

# **Schedule #11**

## **County Registers of Deeds**

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

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

|                                      |                           |
|--------------------------------------|---------------------------|
| SCHEDULE NUMBER                      | 11                        |
| AGENCY, BOARD OR COMMISSION          | COUNTY REGISTERS OF DEEDS |
| DIVISION, BUREAU OR OTHER UNIT       |                           |
| Supersedes edition of April 15, 1981 |                           |

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

**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>William R. Pelt</i>                |                |
| TITLE     | <i>Director of Records Management</i> | DATE           |
|           |                                       | <i>1/11/88</i> |

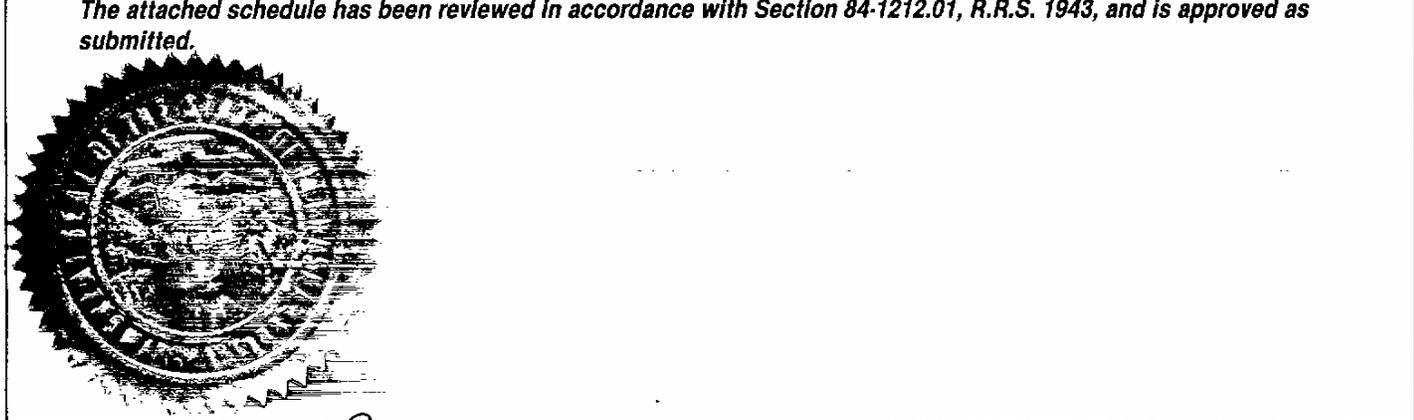
**PART II — ARCHIVAL APPROVAL**

*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> | ASSISTANT<br>STATE ARCHIVIST | DATE           |
|           |                       |                              | <i>1/12/88</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 G. Beermann</i> | ADMINISTRATOR | DATE                |
|           |                          |               | <i>Jan 13, 1988</i> |

# INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide 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 General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
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, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was done in your normal course of business.

**Please remember to retain the blank form for future use.**

## NON-SCHEDULED RECORDS

Contact a Records Management Consultant in the Records Management Division 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 local government entity to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that 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 a Records Management Consultant in the Records Management Division. We will help you with any questions the schedule may present.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## SCHEDULE 11

### RECORD OF COUNTY REGISTERS OF DEEDS

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## **SCHEDULE NO. II - RECORDS OF COUNTY REGISTERS OF DEEDS**

### **11-1            BANKRUPTCY RECORDS**

#### **11-1-1        BANKRUPTCY PROCEEDINGS INDEX**

An alphabetical index of bankruptcies showing name of bankrupt, notice of bankruptcy proceedings, book and page or roll and frame where recorded, and date of order or petition.

**Dispose of 60 years after date of last case recorded in the index.**

#### **11-1-2        NOTICE OF BANKRUPTCY PROCEEDINGS**

Record contains certified copies of petitions commencing bankruptcy proceedings, certified copies of decrees of adjudication, or orders approving the bonds of trustees appointed in bankruptcy proceedings showing name of bankrupt, address, date of filing, assets, and liabilities.

**ORIGINAL RECORD: Dispose of 60 years after filing; OR, microfilm and destroy originals per section II,IX.**

**SECURITY MICROFILM: Transfer to State Archives; dispose of 60 years after last date of filing.**

**MICROFILM WORK COPY: Dispose of 60 years after last date of filing.**

### **11-2            FIELD NOTES AND PLATS**

#### **11-2-1        FIELD NOTES OF IRREGULAR TRACTS, NUMERICAL INDEX TO**

Numerical index to irregular land divisions showing lot number, owner, acres, and page indicating section, township, and range.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **11-2-2        FIELD NOTES OF IRREGULAR TRACTS**

Original field notes for survey of irregular tracts of land indicating tract number, description of size and location of property, and location in deed books or microfilm roll and frame number.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX. Contact State Archives prior to disposal for possible accession.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **11-2-3        IRREGULAR TRACTS, NUMERICAL INDEX TO**

Numerical index to irregular tracts (e.g., where a quarter section has been divided into smaller tracts by a railroad right-of-way) indicating name of grantor and grantee, kind of instrument filed, and book and page or roll and frame number where filed.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **11-2-4 MUNICIPAL SUBDIVISIONS, INDEX TO**

Index to subdivisions of municipalities showing block, log, by whom platted, book and page or roll and frame where filed, lot number, and book and page or roll and frame where indexed.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently**

**MICROFILM WORK COPY: Retain permanently.**

#### **11-2-5 PLATS**

Plats of the county and the cities and villages therein.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and transfer originals to State Archives; retain permanently.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **11-2-6 PLAT BOOKS**

Contains maps of all surveys taken in the county including urban subdivisions.

Original set may be accompanied by a duplicate set of books.

**ORIGINAL RECORD: Retain permanently, microfilm one complete set of all surveys for security.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently**

**MICROFILM WORK COPY: Retain permanently.**

#### **11-3 FISCAL RECORDS**

##### **11-3-1 FEE BOOKS**

Itemized list of all fees received showing date, grantor-grantee, documentary tax if required, filing fee, type of instrument, and where instrument is.

**FEE BOOKS USED AS INDEX TO MICROFILM: Retain permanently.**

**OTHER FEE BOOKS: Dispose of after 10 years or after audit, whichever is later.**

#### **11-4 LIEN RECORDS**

##### **11-4-1 FEDERAL TAX LIEN INDEX**

Alphabetical index of tax lien notices filed against property owner for nonpayment of federal taxes showing the name and residence of the property owner, date of filing, amount of assessment, amount of penalty, and date of issuance of a certificate of discharge.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

##### **11-4-2 FEDERAL TAX LIEN NOTICES**

Record of tax lien notices filed against property owner for nonpayment of federal taxes showing the name and residence of the property owner or his place of business, the class of tax, period for which tax is due and the unpaid balance of assessment due.

**ORIGINAL RECORD: Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

### **11-4-3 FEDERAL TAX LIEN DISCHARGES**

Records of certificates of release of federal tax liens showing the same information as recorded on federal tax lien notices, and certifying the discharge of said liens.

**ORIGINAL RECORD:** Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.

**SECURITY MICROFILM:** Transfer to State Archives; retain permanently. **MICROFILM WORK COPY:** Retain permanently.

### **11-4-4 STATE TAX LIEN INDEX**

Alphabetical index of tax lien notices filed against property owner for nonpayment of state taxes showing the name and residence of the property owner, the amount of assessment and penalty, and date of filing of a certificate of discharge.

