

Schedule 12

COUNTY CLERKS COUNTY BOARDS AND ELECTION COMMISSIONERS

March 15, 2006

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	12
AGENCY, BOARD OR COMMISSION	County Clerks, County Boards & Election Commissioners
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of April 14, 2000	

**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>Marge Palmberg</i>	
TITLE <i>President, NE Assoc Clerks, ROD and Election Commissioners</i>	DATE <i>March 9, 2006</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 E. Fox</i>	DATE <i>Mar. 13, 2006</i>
STATE ARCHIVIST	

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>Jim D. Hall</i>	DATE <i>3/15/06</i>
STATE RECORDS ADMINISTRATOR	

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***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. 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, provides 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 performed 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 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 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 your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, 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 12 – COUNTY CLERKS, COUNTY BOARDS AND ELECTION COMMISSIONERS

12-1 BOND RECORDS

12-1-1 BOND INDEX AND REGISTER

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals. Transfer to the State Archives after 20 years if not microfilmed.

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

MICROFILM WORK COPY: Retain permanently.

12-1-2 BOND AND COUPON REDEMPTION REPORTS

County Treasurer's monthly reports of bonds and coupons redeemed, certifying the number, description and value of same.

Dispose of 2 years after satisfaction of the complete bond issue provided audit has been completed.¹

12-1-3 REDEEMED BONDS AND COUPONS

Includes redeemed bonds and coupons as listed in the Bond Index and Register.

Return redeemed bonds and coupons of other political subdivisions to those agencies after duly canceled. Dispose of after satisfaction of the complete bond issue provided audit has been completed.¹

12-1-4 STATEMENTS OF BOND REGISTRATION (OBSOLETE 2001)

Certifications to the County Clerk from the State Auditor of Public Accounts stating the approval and registration of county or local bonds. States the number of bonds issued, their value, rate of interest and other information that the Clerk would enter on the Bond Index and Register.

Dispose of 2 years after satisfaction of the complete bond issue, provided audit has been completed.¹

12-1-5 OFFICIAL'S BOND AND BOND RECORD

Performance bonds for all county officials are filed with the County Clerk except the Clerk's and County Board members' which are filed in the County Court. The Bond Record records the filing of Official's Bonds and the particulars relating to each.

Dispose of 10 years after release, replacement or expiration of bond.

12-2 UNIFORM COMMERCIAL CODE

12-2-1 COMMUNITY PROPERTY FILINGS

Affidavits describing property items held by a husband and wife which are designated as community property under the provisions of Nebr. Rev. Stat. §42-619, 1943.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

12-2-2 U.C.C. FILINGS (OBSOLETE)

Financing Statements are created by borrower purchasing property on time. May include: financing statements, assignments, continuation statements, amendments and related documents. Statutory Liens established against debtor property when borrower fails to pay debt properly. May include: liens, amendments, continuations, releases, certificates of discharge or subordination and other documents. Prior to July 1, 1999, all liens were filed with the County Clerk except Federal Tax liens, which were filed with the County Register of Deeds. On or after July 1, 1999, State and Federal liens are filed with the County Clerks or Register of Deeds.

STATUTORY LIENS: Retain the copy forwarded from the Secretary of State, dispose of 2 years after lapsed or terminated.

STATE TAX LIENS: May be filed with either the Clerk or Register of Deeds. In order that the original equity is not lost, attach the original filing to the re-file and re-index to the new location, dispose of 2 years after lapsed or terminated.

12-2-3 U.C.C. INDEX (OBSOLETE)

Index of all U.C.C. filings; showing file number, date of filing and name and address of debtor.

Dispose of 2 years after matured, lapsed or terminated.

12-2-4 U.C.C. TERMINATION STATEMENTS (OBSOLETE)

Statements indicating that there is no outstanding secured obligation or that the lien has been satisfied.

Dispose of 2 years after date of filing.

12-2-5 U.C.C. MONTHLY REPORTS (OBSOLETE)

Monthly reports from the U.C.C. office. Prior to July 1, 1999, may include Statement of Activity which lists the documents entered by the county into the Central Index System, Fee Summary which summarizes the fees owed to the State, etc. On or after July 1, 1999, may include statement of fees from the Secretary of State for State and Federal lien filings.

Dispose of after audit has been completed.¹

12-3 CORPORATION AND PARTNERSHIP RECORDS

12-3-1 REGISTERED AGENT INDEX

Previously entitled Resident Agent Index; lists the names of the official representatives for non-foreign corporations whose registered offices are located within the county.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

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

MICROFILM WORK COPY: Retain permanently.

