

Schedule 123

CITY OF LINCOLN

PUBLIC WORKS AND UTILITIES DEPARTMENT

June 3, 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	123
AGENCY, BOARD OR COMMISSION	CITY OF LINCOLN
DIVISION, BUREAU OR OTHER UNIT	PUBLIC WORKS AND UTILITIES DEPARTMENT
Supersedes Edition of December 1, 2008	

**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 	
TITLE Director of Public Works & Utilities	DATE May 20, 2011

PART II – APPROVAL OF STATE ARCHIVES:

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 	DATE 5/27/2011
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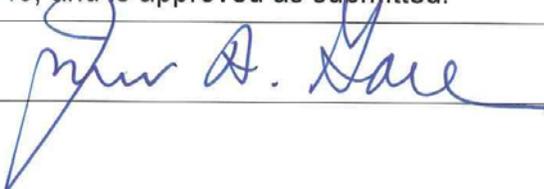
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

SIGNATURE 	DATE 5/31/11
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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.

SIGNATURE 	DATE 6/13/11
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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. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are 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 State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. 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. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management 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 agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure 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 your agency Records Officer or your Records Management Specialist in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

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

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SCHEDULE 123 – CITY OF LINCOLN – PUBLIC WORKS AND UTILITIES DEPARTMENT

123-1 AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING

Unless specifically prohibited under a separate record series listing, all records of the City of Lincoln Public Works and Utilities Department 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.

123-2 GENERAL RECORDS

123-2-1 BUDGET BOOKS

One copy of both the submitted budget and approved budget books for Public Works and Utilities to be kept on file in Management Office.

Dispose of after 10 years.

123-2-2 CAPITAL IMPROVEMENT PROJECTS (C.I.P.) BOOK

One copy of approved C.I.P. book to be kept on file in Management Office.

Dispose of after 10 years.

123-2-3 EMERGENCY OPERATIONS PLANS

Plans of action for emergency situations developed as needed by each individual division and master copy maintained by that division.

Dispose of after superseded.

123-2-4 EMPLOYEE HISTORY FILE

ORIGINAL RECORD: Responsibility of County-City Personnel Department.

DIVISION FILE: Dispose of 10 years after termination of employment.

123-2-5 EMPLOYEE LEAVE REQUESTS

Individual request approved by supervisor.

Dispose of after verification to payroll time entry, provided audit has been completed.¹

123-2-6 EPA/DEQ RECORDS AND REPORTS

May include fuel tank testing, all hazardous waste disposal reports and forms, clean-up recovery records, nuclear density gauge records, etc.

ORIGINAL RECORD: Retain permanently or microfilm and destroy originals pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 123-1.

SECURITY MICROFILM: Transfer to off-site security storage; retain permanently.

MICROFILM WORK COPY: Retain permanently.

123-2-7 EQUIPMENT INFORMATION

Copies of repairs and expenses, insurance on equipment, surplus property, vehicle inventory.

ORIGINAL RECORD: Responsibility of City Accounting/Finance Department.

DIVISION COPY: See NONRECORD MATERIAL, item 24-4.

123-2-8 EXECUTIVE ORDERS

ORIGINAL RECORD: Responsibility of City Accounting/Finance Department.

DIVISION COPY: See NONRECORD MATERIAL, item 24-4.

123-2-9 EXPENSE STATEMENTS AND TRAVEL AUTHORIZATION

Copies of such items as money spent on travel for training seminars, requests for approvals, etc.

ORIGINAL RECORD: Responsibility of Accounting/Finance Department.

DIVISION COPY: See NONRECORD MATERIAL, item 24-4.

123-2-10 INTERDEPARTMENTAL CHARGES

Forms used to bill another city agency for services or supplies.

ORIGINAL RECORD: Responsibility of City Accounting/Finance Department.

DIVISION COPY: See NONRECORD MATERIAL, item 24-4.

123-2-11 MAINTENANCE SERVICE AGREEMENTS

Annual or regular agreements for service on things such as Cathodic Protection, Computer Software, R. J. Hansen, SCADA System, and phones.

Dispose of 2 years after agreement is superseded or item covered is replaced, abandoned, or surplus.

**123-2-12 MASTER FILES ON MAYOR AND CITY COUNCIL
CORRESPONDENCE**

All correspondence to the Mayor and City Council are maintained in the Management Office.

Dispose of after 10 years, subject to review by the State Archives for possible accession.

123-2-13 MASTER READING FILES

Correspondence generated by division employees and individually maintained at each division.

Dispose of after 5 years.

123-2-14 MEETING MINUTES

Minutes of meetings transcribed by Public Works and Utilities support staff and maintained in each division.

Dispose of after 5 years.

123-2-15 MISCELLANEOUS SUBJECT FILES

Includes such things as extra copies of documents preserved only for convenience or reference; extra copies of circulated materials of which official copies have been retained for purposes of record; etc.

See NONRECORD MATERIAL, item 24-4.