**ORIGINAL RECORD:** Retain permanently; OR, microfilm and destroy originals per section II,IX.

**SECURITY MICROFILM:** Transfer to State Archives; retain permanently.

**MICROFILM WORK COPY:** Retain permanently.

### **11-4-5 STATE TAX LIENS**

Record of state tax lien notices filed against property owner for nonpayment of state taxes showing the name and residence of the property owner, and the unpaid balance of assessment due.

**ORIGINAL RECORD:** Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.

**SECURITY MICROFILM:** Transfer to State Archives; retain permanently

**MICROFILM WORK COPY:** Retain permanently.

### **11-4-6 ASSISTANCE LIEN INDEX (Obsolete 1976)**

Alphabetical index of liens against property of recipients of old age assistance showing the name and residence of the property owner, mortgage record and page or roll and frame where recorded, date of filing, date of discharge, and description of property.

**ORIGINAL RECORD:** Retain permanently; OR, microfilm and destroy originals per section II,IX.

**SECURITY MICROFILM:** Transfer to State Archives; retain permanently.

**MICROFILM WORK COPY:** Retain permanently.

### **11-4-7 STATE CORPORATE OCCUPATION TAX LIEN INDEX (Obsolete 1976)**

Alphabetical index of liens against property of foreign and domestic corporations for violations of corporate occupation tax laws showing the name of the corporation, principal place of business, amount of assessment and penalty, date of issuance, and date of filing.

**ORIGINAL RECORD:** Retain permanently; OR, microfilm and destroy originals per section II,IX.

**SECURITY MICROFILM:** Transfer to State Archives; retain permanently.

**MICROFILM WORK COPY:** Retain permanently.

#### **11-4-8 STATE CORPORATE OCCUPATION TAX LIENS**

Record of corporation occupation tax liens filed by the Secretary of State against the property of foreign and domestic corporations for violation of corporate occupation tax laws showing the name of the corporation, principal place of business, amount of assessment and penalty, and date of filing.

**ORIGINAL RECORD: Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **11-4-9 MECHANIC'S LIEN INDEX**

Alphabetical index of liens for labor, materials, machinery or fixtures showing the name of the person imposing lien, name of property owner, mechanic's lien record and page, and mechanic's lien number.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **11-4-10 MECHANIC'S LIEN RECORD**

Record of liens for labor, materials, machinery or fixtures showing the name of the person imposing lien, name of property owner, date of filing, dates of first and last days of service, value of the labor and/or goods furnished, description of the property under lien, and the release of lien.

**ORIGINAL RECORD: Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **11-4-11 STATE TAX LIEN DISCHARGES**

Records of certificates of release of state tax liens showing the same information as recorded on state tax lien notices and certifying the discharge of said liens.

**ORIGINAL RECORD: Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **11-5 MORTGAGE RECORDS**

##### **11-5-1 MORTGAGE RECORD INDEX**

Alphabetical grantor-grantee index to mortgages showing name of grantor and grantee, book and page or roll and frame number where recorded, date of filing, type of instrument, date of instrument, and description of property.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

### **11-5-2 MORTGAGE RECORD**

Record of mortgages and securities showing name of mortgagor and mortgagee, terms of mortgage, dates of filings, property description, extension agreements, release of mortgage, and assignment of rents.

**ORIGINAL RECORD: Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently**

**MICROFILM WORK COPY: Retain permanently.**

### **11-6 MISCELLANEOUS RECORDS**

#### **11-6-1 BLANKET DOCUMENTS, GENERAL INDEX TO**

Index to documents filed in the office of register of deeds that do not have reference to a specific piece of land ("without legal description") including such documents as death certificates, powers of attorney, etc. Shows type of document, name of each party, date of filing, and date of instrument.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **11-6-2 CEMETERIES, NUMERICAL INDEX TO**

Index to all cemeteries in the county showing name of cemetery, section, lot number, book and page or roll and frame where recorded, name of grantee, and date of filing.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX. Contact State Archives prior to disposal for possible accession.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **11-6-3 HOMESTEAD RECORD**

Record of land grants issued under the Homestead Act showing date of sale, name of recipient, and description and total acreage of land received.

**Transfer to State Archives; retain permanently.**

#### **11-6-4 MISCELLANEOUS RECORD**

Record of all instruments not specifically provided for in the statutes showing name of each party, date of filing, date of instrument, includes such instruments as notification of purchase of property by tax sale, notice to redeem from tax sale, affidavits of publication, notice of lis pendens, agreements, assignment of contract for warranty deed, easement for right-of-way, appointment of registered agent and designation of registered office for corporations, discharge of severance agreement, report of appraisers, certificate of death, and water service contracts.

**ORIGINAL RECORD: Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently**

**MICROFILM WORK COPY: Retain permanently.**

### **11-6-5 MISCELLANEOUS RECORD INDEX**

**ORIGINAL RECORD:** Retain permanently; OR, microfilm and destroy originals per section II,IX.

**SECURITY MICROFILM:** Transfer to State Archives; retain permanently.

**MICROFILM WORK COPY:** Retain permanently.

### **11-6-6 TAX SALE RECORD**

Records affidavits of notification to property owner that said property has been purchased at a tax sale showing name of debtor and purchaser, date of filing, and description of the property. Information previously contained in this record is now recorded in the MISCELLANEOUS RECORD.

**ORIGINAL RECORD:** Retain permanently; OR, microfilm and destroy originals per section II,IX.

**SECURITY MICROFILM:** Transfer to State Archives; retain permanently.

**MICROFILM WORK COPY:** Retain permanently.

## **11-7 RECORDS OF REAL PROPERTY TITLES AND CONVEYANCES**

### **11-7-1 DEED RECORD**

Recorded copies of absolute conveyances of real property showing name of grantor and grantee, date of instrument, location and description of property, consideration, terms of payments, and register of deed's seal.

**ORIGINAL RECORD:** Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.

**SECURITY MICROFILM:** Transfer to State Archives; retain permanently

**MICROFILM WORK COPY:** Retain permanently.

### **11-7-2 GRANTOR-GRANTEE INDEX**

Alphabetical GRANTOR-GRANTEE INDEX to all deeds filed showing name of grantor and grantee, book and page or roll and frame where filed, type of instrument filed, date of instrument, date of filing, description of tract, and book and page where recorded.

**ORIGINAL RECORD:** Retain permanently; OR, microfilm and destroy originals per section II,IX.

**SECURITY MICROFILM:** Transfer to State Archives; retain permanently.

**MICROFILM WORK COPY:** Retain permanently.

### **11-7-3 NUMERICAL INDEX**

Index of all conveyances of instruments affecting realty including mechanic's liens, numerically ordered by section, township, and quarter. Urban areas are further broken down by subdivision, block and lot

number. Nonurban areas are broken down as previously indicated, showing the total acreage. Index shows grantor and grantee, type of instruments filed, and book and page or roll and frame where recorded. All papers relating to realty are to be recorded in the NUMERICAL INDEX with reference to the book in which they are recorded.

**ORIGINAL RECORD:** Retain permanently; OR, microfilm and destroy originals per section II,IX.

**SECURITY MICROFILM:** Transfer to State Archives; retain permanently.

**MICROFILM WORK COPY:** Retain permanently.

**11-7-4 POWER OF ATTORNEY INDEX**

Alphabetical grantor-grantee index showing book and page or roll and frame where the instrument is recorded, and date of filing.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.**

**MICROFILM WORK COPY: Retain permanently.**

**11-7-5 REGISTER OF INSTRUMENTS FILED (Record of Instruments)**

A daily record of every instrument filed for record in the office of the register of deeds showing name of grantor and grantee, type of instrument, book and page or roll and frame where recorded, to whom delivered, and date of delivery.

