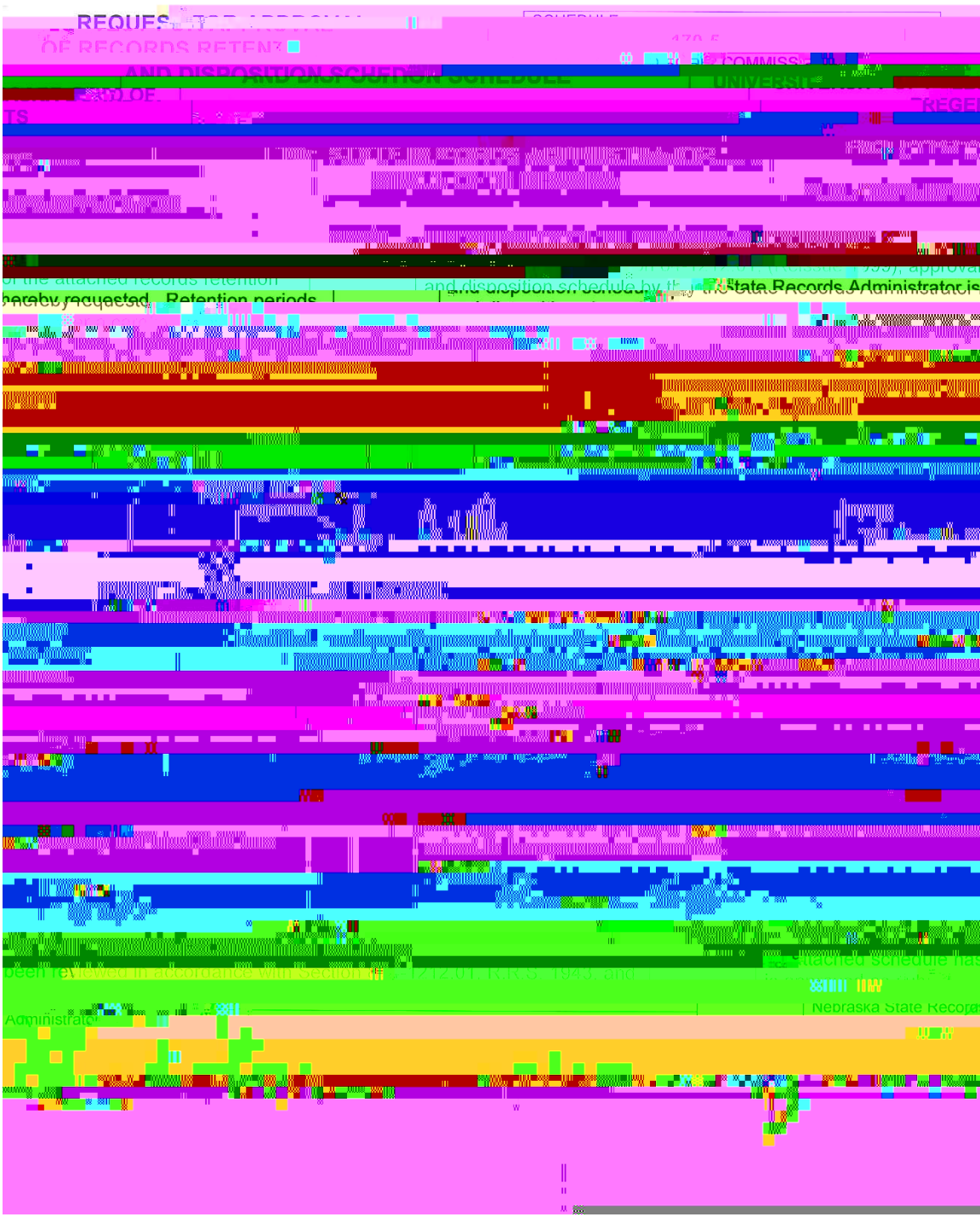


Schedule 170-5

UNIVERSITY OF NEBRASKA BOARD OF REGENTS

FACILITY RECORDS



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

**SCHEDULE 170-5 – UNIVERSITY OF NEBRASKA – BOARD OF
REGENTS – FACILITY RECORDS**

University of

170-5-17	Facilities	Planning	Property	Floor Plans	LOA Life of Building then A
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University of Nebraska Facility Records Retention and Disposition Schedule

Legend: CY=Calendar Ye.052 Tw[ar Ye.052 Tw[ar Y566844.956 68 672.-6(E72.84 Tm-.0024 Tc(11.02:))J9.9593 0 0 9.904 542

University of Nebraska Facility Records Retention and Disposition Schedule

Legend: CY=Calendar Year End: December 31; FY=Fiscal Year End: June 30; Y=Years; E=Expiration; SUP=Until Superseded; LOA=Life of Asset; IND=Indefinite; A=Transfer to University Archives at end of

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 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):

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

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.

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<small>DATE</small>	<small>SIGNATURE</small>
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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.)