123-2-16 PAYMENT VOUCHERS

ORIGINAL RECORD: Responsibility of Accounting/Finance Department.

DIVISION COPY: See NONRECORD MATERIAL, item 24-4.

123-2-17 PAYROLL SHEETS

Director's Payroll Approval Form sent to City Accounting/Finance.

ORIGINAL RECORD: Responsibility of City Accounting/Finance Department.

DIVISION COPY: See NONRECORD MATERIAL, item 24-4.

123-2-18 PURCHASE ORDERS

ORIGINAL RECORD: Responsibility of Accounting/Finance Department.

DIVISION COPY: See NONRECORD MATERIAL, item 24-4.

123-2-19 REQUISITIONS

ORIGINAL RECORD: Responsibility of Accounting/Finance Department.

DIVISION COPY: See NONRECORD MATERIAL, item 24-4.

123-2-20 RULES AND REGULATIONS

Guidelines developed as needed at each individual division and master copy maintained by that division.

Dispose of after superseded.

123-2-21 SAFETY MANUALS

Identification of safety hazards and procedures developed as needed by each individual division and master copy maintained by that division.

Dispose of after superseded.

123-3 MAINTENANCE DIVISION

123-3-1 BUDGET EXPENDITURE REPORTS

May include such reports as #11-Statement of Appropriations Status, #2-Report of Expenditures by Activity & Object, #38-Encumbrance Detail by Organization, #60-Quarterly Expenditures by Organization, #39-Statement of Reimbursements and #22-Detailed Monthly Transactions by Section.

ORIGINAL RECORD: Responsibility of City Accounting/Finance Department.

DIVISION COPY: Dispose of after 3 years, provided audit has been completed. ¹

123-3-2 BULK FUEL RECORDS

Includes all records of fuel purchases and fuel sales by Equipment Management.

Dispose of after 10 years.

123-3-3 CURB & PAVING CUT RECORDS

Log of information kept on all curb and paving cut permits.

ORIGINAL RECORD: Responsibility of City Accounting/Finance Department.

DIVISION COPY: Dispose of after 5 years, provided audit has been completed. ¹

123-3-4 DAILY CREW CARDS

Includes time and activities of each employee.

Dispose of after 3 years, provided audit has been completed. ¹

123-3-5 EQUIPMENT & SUPPLY PROCUREMENT RECORDS

May include specifications, affidavits of publication of calls for bids, accepted and rejected bids, purchase orders and correspondence relating to the acquisition of supplies and equipment for agency use.

ORIGINAL RECORD: Responsibility of City Clerk's Office/Finance Department.

DIVISION COPY OF ACCEPTED BIDS AND RELATED INFORMATION: Dispose of 5 years after fulfillment of contract, provided audit has been completed. ¹

DIVISION COPY OF REJECTED BIDS: Dispose of after 2 years, provided audit has been completed. ¹

123-3-6 EQUIPMENT HISTORY FILE

Working copy of individual cost history for each piece of equipment.

Dispose of 1 year after equipment is surplus or destroyed, provided audit has been completed. ¹

123-3-7 EQUIPMENT INVENTORY RECORDS

Total record of all equipment on hand.

Dispose of after 2 years provided audit has been completed. ¹

123-3-8 EQUIPMENT OPERATING COSTS RECORDS

Summary of all costs for the entire fleet broken down for each piece and class of equipment.

Dispose of after 2 years, provided audit has been completed. ¹

123-3-9 MISCELLANEOUS CONTRACT FILES

May include contracts for such things as re-roofing of public works buildings, snow plowing by farmers and private contractors, snow dump areas provided by contractors in exchange for mowing in the summer months, City Mission to pick up trash on highway rights-of-way, contractors for dredging of ditches, Maintenance Division contracts, etc.

ORIGINAL RECORD: Responsibility of City Clerk's Office/Finance Department.

DIVISION COPY: Dispose of 5 years after fulfillment of contract, provided audit has been completed. ¹

123-3-10 PAYROLL DISTRIBUTION SHEETS

Cost breakdown of employees' time per pay period.

Dispose of after 3 years, provided audit has been completed. ¹

123-3-11 SUPPLY INVENTORY RECORDS

Includes inventory of all stocked parts purchased and used.

Dispose of after 2 years, provided audit has been completed. ¹

123-4 ENGINEERING

123-4-1 ADMINISTRATIVE SUBDIVISION FILES

Review copy of plat and comments made to Planning Department.

ORIGINAL RECORD: Responsibility of County Register of Deeds Office.

DIVISION FILE: Dispose of after 5 years.

123-4-2 ASSESSMENT RECORD BOOKS

Record books showing breakdown of assessment costs for each district.

ORIGINAL RECORD: Responsibility of City Clerk's Office.

DIVISION COPY: Dispose of after 20 years.

123-4-3 BACKUP MAGNETIC COMPUTER TAPES

Computer aided design and drafting section generated data used to generate, track and compile computer utility records, reports, and engineering drawings.

ORIGINAL RECORD: Dispose of after 3 months or after superseded, whichever is sooner.

SECOND SET: Duplicate of original stored off-site. Dispose of concurrently with original.

123-4-4 CONSTRUCTION CONTRACTS AND RECORDS

Files including departmental information regarding Bid Contracts, Private Construction Executive Orders, Bridge and Railroad Crossing Projects. Original of signed contracts or agreements stored in City Clerk's Office.

ACCEPTED: WATER RELATED: Transfer to Water Shop 20 years after completion of project/district (see WATER PROJECT FILES, item 123-6-22), provided audit has been completed.¹

WASTEWATER RELATED: Transfer to Wastewater Plant 20 years after completion of project/district (see WASTEWATER PROJECT FILES, item 123-5-22), provided audit has been completed.¹

REMAINING FILES: Dispose of 20 years after completion of project/district, provided audit has been completed.¹

REJECTED/WITHDRAWN: Dispose of after 4 years, provided audit has been completed.¹

123-4-5 CONSTRUCTION CONTRACTS AND RECORDS ON MAJOR STREET WIDENING PROJECTS

Files including departmental information regarding citizen involvement, contracts, agreements, hearing notices and transcripts.

PROJECT FILES: Dispose of 10 years after completion of project or transfer to Design Engineering for inclusion in a project file being bid, (see CONSTRUCTION CONTRACTS AND RECORDS, item 123-4-4).

WATER RELATED FILES: Transfer to the Water Shop 5 years after completion of project (see WATER PROJECT FILES, item 123-6-22).

WASTEWATER RELATED FILES: Transfer to the Wastewater Plant 5 years after completion of project (see WASTEWATER PROJECT FILES, item 123-5-22).

123-4-6 ENGINEERING DRAWINGS

Construction drawings including design drawings, shop plans, profiles, tracings for roadways, bikeways, water mains and facilities, wastewater mains and facilities, storm sewer systems, and other miscellaneous construction. Plan copies show the specific project as designed.

ORIGINAL RECORD: Microfilm after completion; dispose of 21 years after date of final payment on project.

DIVISION COPY: Dispose of after project completion.

SECURITY MICROFILM: Transfer to off-site security storage; retain permanently.

MICROFILM WORK COPY: Retain permanently.

123-4-8 FIELD BOOKS

Detailed surveys for construction projects used in designing and staking of new roadways and utilities. These do not contain land surveys.

Destroy 20 years after completion of project.

123-4-9 FORMAL PETITION BOOKS

Record of Law Department approved petitions for districts and right-of-way vacations. Includes record of signed frontage for district or vacation.

Dispose of 10 years after last entry.

123-4-10 LANDBASE RECORDS

Records generated from subdivision of lots, additions to the city, right-of-way changes, and city limit changes.

ELECTRONIC RECORD: Dispose of stored data after superseded.

DIVISION COPY: Microfilm every 10 years (in years ending in 5); dispose of after superseded.

SECURITY MICROFILM: Transfer to off-site security storage; retain permanently.

MICROFILM WORK COPY: Retain permanently.

123-4-7 PAY ESTIMATES, PROJECT ENGINEER'S COPY

ORIGINAL RECORD: Responsibility of City Accounting/Finance Department.

DIVISION COPY: See CONSTRUCTION CONTRACTS AND RECORDS, item 123-4-4, or CONSTRUCTION CONTRACTS AND RECORDS ON MAJOR STREET WIDENING PROJECTS, item 123-4-5, for disposition.

123-4-11 STREET AND ALLEY VACATION FILES

Letters to the Planning Commission requesting review of proposed vacation and supporting information for vacation.

ORIGINAL RECORD: Responsibility of Planning Department.

DIVISION COPIES: Dispose of after 5 years.

123-4-12 SUBDIVISION FILES

Review copies of plans and recommendations to the Planning Department concerning City of preliminary and final plats, special permits and use permits.

ORIGINAL RECORD: Responsibility of Planning Department.

DIVISION COPIES: Dispose of 5 years after final plat.

123-4-13 TIME SHEETS

Record of time on each employee used to determine such things as payroll and project costs.

Dispose of after 3 years, provided audit has been completed. ¹

123-4-16 TRAFFIC OPERATIONS CONFLICT MONITOR TEST LOGS

Records of the result of conflict monitor testing completed annually.

Dispose of after 10 years.

123-4-17 TRAFFIC OPERATIONS FATALITY CRASH RECORDS

Records of field report at time of incident. May include pictures, description of scene, reports from controller, timing in controller, etc.

Dispose of after 10 years.

123-4-18 TRAFFIC OPERATIONS SCHOOL FLASHER RECORDS

Records of school schedules and times flashers were scheduled to turn on and off.

Dispose of after 3 years.

123-4-19 TRAFFIC OPERATIONS SIGNAL DATABASE RECORDS

Records of entire traffic signal database. Includes timings, alarms, and alerts, etc.

Dispose of after 5 years.

123-4-20 TRAFFIC OPERATIONS SIGNING AND MARKING DAILY LOG SHEETS

Daily activity record of crews.

Dispose of after 3 years.

123-4-21 TRAFFIC OPERATIONS TRAFFIC COUNTS

Record of traffic counts throughout the city.

Dispose of after count is updated or 10 years, whichever is sooner.

123-4-22 TRAFFIC OPERATIONS TRAFFIC RECORDINGS

Includes videos of intersections for traffic monitoring and traffic counts.

Dispose of immediately after evaluated.

123-4-23 TRAFFIC OPERATIONS TRAFFIC SIGNAL ANNUAL CABINET EVALUATION RECORDS

Records of condition of intersection at time of evaluation. Includes serial numbers of equipment, condition of poles, etc.

Dispose of after 5 years.

123-4-24 TRAFFIC OPERATIONS TRAFFIC SIGNAL FIELD RECORDS

Records of citizen complaints and/or investigations. May include records of repairs, maintenance, service calls, etc.

SHOP WORK ORDER: Dispose of 5 years after completion date.

INTERSECTION FILE: Dispose of after 10 years.

123-4-25 TRAFFIC OPERATIONS TRAFFIC SIGNAL TIMING RECORDS

Records of timing changes to traffic signals. May include records of field measurements and details for changing timings.

PAPER RECORD: Dispose of 3 years after data entry.

ELECTRONIC RECORD: Dispose of after 10 years.

123-4-26 TRAFFIC OPERATIONS TRAFFIC SIGNING/MARKING REQUESTS AND WORK ORDERS INITIATING INSTALLATION OR REMOVAL

Traffic requests and work orders that initiate installation or removal of signs and markings.

Dispose of 10 years after latest completion date.

123-4-27 TRAFFIC OPERATIONS TRAFFIC SIGNING/MARKING REQUESTS AND WORK ORDERS NOT INITIATING INSTALLATION OR REMOVAL

Traffic requests with no action taken and maintenance work orders.

Dispose of after 3 years.

123-4-28 TRAFFIC OPERATIONS TRAFFIC STUDIES

Records of signal evaluations, corridor studies, stop/yield control studies, speed limit studies, etc.

Dispose of after 10 years.

123-4-14 USE OF PUBLIC RIGHT-OF-WAY FILES

Department and Utility Company review correspondence and copy of application concerning the use of public right-of-way.

Dispose of after 5 years.

123-4-15 UTILITY COMPUTER RECORDS

Records generated by construction and maintenance activities relating to water, wastewater, storm sewer, and roadway systems. Records and locations are loaded into computer by agency involved.

ELECTRONIC RECORD: Dispose of stored data after superseded.

DIVISION COPY: Microfilm in years evenly divisible by 20; dispose of after superseded.

SECURITY MICROFILM: Transfer to off-site security storage; retain permanently.

MICROFILM WORK COPY: Dispose of after superseded.

123-5 WASTEWATER DIVISION

123-5-1 FLOW MONITORING RECORDS

Records of wastewater flows at various points in the collection system used only for C.I.P. (Capital Improvement Project) studies.

Dispose of after superseded.

123-5-2 LAB RECORDS

Laboratory records including information on treatment plant operations, industrial data (including surcharges), dump station testing, etc.

Dispose of after 10 years.

123-5-3 LANDFILL CONSTRUCTION PLANS AND DOCUMENTS

Landfill construction plans and documents. Includes such things as drawings, inspections, and as-built drawings.

ORIGINAL PLANS AND DRAWINGS: See CONSTRUCTION CONTRACTS AND RECORDS ON MAJOR STREET WIDENING PROJECTS, item 123-4-4.

FILES TRANSFERRED FROM DESIGN: Dispose of 30 years after site closure.

DIVISION COPY: Dispose of after 5 years.

123-5-4 LANDFILL EQUIPMENT SERVICE RECORDS

Preventative maintenance and repair records on landfill equipment.

Dispose of 5 years after life of equipment ends.

123-5-5 LANDFILL OPERATIONS MONITORING RECORDS

May include groundwater monitoring, gas monitoring, inspections, surface water records, waste acceptance records, etc.

Dispose of 30 years after site closure.

123-5-6 LANDFILL REGULATORY RECORDS FROM STATE AND FEDERAL AGENCIES

State or federal generated records including such things as current licensing and inspection records.

ORIGINAL RECORD: Responsibility of generating agency.

DIVISION COPY: Dispose of 30 years after site closure.

123-5-7 MANHOLE LOCATION RECORDS

Records of manhole locations.

Dispose of electronically stored data after superseded.

123-5-8 MONTHLY OPERATIONS REPORT

Recap of various data (such as primary and thickened sludge flow records, trend charts, wet well level records, shift logs, dissolved oxygen on the aeration basin, and return activated sludge flow records) to monitor overall plant performance.

Dispose of after 5 years.