12-3-2 GENERAL PARTNERSHIP FILES

Includes Certificates of Partnership, Dissolution, and Extension, Change in Membership or other changes in a partnership agreement. Clerks are no longer required to keep this record. If they do, they are obligated to follow the disposition period.

Immediately dispose of obsolete records.

12-3-3 PARTNERSHIP INDEX (OBSOLETE)

Index to all filings related to partnerships. The Clerks are no longer required to keep this record. If they do, they are obligated to follow the disposition period.

Immediately dispose of obsolete records.

12-4 FISCAL RECORDS

12-4-1 DEPOSITORY AND INVESTMENT RECORDS

Includes applications for designation as depository of county funds and joint safekeeping receipts which show the collateral that protects county deposits.

Dispose of after audit has been completed.¹

12-4-2 CERTIFICATES OF JURY SERVICE

Certification of amount due in consideration for jury service. Issued to jurors by the Clerk of the District Court and redeemed by the County Clerk.

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

12-4-3 LOST WARRANT INDEMNITY BONDS

Authorized statements concerning the loss of county warrants testifying to say loss, thus allowing issuance of duplicate warrants.

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

12-4-4 LEDGER SHEETS, GENERAL AND OTHER FUNDS

Posting machine or computer generated copies of ledger sheets for each fund.

Dispose of after audit has been completed.¹

12-4-5 FEDERAL REVENUE SHARING RECORDS (OBSOLETE)

May include: public notices, waivers, record of bank accounts, expenditure record, studies and reports, construction or other project reports and reviews, trust fund records, Affirmative Action or Equal Opportunity correspondence, etc.

Immediately dispose of obsolete record.

12-6 MOTOR VEHICLE RECORDS

12-6-1 MOTOR VEHICLE CERTIFICATES OF TITLE

Copies of Motor Vehicle Certificates of Title, including Odometer Certifications, filed per Nebr. Rev. Stat. §60-101--60-107, 1943.

ORIGINAL RECORD: Dispose of TITLES 5 years after TITLE has been transferred; OR, after TITLE has been on file for 5 years; OR, 5 years after NOTATION OF LIEN, whichever is later.

VOIDED TITLES: Dispose of after audit has been completed.¹

12-6-2 MOTOR VEHICLE TITLE FEE BOOK or COMPUTER PRINTOUT

Records fees for issuance of Motor Vehicle Certificates of Title, Notations of Liens, refiling of Certificates of Title, and for issuance of replacement or duplicate Certificates of Title.

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

12-6-3 MOTOR VEHICLE CERTIFICATE OF TITLE APPLICATIONS

Applications for Certificates of Title and for certified copies of Certificates of Title.

Dispose of concurrently with CERTIFICATE OF TITLE, #12-6-1.

12-6-4 DAILY REPORTS TO DEPARTMENT OF MOTOR VEHICLES (FORM RV-710)

Daily reports of issuance of titles and duplicate titles, receipts for notation and cancellation of liens, and voided titles.

Dispose of after 1 year, provided audit has been completed.¹

12-6-5 APPLICATION FOR COPY OF MOTOR VEHICLES RECORD

May include record identifying information, the purpose for which the record will be used, the requestor's name, business name (if applicable), address and requestor's signature. This is a request for a copy of vehicle records that are Privacy Protected in compliance with Nebr. Rev. Stat. § 60-2910, 1943.

Dispose of after 5 years.

12-6-6 MOTOR VEHICLE VALUATION VENDOR MANUFACTURER UPDATE LISTING

Report received from the NE Department of Motor Vehicles on a periodic basis identifying codes for completion of titles.

Dispose of after superseded.

12-7 MISCELLANEOUS RECORDS

12-7-1 CEMETERY RECORDS

Under the provisions of Nebr. Rev. Stat. §12-502, 1943, the Clerk is to record incorporation of cemeteries, and under Nebr. Rev. Stat. §17-941, 1943, before amended by Laws 1971, LB 32, Section 4, the clerk was to record titles to plots.

ORIGINAL RECORD: Microfilm for security; retain permanently.

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

MICROFILM WORK COPY: Retain permanently.

12-7-2 DISCHARGE RECORD

Records instruments of discharge from military service of veterans of the Spanish-American War, First and Second World Wars, and the Korean and Vietnam Wars. This is a confidential record per Nebr. Rev. Stat. §23-1309, 1943.