**Dispose of after 2 years.**

**11-7-6 SHERIFF'S DEED RECORD**

Record of deeds issued by the county sheriff upon writ of execution for sale of land and tenements.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**11-7-7 SURVIVORSHIP DEED RECORD**

Record of warranty deeds which contain a covenant of warranty showing names of grantor and grantee, date of instrument, location and description of property, consideration, terms of payment and ownership, and register of deed's seal.

**ORIGINAL RECORD: Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**11-7-8 WILL INDEX**

Alphabetical index of wills showing name of assignor, instruments filed such as wills and death certificates, will record and page where recorded, and date of filing. Wills are filed with registers of deeds when real estate is conveyed pursuant to Section 76-248, R.R.S. 1943.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

### **11-7-9 WILL RECORD**

Record of last will and testament containing inventory of estate (real and personal property), decree of judgement for execution of will, appointment of conservator, final decree, certificate of transcript, last will and testament, certificate of proof of will, and inheritance tax decree, and decree of heirship. Wills are filed with registers of deeds when real estate is conveyed pursuant to Section 76-248, R.R.S. 1943.

**ORIGINAL RECORD: Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

### **11-8 SECURED TRANSACTIONS RECORDS**

#### **11-8-1 UNIFORM COMMERCIAL CODE INDEX**

Alphabetical index of secured transactions showing the names and addresses of debtor or assignor and secured party or assignee, file number, value of goods, date filed, and date released.

**ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.**

**SECURITY MICROFILM: Transfer to State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **11-8-2 UNIFORM COMMERCIAL CODE**

Record of secured transactions where the goods have or will become fixtures, containing: affidavit by vendor or seller certifying authenticity and accuracy of financing statement; financing statement with name of debtor or assignor and secured party/assignee and their addresses; list of the property secured (crops or goods) and location; statement of continuation; release of collateral; assignment of securit/ interest under an additional financing statement; termination statement.

NOTE: In the event of refile; attach the original filing to the refile and reindex to new location so original equity is not lost.

**LAPSED: Dispose of 10 years after filing of financing statement; OR, 10 years after filing of last continuation statement, whichever is later.**

**TERMINATED: Upon receipt of a termination statement, mark all previous statements "terminated" and send to the secured party.**

**11-9            AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING**

Unless specifically prohibited under separate record series listing, all records of local government agencies may be destroyed immediately after microfilming, provided that the following provisions are met before disposal of such records:

1. The micrographics project shall be registered with the State Records Administrator.
2. All micrographics recording shall be done in accordance with State Records Administrator's Rule 430 NAC 7, Micrographics Standards.
3. A sample of the micrographics system shall have been inspected and Approved by the State Records Administrator before such document disposal.

Records Management Division  
440 S. 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508-2294  
(402) 471-2559

# RECORDS DISPOSITION REPORT

|                                                                                                                                     |              |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>TO: SECRETARY OF STATE<br/>RECORDS MANAGEMENT DIVISION<br/>440 S. 8<sup>TH</sup> STREET SUITE 210<br/>LINCOLN, NE 68508-2294</b> | AGENCY       |
|                                                                                                                                     | DIVISION     |
|                                                                                                                                     | SUB-DIVISION |

## REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

| SCHEDULE NUMBER(S) ONLY<br>(DO NOT INCLUDE SECTION AND ITEM NUMBERS) | TOTAL VOLUME DISPOSED<br>(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.**  
RMA 03006D

## VOLUME ESTIMATING GUIDE

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

|                                                   |               |
|---------------------------------------------------|---------------|
| Vertical File Cabinet, 4 drawer letter-size ..... | 6 cubic feet  |
| Vertical File Cabinet, 4 drawer legal-size.....   | 8 cubic feet  |
| Lateral File, 4 drawer/shelf letter-size .....    | 9 cubic feet  |
| Lateral File, 4 drawer/shelf legal size .....     | 12 cubic feet |
| Records center carton.....                        | 1 cubic foot  |
| About a pickup load .....                         | 50 cubic feet |