123-5-9 NPDES DISCHARGE MONITORING REPORTS (DMR'S)

Monitoring reports completed on plant operations operating under a permit to discharge wastes.

ORIGINAL RECORD: Responsibility of Department of Environmental Quality.

DIVISION COPY: Dispose of after 5 years.

123-5-10 RAW WASTEWATER PUMPING RATE AND INFLUENT FLOW RECORDS

Records of wastewater pumped through the plant for treatment during 24 hour period.

ELECTRONIC RECORD: Dispose of after 10 years.

123-5-11 RESIDUALS LAND APPLICATION RECORDS

May include monitoring records, lab testing data, soil testing data, inspection reports, plant tissue analysis, etc.

ORIGINAL RECORD: Retain permanently or microfilm and destroy originals pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 123-1.

SECURITY MICROFILM: Transfer to off-site security storage; retain permanently.

MICROFILM WORK COPY: Retain permanently.

123-5-12 SAFETY MEETING MINUTES

Dispose of after 10 years, subject to review by the State Archives for possible accession.

123-5-13 SANITARY ENGINEERING FIELD REPORTS

Includes records such as smoke testing records, rainfall records, and miscellaneous special studies.

Dispose of after 10 years.

123-5-14 SANITARY SEWER INSPECTION RECORDS

Indication of structural conditions of sanitary sewer lines and locations of taps.

VIDEO COPY: Retain permanently.

PAPER COPY: Dispose of after superseded.

123-5-15 SANITARY SEWER MAINTENANCE ACTIVITIES RECORDS

Records of customer complaints and/or investigations. May include records on line repairs, lift station maintenance, service calls, etc.

ORIGINAL RECORD: Dispose of 5 years after data entry.

DIVISION COPY: Dispose of electronically stored file after 5 years or equipment has been disposed of, whichever is longer.

123-5-16 SPECIAL WASTE DISPOSAL PERMITS

Permits identifying type and amount of waste and giving approval for disposal of such waste.

ISSUED ORIGINAL: Responsibility of County-City Health Department.

PROCESSED ORIGINAL: Retain permanently or microfilm and destroy after 3 years pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 123-1.

WORKING COPIES: See NONRECORD MATERIAL, item 24-4.

SECURITY MICROFILM: Transfer to off-site security storage; retain permanently.

MICROFILM WORK COPY: Retain permanently.

123-5-17 SURCHARGE BILLING INFORMATION, CORRESPONDENCE, AND INDUSTRIAL AUDIT

Records processed to determine water and wastewater usage and billing amounts and information received or generated on surcharges.

ORIGINAL RECORD: Retain permanently.

DIVISION COPY: Dispose of 10 years after billing.

123-5-18 TIME CARDS

Original time clock or written documentation used to generate a time sheet for payroll entry. These are used by supervisors only as a data entry document.

Dispose of after information is transferred to time sheet.

123-5-19 TIME SHEETS

Record of time on each employee used to determine such things as payroll, operational and project costs.

Dispose of after 3 years, provided audit has been completed. ¹

123-5-20 WASTEWATER FACILITIES RECORDS

Description of type and location of work performed on equipment or building appurtenances.

Dispose of after equipment or building appurtenances are superseded, replaced, or destroyed.

123-5-21 WASTEWATER MAINTENANCE RECORDS

Description of type and location of work performed during routine maintenance on the wastewater collection system.

ORIGINAL RECORD: Retain permanently or microfilm and destroy originals pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 123-1.

SECURITY MICROFILM: Transfer to off-site security storage; retain permanently.

MICROFILM WORK COPY: Retain permanently.

123-5-22 WASTEWATER PROJECT FILES

Documents generated and received in process of approving community sewage projects. Includes such things as letters, agreements, plans and specifications, inspection reports, payment documents, operation and maintenance records/manuals.

ORIGINAL PLANS AND DRAWINGS: SEE CONSTRUCTION CONTRACTS AND RECORDS, item 123-4-4.

FILES TRANSFERRED FROM DESIGN: Retain permanently or microfilm inspector's notes and other selected documents on mains 18" or larger. Dispose of all original files if mains are smaller than 18" and abandoned.

DIVISION COPIES: Dispose of after 5 years.

SECURITY MICROFILM: Transfer to off-site security storage; retain permanently.

MICROFILM WORK COPY: Retain permanently.

123-6 WATER DIVISION

123-6-1 ACCIDENT REPORTS ON EQUIPMENT

Dispose of 5 years after equipment is surplused or replaced.

123-6-2 ACCIDENTS REPORTS ON PERSONNEL

Transfer to EMPLOYEE HISTORY FILE, item 123-2-4, after 2 years.

123-6-3 BUDGET AND C.I.P. INFORMATION

Divisional background preparation and support information for completion of submitted budget requests on such things as equipment, personnel, line items, etc.

Dispose of after 10 years.

123-6-4 FOREMAN'S MAPS

Working extract of information for field use.

Dispose of when superseded.

123-6-5 HYDRANT FLOW TESTS

Measurement of flow capacity in an area through one of the hydrants in that area at a specific point in time.

