that have met their retention periods unless they are subject to a legal hold.
3. Complete a **Records Disposition Report** for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, copy it, complete the form, copy it for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. The completed report establishes that the destruction or other disposition of records was done in the normal course of office activities.

**Nebraska Secretary of State
Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
SOS.RecordsManagement@nebraska.gov
402-471-9778**

QUESTIONS

If you have any questions about these procedures, please contact your University human resources office.

**SCHEDULE 170-9 – UNIVERSITY OF LINCOLN – BOARD OF
REGENTS – ENVIRONMENTAL HEALTH AND
SAFETY RECORDS**

University of Nebraska Environmental Health & Safety Records Retention and Disposition Schedule
Legend: D=Days; CY=Calendar Year End: December 31; Y=Years; S=Separation; LOA=Life of Asset; P=Permanent;
 ELECTRONIC RECORDS - retention follows the same retention as retention of paper records.
 PRESERVATION HOLD - no destruction of records may take place while there is a Preservation Hold in effect.

Code	Grouping	Category	Sub-Category	Record	Retention
Environmental Records					
170-9-1	EHS	Environment	Air Quality	Air Quality Permits and Associated Records	CY + 5Y
170-9-2	EHS	Environment	Clean Water	National Pollutant Discharge Elimination Systems Permits and Associated Records	CY + 5Y
170-9-3	EHS	Environment	Underground Storage Tanks	Petroleum Storage Tank Associated Records	CY + 6Y
170-9-4	EHS	Compliance	Livestock	Regulated CAFO Livestock Facilities	LOA +3Y beyond closure of facility
170-9-5	EHS	Environment	Hazardous Waste	Resource Conservation and Recovery Act Associated Records	CY + 3Y
170-9-6	EHS	Environment	Oil Spill Prevention	Spill Prevention, Control and Countermeasures Associated Records	CY + 5Y
Life Safety Records					
170-9-7	EHS	Life Safety	Fire Code	Fire Alarm System Maintenance, Inspection and Testing Records	CY + 1Y
170-9-8	EHS	Life Safety	Fire Code	Water Based Fire Protection Systems - Acceptance Test Records	LOA life of system
170-9-9	EHS	Life Safety	Fire Code	Water Based Fire Protection Systems - Ongoing Test Records	CY + 1Y
Occupational Health and Safety Records					
170-9-10	EHS	Occupational Health and Safety	Exposure	Arsenic (inorganic) Exposure Monitoring	40Y, or for the duration of employment plus 20Y,

				Records	whichever is longer
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PRESERVATION HOLD - no destruction of records may take place while there is a Preservation Hold in effect.

Code	Grouping	Category	Sub-Category	Record	Retention
170-9-11	EHS	Occupational Health and Safety	Training	Asbestos Training Records	S + 1Y
170-9-12	EHS	Occupational Health and Safety	Exposure - Noise	Audiometric Test Records	S + 1Y
170-9-13	EHS	Occupational Health and Safety	Training	Bloodborne Pathogens Safety Training Records	CY + 3Y
170-9-14	EHS	Occupational Health and Safety	Exposure - Chemical	Employee Chemical Exposure Monitoring Records	S + 30Y
170-9-15	EHS	Occupational Health and Safety	Safety	Employee Medical Records	S + 30Y
170-9-16	EHS	Occupational Health and Safety	Safety	Employee Safety Committee Minutes	3Y
170-9-17	EHS	Occupational Health and Safety	Exposure	Lead Exposure Monitoring Records	40Y, or for the duration of employment plus 20Y, whichever is longer
170-9-18	EHS	Material Safety Data Sheets	Safety	Material Safety Data Sheets	CY + 30Y
170-9-19	EHS	Occupational Health and Safety	Exposure - Noise	Noise Exposure Measurement Records	CY + 2Y
170-9-20	EHS	Occupational Health and Safety	Safety	Occupational Injury and Illness Records Including Supplementary Records	CY + 5Y
170-9-21	EHS	Occupational Health and Safety	Training	Occupational Safety Training Records	CY + 3Y
170-9-22	EHS	Occupational Health and Safety	Exposure - Radiation	Radiation Dosimetry Records and Exposure Records	S + 30Y (See University of Nebraska Board of Regents Schedule 170-1 Item 170-1-73)
170-9-23	EHS	Compliance	Radiation Safety	Radiation Safety Program Provisions	P
170-9-24	EHS	Compliance	Radiation Safety	Records Showing the Use of Radioactive Material (180 NAC 3-030)	For records in which a retention period is not specifically identified elsewhere in Title 180, the retention period is 1Y after the most recent inspection

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ELECTRONIC RECORDS - retention follows the same retention as retention of paper records.
PRESERVATION HOLD - no destruction of records may take place while there is a Preservation Hold in effect.

Code	Grouping	Category	Sub-Category	Record	Retention
170-9-25	EHS	Occupational Health and Safety	Safety	Respirator Fit Test Records	Retained for respirator users until the next fit test administered
170-9-26	EHS	Compliance	DOT/IATA	Training Records for Those that Ship Hazardous Materials	Current Record + 2Y for current employees or for 90D after end of employment

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY Board of Regents of the University of Nebraska
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, Neb. Rev. Stat. § 84-1212.02 (Reissue 1999) records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

DATE	SIGNATURE

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter- size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal- size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb