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

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

MICROFILM WORK COPY: Retain permanently.

12-7-3 HISTORICAL MONUMENTS AND MARKERS

Under the provisions of Nebr. Rev. Stat. §23-353, 1943, the Clerk is to record the location and significance of county-erected historical monuments and markers and to file a duplicate copy of each record with the Nebraska State Historical Society.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

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

MICROFILM WORK COPY: Retain permanently.

12-7-4 JUSTICE OF THE PEACE RECORDS (OBSOLETE 1982)

Under the provisions of Section 27-1819, R.R.S. 1943, Justices of the Peace could deliver all docket books, indexes and sheets which were over 10 years old to the County Clerk. This section was repealed by Laws 1972, LB 1032.

Immediately dispose of obsolete record.

12-7-5 LICENSES AND PERMITS, MISCELLANEOUS

May include licenses, permits and related files for tobacco, public amusements, dining and dancing, locksmiths, hunting, fishing and others. Does not include Liquor and Beer Licenses.

Dispose of after expiration of license or permit, provided audit has been completed.¹

12-7-6 LIQUOR AND BEER LICENSES

May include copies of licenses, petitions concerning granting of license, correspondence, health and police reports.

Dispose of 4 years after expiration of license.

12-7-7 MILITARY ROSTERS

Lists of members of the military, soldiers and sailors census and militia rolls.

Immediately transfer to the State Archives.

12-7-8 SCHOOL DISTRICT BOUNDARY CHANGES

County Clerks receive certificates of changes made in boundaries of school districts within the county and any resultant changes in bonded indebtedness.

Dispose of after 10 years.

12-7-9 SPECIAL ASSESSMENT LISTS FROM CITIES

Certified lists of special assessments by city to county to be entered on county tax records.

Dispose of after 10 years.

12-7-10 TRANSFER OF SCHOOL TAXES

Notice received by the County Clerk directing a change in the tax list. This notice records a change of property from one school district to another, a change that involves transferring the owner's school privileges and school taxes from one district to another.

Dispose of after 10 years.

12-7-11 GENERAL ASSISTANCE CLIENT FILES

Determines eligibility for assistance. Information includes name of client, dependents, income, last job held, etc.

Dispose of 4 years after closing.

12-7-12 INSTITUTION BILLING

Monthly billing for persons being institutionalized for treatment.

Dispose of after 3 years.

12-7-13 NEBRASKA STATE SALES AND USE TAX RETURNS

Form shows the amount of sales tax collected, collection fee, and amount of remittance to the Department of Revenue.

Dispose of after 5 years.

12-7-14 NOTICE OF ADMISSION OR CHANGE OF PATIENT STATUS

Verification of county residency for admission to state institution.

Dispose of after 3 years.

12-7-15 SANITARY AND IMPROVEMENT DISTRICT FILES

May contain a variety of records and information filed by Sanitary and Improvement Districts, including but not limited to: annual statements, official bonds, meeting minutes, affidavits, articles of incorporation, etc. These files contain copies of records in which the originals are maintained by the Sanitary and Improvement District.

AFFIDAVITS: Dispose of 3 years after publication.

ANNUAL STATEMENTS: Dispose of after 3 years.

ARTICLES OF INCORPORATION AND AMENDMENTS: (Obsolete, September 1999).

MEETING MINUTES: Dispose of after 3 years.

OFFICIAL BONDS: Dispose of 10 years after release, replacement or expiration of bond.

ALL OTHER RECORDS: Dispose of after 3 years.

12-7-16 TAX SALE CERTIFICATES AND REDEMPTION CERTIFICATES

Describes real property sold or redeemed, amount paid and date of payment (Clerk's copy only).

Dispose of after 10 years.

12-7-17 PROOFS OF PUBLICATION (TRADE NAMES AND PARTNERSHIPS)

These are proofs of publication filed with the Clerk, required for trade names, changes of partnerships or dissolution, etc. Changes or dissolutions of partnerships are filed with the Clerks until January 1, 2001 in accordance with the Uniform Partnership Act of 1998. Trade names will continue to be filed with the Clerks after January 1, 2001. Section 87-219.

PARTNERSHIPS: Immediately dispose of obsolete records.

TRADE NAMES: Dispose of 2 years after filing.

12-7-18 OATHS OF OFFICE

Oaths administered as officials and employees take office. Neb. Rev. Stat. §11-101, 1943.

ELECTED AND APPOINTED OFFICIALS: Dispose of after term of office ends.

EMPLOYEES HIRED BY THE COUNTY (SPECIAL PROSECUTOR, DEPUTY COUNTY ATTORNEY, SHERIFF'S DEPUTIES, ETC.): Dispose of after termination of employment.

12-7-19 MISCELLANEOUS RECORDED FILINGS

Documents filed with the Clerk for custodial or informational purposes only and not any part of the County Clerk's statutory duties. Examples include Power of Attorney, Bills of Sale, Birth/Death Certificates, etc.

Dispose of after 10 years.

12-7-20 MISCELLANEOUS CLAIMS

Records for legal actions in which the county or county officials are named.

Dispose of 15 years after claim has become inactive.

12-8 COUNTY BOARD RECORDS

12-8-1 APPOINTMENTS

Declarations by the board of appointment of persons to various committees, boards, commissions or positions.

Dispose of 5 years after appointment ceases; subject to review by the State Archivist for possible accession.

12-8-2 COUNTY BOARD RECORD OR PROCEEDINGS

Minutes of meetings of the County Board of Commissioners or Supervisors.

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

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

MICROFILM WORK COPY: Retain permanently.

AUDIO TAPES: See Schedule 24, General Records for Local Government.

VIDEO TAPES: Dispose of after 2 years.

12-8-3 COUNTY BOARD RESOLUTIONS

Official resolutions of the County Board.

ORIGINAL RECORD: Retain permanently; OR microfilm and transfer originals to the State Archives.

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

MICROFILM WORK COPY: Retain permanently.

12-8-4 PETITIONS, PROPOSALS, EXHIBITS AND CORRESPONDENCE TO THE COUNTY BOARD

Documents and proposals submitted by the public to the County Board for consideration or approval. These may relate to ideas for improvements, economic development, private enterprises, etc. May include maps, building plans, financial reports, etc.

1950 AND PRIOR: Dispose of after 2 years; subject to review by the State Archivist for possible accession.

1951 TO DATE: Dispose of after 2 years.

12-8-5 INDUSTRIAL DEVELOPMENT RECORDS

Case files include copies of resolutions of the County Board for the issuance of industrial development bonds, leases and agreements, requisitions, cash statements and memoranda.

Dispose of after 20 years.

12-8-6 COUNTY OWNED REAL PROPERTY RECORDS

Includes abstracts of title to county owned land, deeds, warrant authorizations for purchase of same, correspondence and bills of sale.

ABSTRACTS OF TITLE, DEEDS AND BILLS OF SALE: Retain permanently; OR, microfilm and destroy originals.

ALL OTHER PAPERS: Dispose of after 20 years.

SECURITY MICROFILM: Transfer to State Archives; retain permanently.

MICROFILM WORK COPY: Transfer to State Archives after 20 years; retain permanently.

12-8-7 COUNTY TREASURER'S SEMIANNUAL STATEMENTS

Financial statements of tax collections, expenditures and current fund balances, as detailed in Section 77-1745, R.R.S. 1943.

Dispose of after audit has been completed.¹

12-8-8 BOARD OF EQUALIZATION RECORD

Record of proceedings of the Board, showing date of meeting, identification of the real or personal property, recommendations and action taken by the Board and members present.

ORIGINAL RECORD: Retain permanently; OR, microfilm for security and transfer originals to the State Archives after 30 years.

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

MICROFILM WORK COPY: Retain permanently.

AUDIO TAPES: See Schedule 24, General Records for Local Government.

VIDEO TAPES: Dispose of after 2 years.

12-8-9 TAX ADJUSTMENT RECORDS

Real and personal tax adjustment files, including petitions for adjustment, form 422 and all evidence presented.

Dispose of after 2 years.

12-8-10 BUDGETS

Expenditure estimates and proposals, budget requests, final budget document, revenue estimate statements, certifications of valuations, assessor's valuations, refund valuations, refund credits to real estate, worksheets, certificates of valuation and certificates of levy.

Dispose of 10 years after the end of the fiscal year involved.

12-8-11 MONTHLY FEE REPORT TO THE COUNTY BOARD

Each office files this statement indicating the fees collected for the month.

Dispose of after audit has been completed.¹

12-8-12 TORT CLAIMS

Tort claims filed against the County, including accompanying documents.

Dispose of 3 years after claim is settled.

12-9 COUNTY HIGHWAY COMMISSION RECORDS

12-9-1 PAVING DISTRICT RECORDS

Includes petitions for the formation of paving districts, resolutions for the creation of paving districts, paving specifications and blueprints, paving assessment breakdowns and accepted construction bids and contracts.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

12-9-2 ROAD RECORDS

Records of proceedings in regard to the laying out and establishing, changing, or discontinuing roads within the county. This record is required to be created by Neb. Rev. Stat. §23-1305, 1943.

ORIGINAL RECORD: Retain permanently; OR microfilm and dispose of originals after 20 years.

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

MICROFILM WORK COPY: Retain permanently.

12-10 ELECTION RECORDS

Pursuant to both State and Federal statute, most election records must be maintained for at least 22 months after the election to which they apply. See Pub. L 86-449, Title III, 301; 74 Stat. 88 (May 6, 1960); 42 U.S.C., 1974 –1974e; Nebr. Rev. Stat. §32-1032, 1943.

12-10-1 ABSTRACTS OF VOTES CAST LEDGER

ORIGINAL RECORD: Retain permanently; OR, microfilm and transfer originals to the State Archives after 30 years.

SECURITY FILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

12-10-2 ABSTRACTS OF VOTES CAST (COPIES)

Copies of Abstracts of Votes Cast as filed with the Secretary of State, pursuant to Nebr. Rev. Stat. §32-1032, 1943.

Dispose of 22 months after the election.

12-10-3 OFFICIAL, NONPOLITICAL, CONSTITUTIONAL AMENDMENT, INITIATIVE AND REFERENDUM BALLOTS AND ELECTION NOTICES

Nebr. Rev. Stat. §32-1032, 1943.

BALLOTS CAST: Dispose of 22 months after date of the election, provided Election results have been certified by the County and State Canvassing Boards.

UNUSED BALLOTS: Dispose of after election, except for one sample copy of each different ballot for 22 months after the date of the election; then dispose of samples.

ELECTION NOTICES: Dispose of after election except for one sample copy of each different notice for 22 months after the date of the election; then dispose of samples.

12-10-4 ELECTION SUPPLIES AND APPLICATIONS

Includes early voting applications by mail and all other Election Supplies, Nebr. Rev. Stat. §32-499, 1943.

COMPLETED APPLICATIONS: Dispose of 22 months after date of the Election, provided election results have been certified by the County and State Canvassing Boards.

12-10-5 LIST OF VOTERS (FORMERLY LIST OF VOTERS BOOKS ONE AND TWO)

Dispose of 22 months after date of the election, provided election results have been certified by the County and State Canvassing Boards.

12-10-6 OFFICIAL SUMMARY OF VOTES CAST (ONE AND TWO)

Dispose of 22 months after date of the election, provided election results have been certified by the County and State Canvassing Boards.

12-10-7 VOTER'S REGISTRATIONS

See 42 U.S.C. 1974.

Transfer Registrations prior to 1940 to the State Archives; retain permanently. Dispose of all other registrations that are deleted for death, conviction, move, or deleted for any other reasons after 4 years.

12-10-8 NOMINATION AND FILING PAPERS

May include nomination petitions or filings for office, notification of nomination, acceptance or declination of nomination, certificates of nomination for county, city or school district offices.

Dispose of 3 years after election to which they pertain.

12-10-9 ELECTION BOARD RECORDS

Records for selection of Election Judges, Counting Boards and Receiving Board, pursuant to Nebr. Rev. Stat. §32-1032, 1943.

Dispose of 22 months after the election to which the record applies.

12-10-10 CERTIFICATION OF CANDIDATES AND ISSUES

The Secretary of State sends certified ballots for the primary election. Indicates name of office to be filled, length of term, number of candidates to be voted for, etc.

Dispose of 22 months after the date of the election to which the record applies.

12-10-11 ELECTION PETITIONS, MISCELLANEOUS

May include various forms of information relating to election petitions, recall petitions, etc.

Dispose of 22 months after the date of the election to which the record applies.

12-11 MARRIAGE RECORDS

12-11-1 MARRIAGE FILES (1987 - Current)

Includes Consent of Parent or Guardian, License and Certificate of Marriage, etc.

LICENSE AND CERTIFICATE OF MARRIAGE (ORIGINAL): Send to the Department of Health and Human Services, Bureau of Vital Statistics.

PHOTOCOPY OF LICENSE (CLERK COPY): This is not a record that is required to be maintained and may be disposed of at the discretion of the County Clerk.

