

Schedule 170-1

UNIVERSITY OF NEBRASKA BOARD OF REGENTS

EMPLOYMENT RECORDS

April 15, 2011

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

REQUEST FOR APPROVAL
OF RECORDS RETENTION

SCHEDULE

170-4

The table contains several columns and rows of data. At the bottom of the page, there is a section with the following text:

Approved Name: _____
Approved Date: _____

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your

SCHEDULE 170-1 – UNIVERSITY OF NEBRASKA BOARD OF REGENTS – EMPLOYMENT RECORDS

University of Nebraska Employment Records Retention and Disposition Schedule

Legend: D=Days; CY=Calendar Year End: December 31; FY=Fiscal Year End: June 30; Y=Years; E=Expiration; S=Separation; 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.

*Dispose after the required retention period provided the audit has been completed with the audit report released and all related audit comments resolved.

Code	Grouping	Category	Sub-C
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ELECTRONIC RECORDS - retenti**

RECORDS DISPOSITION REPORT

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

REQUIRED INFORMATION:

In accordance wi

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/84 0 0 9.96 157.8 5in