Dispose of when superseded.

123-6-6 HYDRANT PERMITS

Permits issuing temporary permission to use water via a fire hydrant.

ORIGINAL RECORD: Retain permit books permanently.

CUSTOMER SERVICE COPY: Dispose of after 1 year, provided work order is received and billed.

123-6-7 INSURANCE SERVICE OFFICE REPORTS

Inspection of hydrants, grading City for fire protection, determination of pressure and flow, etc.

Dispose of after superseded by next report.

123-6-9 NPDES DISCHARGE MONITORING REPORT (DMR'S)

Monitoring reports completed on plant operations operating under a permit to discharge wash water.

ORIGINAL RECORD: Responsibility of Department of Environmental Quality.

DIVISION COPY: Dispose of after 5 years.

123-6-10 ORGANIZATION INFORMATION

Information from/on professional organizations including AWWA of Nebraska and National, Research Foundation, WUC, NE Groundwater Foundation, Natural Resources District, NE Rural Water Association, NE Water Resources Association, Water Conservation Task Force, Water Management Task Force, etc.

Dispose of after 5 years.

123-6-11 PROPERTY FILES FOR LINCOLN/ASHLAND

Easements on transmission mains, well field property owned, pumping station and reservoir property owned, etc.

ORIGINAL RECORD: Responsibility of appropriate County Register of Deeds Office.

DIVISION COPIES: Dispose of after superseded or abandoned.

123-6-12 REGULATORY RECORDS FROM STATE AND FEDERAL AGENCIES

State or federal generated regulations including such things as the Clean Water Act.

Dispose of after superseded.

123-6-13 SAFETY MEETING MINUTES

Minutes of safety meetings for division and department.

Dispose of after 10 years, subject to review by the State Archives for possible accession.

123-6-14 STUDIES & REPORTS

Water Division initiated studies and reports such as Water Rights and Facilities Master Plans. May also include, but not limited to publications initiated by other organizations and received as resources and references by the Division such as the Platte River Water Diversion, Lower Platte Valley Water Group, Mead Groundwater Contamination, Omaha MUD Well fields, UNL Studies, etc.

WATER DIVISION INITIATED:

RAW DATA: Dispose of after final report or study is published (provided raw data is in appendix of report) or, if unpublished, when no longer of reference value.

FINAL REPORT: Retain permanently.

OTHER COPIES: Dispose of when no longer of reference value.

NON-INITIATED: Dispose of when no longer of administrative value.

123-6-15 TIME CARDS

Original time clock or written documentation used to generate a time sheet for payroll entry. These are used by supervisors as a data entry document.

Dispose of 1 year after information is transferred to time sheet.

123-6-16 TIME SHEETS

Record of time on each employee used to determine such things as payroll, operational and project costs.

Dispose of after 3 years, provided audit has been completed.¹

123-6-17 UTILITY BILLS

OPPD, LES, and gas bills.

ORIGINAL RECORD: Responsibility of Finance Department.

DIVISION COPY: Dispose of after 10 years.

123-6-18 W.D.M.S. (WATER DISTRIBUTION MANAGEMENT SYSTEM)

Unit Inventory - Mains, Fire Hydrants, Main Valves, Service Lines, Water Meters, Backflow Prevention Devices.

Equipment Histories - Work Orders and Cost Information - Labor, Equipment, and Material Cost Information.

Dispose of after superseded or abandoned.

123-6-19 WATER ANALYSIS AND SAMPLING INFORMATION

Data from water wells and monitoring wells in well fields, treatment process, and distribution system. May include correspondence to different agencies regarding subject, water quality monitoring results, Lab Analysis Report for N.D.E.Q., Distribution Samples Coli-lert results.

Retain permanently.

123-6-20 WATER FACILITIES RECORDS

Data on individual projects for Lincoln and Ashland structures, well fields, building appurtenances, etc. May include correspondence, pay estimates, executive orders, field books, projects involved in design and construction of Lincoln's Water Treatment Plants.

Dispose of after surplus, replaced or destroyed.

123-6-21 WATER PLANT OPERATING REPORTS

Includes operating reports such as the Monthly Inventory Report, Public Water Supplier Ground Water Well Report, Daily Filter and Chemical Operation and Operation Data, Comparative Plant Operating Reports, and pumpage reports.

Dispose of after 10 years.

123-6-22 WATER PROJECT FILES

Documents generated in the process of construction and approving community water projects. Includes items such as letters, agreements, plans, specifications, inspector reports, pay documents, field books, operation and maintenance records.

ORIGINAL PLANS AND DRAWINGS: See CONSTRUCTION CONTRACTS AND RECORDS, item 123-4-4.

FILES TRANSFERRED FROM DESIGN: Retain permanently or microfilm inspector notes and other selected documents on all water mains. Dispose of all original files when mains are abandoned.

DIVISION COPIES: Dispose of after 5 years.

SECURITY MICROFILM: Transfer to off-site security storage; retain permanently.

