



# MCC RECORDS DISPOSITION

College Archives  
 FOC Building 17, Room 010  
 Omaha, Nebraska 68110  
 531-622-2675  
 collegearchives@mccneb.edu

Approved records retention schedules serve as the legal authority to dispose of records regardless of the media on which they reside. Nebraska revised statute §84-1212.02 requires agencies to report records dispositions to the Nebraska Secretary of State. Use this form to meet that requirement.

<b>1. AGENCY &amp; DIVISION</b>	
<b>2. SCHEDULE NUMBER(S)</b>	
<b>3. RECORD MEDIUM</b>	
PAPER	ELECTRONIC
<b>OTHER:</b>	
<b>4. FINAL DISPOSITION METHOD</b>	
TRASH	RECYCLED
SHREDDED	DELETED
<b>5. VOLUME OR FILE SIZE OF RECORDS DISPOSED</b>	
<b>6. RECORDS DETAILS</b>	
PRINTED NAME	
SIGNATURE	DATE

## INSTRUCTIONS

1. Enter the agency and division. (Example: MCC Adult Education)
2. Enter the retention schedule number that provides authority to dispose of these records. This will be either 151 (the MCC retention schedule) or 24 (the General Records for Local Government retention schedule).
3. Select the medium of the records being disposed.
4. Select the disposal method of these records.
5. For paper records, report the total volume in cubic feet. One standard size storage box (15x10x12) is approximately one cubic foot. An estimate of total volume is fine. For electronic records, report the total file size deleted.
6. List the contents of the records and the years covered by them.
7. **Sign, date, and send the completed form to the address above either via campus mail or e-mail. Retain a copy for your records in accordance with Schedule 24-71 for local agencies.**
8. College Archives staff will report the destruction of these records to the Nebraska Secretary of State, and will notify you when the report has been accepted.