CONSENT OF PARENT OR GUARDIAN: Dispose of after 5 years.

12-11-2 MARRIAGE INDEX

Index to the marriage files. Also, indexes of voided licenses which were never returned.

This is not a record that is required to be maintained and may be disposed of at the discretion of the County Clerk. Transfer to the State Archives when no longer of reference value to the County Clerk; retain permanently.

12-12 ACCOUNTABILITY AND DISCLOSURE RECORDS

12-12-1 CAMPAIGN STATEMENTS (OBSOLETE)

Committee Campaign Statements showing committee receipts and expenditures pursuant to the Political Accountability and Disclosure Act (NPADA), 49-1470. These records are duplicated in the offices of the Political Accountability and Disclosure Commission (PAD Commission).

Immediately dispose of obsolete records.

12-12-2 CONTRACTUAL INTEREST STATEMENT

Filings made by certain officers of local subdivision disclosing an interest in a contract with the officer's governing body in accordance with NPADA, 49-14, 103.02. This record is not duplicated in the PAD Commission.

Dispose of 5 years after the date of the interested officer's last day in office.

12-12-3 EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS DISCLOSURE STATEMENT

Disclosures filed by any public officials or employees who employ, recommend employment or supervise the employment of an immediate family member. This record is not duplicated in the PAD Commission.

Dispose of 18 months after employment of immediate family member is terminated.

12-12-4 FINANCIAL INTEREST STATEMENTS (OBSOLETE)

Statements of financial interest of public officials or employees which are required to be filed by the NPADA, 49-1494 (1). These records are duplicated in the offices of the PAD Commission.

Immediately dispose of obsolete records.

12-12-5 REPORTS OF INDEPENDENT EXPENDITURE (OBSOLETE)

Reports of expenditures by a person other than a committee, which are required to be filed by the NPADA Act. These records are duplicated in the offices of the PAD Commission.

Immediately dispose of obsolete records.

12-12-6 STATEMENTS OF DISSOLUTION (OBSOLETE)

Statements of Dissolution of committees which are filed pursuant to the Political Accountability and Disclosure Act. These records are duplicated in the offices of the PAD Commission.

Immediately dispose of obsolete records.

12-12-7 STATEMENTS OF ORGANIZATION (OBSOLETE)

Statements of Organization of candidate committees, ballot question committees, political party committees, and other committees. Filed pursuant to NPADA, 49-1449. These records are duplicated in the offices of the PAD Commission.

Immediately dispose of obsolete records.

12-12-8 REPORT OF EARMARKED CONTRIBUTIONS (OBSOLETE)

Filings made by persons acting as an intermediary or agent for earmarked contribution. This record is duplicated in the offices of the PAD Commission.

Immediately dispose of obsolete records.

12-12-9 REPORT OF LATE CONTRIBUTIONS (OBSOLETE)

Disclosures made by candidates and other political committees of contributions of five hundred dollars or more received during the fourteen days immediately preceding an election. This record is duplicated in the PAD Commission.

Immediately dispose of obsolete records.

12-13 DELETED RECORDS

- 12-3-1 ARTICLES OF INCORPORATION AND AMENDMENTS
- 12-7-2 BOUNTY RECORDS (OBSOLETE)
- 12-7-17 CENSUS INFORMATION AND REPORTS (OBSOLETE 1999)
- 12-3-4 CHANGES OF REGISTERED OFFICE (OBSOLETE 1999)
- 12-3-5 CHANGES OF REGISTERED AGENT (OBSOLETE 1999)
- 12-7-4 DENTAL AND MEDICAL RESTERS (OBSOLETE)
- 12-3-2 DISSOLUTIONS AND STATEMENTS OF INTENT TO DISSOLVE (OBSOLETE 1999)
- 12-3-9 LIEN LIST - DISSOLVED CORPORATIONS AND PARTNERSHIPS (OBSOLETE 1999)
- 12-6-6 ODOMETER CERTIFICATIONS (OBSOLETE 1999)
- 12-6-4 RECEIPTS FOR NOTATION AND CANCELLATION OF LIENS (FORMS RV-708 and RV-709) (OBSOLETE 1999)
- 12-3-3 INCORPORATION RECORD (OBSOLETE 1999)
- 12-7-11 LIVESTOCK BRANDS (OBSOLETE)
- 12-1-6 SCHOOL DISTRICT TREASURER BONDS

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. 8TH 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.

DATE	SIGNATURE
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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