MICROFILM WORK COPY: Dispose of after main is abandoned.

123-6-23 WATER WELL REGISTRATION

Information collected at time of a new well being drilled including well location, characteristics and registration, record of drillers assessment, well field permit, water well standards, pump installers contractors licensing, wellhead protection, grant requests.

Dispose of after abandonment.

123-6-24 WELL RECORDS

Electronically stored data on well history, testing, static and pumping levels.

Retain permanently.

123-7 BUSINESS OFFICE

123-7-1 CUSTOMER SERVICE BILLING CORRESPONDENCE

Autobank pay requests, power-of-attorney correspondence, and customer billing complaints.

Dispose of after 5 years.

123-7-2 CUSTOMER SERVICE BILLING REGISTERS

Listing detailing customer billings.

ORIGINAL RECORDS: Microfilm and retain by Data Processing Department.

DIVISION COPY: Dispose of after 2 years, provided audit has been completed.¹

123-7-3 CUSTOMER SERVICE BI-MONTHLY CUSTOMER SUMMARY REPORT

Mainframe generated report showing water usage by groups of customers and revenue generated.

Dispose of after 3 years.

123-7-4 CUSTOMER SERVICE CUSTOMER INFORMATION REPORTS

Mainframe generated reports including information on past due accounts.

Dispose of after 6 months.

123-7-5 CUSTOMER SERVICE ITRON REPORTS

ITRON generated reports showing meter reading information.

Dispose of after superseded by next cycle.

123-7-6 CUSTOMER SERVICE TURN ON/TURN OFF CARDS

Authorization card signed by customer for turning water on or off as required by City Ordinance.

Dispose of after 2 years.

123-7-8 ESTIMATES

Payments made to contractors for construction projects.

ORIGINAL RECORD: Responsibility of City Accounting/Finance Department.

ELECTRONIC DIVISION COPY: See NONRECORD MATERIAL, item 24-4.

123-7-31 IMPACT FEE APPEALS

Appeal form and research notes regarding such appeal.

ORIGINAL APPEAL FORM: Responsibility of City Clerk's Office.

DIVISION FILE: Retain permanently.

123-7-32 IMPACT FEE DETERMINATIONS

Application form and backup information to initiate impact fee process.

ORIGINAL APPLICATION: Responsibility of Building and Safety Department.

DIVISION FILE: Retain permanently.

123-7-33 IMPACT FEE – DIRECTED IMPACT FEE INFORMATION

Development or annexation agreement and documentation tied to those agreements for determining repayment schedule to developers for construction of eligible infrastructure.

ORIGINAL DEVELOPMENT AND ANNEXATION AGREEMENTS: Responsibility of City Clerk’s Office.

DIVISION FILE: Dispose of after terms of agreement have been met.

123-7-34 IMPACT FEE – ECONOMIC DEVELOPMENT INCENTIVE PACKETS

Packet of informational forms to determine performance based refund incentive of impact fees on commercial buildings which meet criteria within the specified 10 year period.

Dispose of after 10 years.

123-7-35 IMPACT FEE EXEMPTION INFORMATION

Annexation agreement and original documentation and rationale used as basis for exempt status determination.

ORIGINAL ANNEXATION AGREEMENT: Responsibility of City Clerk’s Office.

DIVISION FILE: Retain permanently.

123-7-36 IMPACT FEE – LOW TO MODERATE INCOME (LMI) INCENTIVE PACKETS

Packet of informational forms to determine income eligibility for refund incentive of impact fees to residential property owners, which can be applied for every 5 years.

Dispose of after 5 years.

123-7-9 LANDFILL ACCOUNTS RECEIVABLE LISTING

Monthly summary of accounts receivables by customer.

Dispose of after 2 years, provided audit has been completed.¹

123-7-10 LANDFILL STATEMENTS

Monthly recap of generated tickets by customer.

ORIGINAL RECORD: Given to customer.

DIVISION COPY: Dispose of 30 years after Landfill closure.

123-7-11 LANDFILL CHARGE ACCOUNT CUSTOMER APPLICATIONS

Application for a charge account at the city landfill containing company and vehicle information kept in customer file.

Dispose of after superseded by a signed and approved application, or when no longer an active customer.

123-7-12 LANDFILL TICKETS

Copies of daily tickets starting August 1, 1986—the date landfill fees were initiated.

ORIGINAL RECORD: Given to customer.

DIVISION COPY: Dispose of 30 years after landfill closure.

123-7-37 MISCELLANEOUS SERVICE ORDERS

Request for meter readings and /or verification of vacant properties.

Dispose of after information is entered into the Customer Information/Billing System (CIS).

123-7-38 TAP RECORDS AND CUSTOMER SERVICE WATER PERMITS

Records of locations where water and/or wastewater lines are tapped for service. Includes permits issued giving permission to connect to City water and wastewater systems.

ORIGINAL RECORD: Scan to CD and transfer CD to City-County Records Management for annual microfilming; dispose of record and CD after receiving confirmation of annual microfilming.

DIVISION CD COPY: Dispose of after annual microfilming.

ELECTRONIC RECORD: Retain permanently.

SECURITY MICROFILM: Transfer to off-site security storage; retain permanently.

MICROFILM WORK COPY: Retain permanently.

123-7-24 WASTEWATER LIQUID WASTE ACCOUNTS RECEIVABLE

Accounts receivable liquid waste billings.

Dispose of after 3 years, provided audit has been completed. ¹

123-7-25 WASTEWATER SURCHARGE BILLINGS

Actual bills for wastewater use sent to heavy usage customers.

ORIGINAL RECORD: Given to customer.

DIVISION COPY: Dispose of after 3 years, provided audit has been completed. ¹

123-7-26 WATER AND WASTEWATER DAILY CASH SUMMARY REPORTS, PAYMENT STUBS, ADJUSTMENTS, AND BILLINGS

Summary of previous day's cash receipts of customer billings, water and wastewater payment stubs, billing adjustments and special billings.

Dispose of after 3 years, provided audit has been completed. ¹

123-7-27 WATER AND WASTEWATER EQUIPMENT VEHICLE USAGE RECORDS

Records of how a particular vehicle is used and the account number to which to charge.

Dispose of after 3 years, provided audit has been completed. ¹

123-7-28 WATER AND WASTEWATER FINANCIAL STATEMENTS AND SUBLEDGERS

Financial statements and sub ledgers such as the general ledger, detailed income and expense records, budget reports, equipment summary, detailed general ledger, detailed budget report, work order summary, capital account summary, and accounts receivable sub ledger. All kept on electronic financial system.

ORIGINAL RECORD: Responsibility of City Data Processing/Finance Department.

DIVISION PAPER COPIES: Dispose of after 3 years, provided audit has been completed. ¹

COM SECURITY MICROFICHE: Transfer to off-site security storage; retain permanently.

COM MICROFICHE WORK COPY: Retain permanently.

123-7-29 WATER AND WASTEWATER MONTHLY JOURNAL BOOK

A journal book recording all water and wastewater journal entries posted.

Dispose of after 3 years, provided audit has been completed. ¹

123-7-30 WATER AND WASTEWATER WORK ORDERS

Accounting Section's record of labor, equipment, materials and overhead charges incurred for a specific job.

Dispose of after 3 years, provided audit has been completed. ¹

123-7-39 WATER HANSEN SYSTEM WORK ORDERS

Customer Service Information on high bill complaints, water meters and water lines.

Dispose of after information is entered in the Hansen System and in the Customer Information/Billing System (CIS).

123-8 WATERSHED MANAGEMENT

123-8-1 FINAL REPORTS OF ADVISORY COMMITTEE/TASK FORCE FINDINGS

Final reports of Watershed Management sponsored advisory committees, tasks forces, etc.

ORIGINAL RECORD: Responsibility of Watershed Management.

DIVISION FILE: Dispose of after 10 years.

123-8-2 LINCOLN'S ANNUAL MS4 NPDES REPORT

Annual reports for Lincoln's Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) Permit are submitted to Nebraska Department of Environmental Quality.

ORIGINAL RECORD: Responsibility of Nebraska Department of Environmental Quality.

DIVISION FILE: Dispose of after 10 years.

123-8-4 NOTICE OF INTENTS AND OTHER EROSION AND SEDIMENT CONTROL DOCUMENTS

Erosion and sediment control documents including Notice of Intents and other pertinent erosion and sediment control information such as inspection reports, storm water pollution prevention plans, NPDES permits, and enforcement documents.

ORIGINAL RECORD: Responsibility of Lower Platte South Natural Resources District.

DIVISION FILE: Dispose of after 7 years.

123-8-5 PRELIMINARY PLAT AND OTHER PLANNING DOCUMENTS

Preliminary Plat, Special Use permit, Planned Unit Development and other planning documents reviewed by Watershed Management staff.

ORIGINAL RECORD: Responsibility of Planning Department.

DIVISION FILE: Dispose of after 7 years.

123-8-3 WATERSHED MASTER PLAN REPORTS

Final report which typically includes information on public involvement/education, watershed data collection, watershed hydrology, hydraulics, floodplain mapping, geomorphology, water quality, and potential capital improvement projects.

ORIGINAL RECORD: Responsibility of Planning Department.

DIVISION FILE: Dispose of after superseded or no longer an approved component of the City/County Comprehensive Plan.

DELETED RECORDS

123-7-7 CUSTOMER SERVICE WATER PERMITS (SEE ITEM 123-7-38)
123-6-8 MISCELLANEOUS SERVICE ORDERS (SEE ITEM 123-7-37)
123-6-25 TAP RECORDS (SEE ITEM 123-7-38)

NOTE

1. These records may be disposed of after the required retention period provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 TH STREET SUITE 210 LINCOLN, NE 68508-2294	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 (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.

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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.)

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