

# **Schedule 16**

## **COUNTY TREASURERS**

**January 4, 2011**

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  
AND DISPOSITION SCHEDULE**

SCHEDULE	<b>16</b>
AGENCY, BOARD OR COMMISSION	<b>County Treasurers</b>
DIVISION, BUREAU OR OTHER UNIT	
Supersedes edition of June 5, 2006	

**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>Susan L. Gieseler</i>	
TITLE <i>Keith County Treasurer, President NACT</i>	DATE <i>12-27-2010</i>

**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 <i>Dagmar Koutery</i>	DATE <i>12/29/2010</i>
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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 <i>Deann Hauffman</i>	DATE <i>12/30/10</i>
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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 <i>John A. Gase</i>	DATE <i>1/4/2011</i>
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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 Local Agencies General Records Schedule #24 contains those records common to most local 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 General Records Schedule #24 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 and negotiate the transfer. Additionally, **once the records are accessioned to 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 16 – COUNTY TREASURERS**

### **16-1            ASSESSMENT RECORDS**

#### **16-1-1            PROPERTY ASSESSMENT FILE CARDS**

File card showing property assessment by log number.

**Dispose of after 10 years, unless record represents the Special Assessment index, then retain permanently.**

#### **16-1-2            SPECIAL ASSESSMENT CERTIFICATION AND/OR INDEX**

Provides name of subdivision, block and lot number, volume, and page number of book in which special assessments are recorded for each particular piece of real estate.

**ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.**

**PRIOR TO 1940: Records not microfilmed may be transferred to the State Archives.**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently.**

#### **16-1-3            SPECIAL ASSESSMENT RECEIPTS**

Receipts for payments to the county treasurer for special assessments, e.g. paving, sewer, water, and sanitary improvements. Receipts indicate the type of assessment, amount paid, and name of payer, description of property, date and installments.

**Dispose of 10 years after last payment, provided audit has been completed.<sup>1</sup>**

#### **16-1-4            SPECIAL ASSESSMENT RECORDS**

Shows value of special assessments on paving, sewer and sanitary improvements, or water districts, includes the amount of assessment, owner, record of payments, and log number.

**ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to offsite security storage, retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

### **16-2            DISTRESS WARRANT RECORDS**

#### **16-2-1            DISTRESS WARRANTS**

Copies of warrants issued and warrants returned by sheriff; shows name of property owner, amount of tax due and total.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

#### **16-2-2            DISTRESS WARRANT LISTS OR RECORD**

List of warrants issued for delinquent taxes given to the sheriff for collection. Lists contain names of property owners, amount due and date paid or reason for failure to collect, etc.

**Dispose of 5 years after final settlement, provided audit has been completed.<sup>1</sup>**

#### **16-2-3            PARTIAL PAYMENT**

Receipts issued for partial payments on distress warrants.

**Dispose of 5 years after final settlement, provided audit has been completed.<sup>1</sup>**

## **16-3            ESTATE RECORDS**

### **16-3-1            ESTATE INVESTMENT RECORDS**

Investment records of estate including investment reports, prospectus, bank statements, and profit/loss ledgers.

**Dispose of 10 years after court determination or settlement of estate and accounts, whichever applies, provided audit has been completed.<sup>1</sup>**

### **16-3-2            ESTATE TAX CLAIMS**

Statements or claims for tangible and intangible taxes in estates, including county assessor's correspondence notifying the treasurer of taxes due, tax vouchers, and additions or deductions to the taxes mailed to the administrator of the estate.

**Dispose of 10 years after settlement, provided audit has been completed.<sup>1</sup>**

### **16-3-3            INHERITANCE TAX ORDERS**

Certificates received from the county judge certifying judge's determination of the inheritance tax on a given estate; giving name of estate, taxes due, and rate of interest.

**Dispose of 3 years after settlement, provided audit has been completed.<sup>1</sup>**

### **16-3-4            INHERITANCE TAX RECEIPTS**

Duplicate receipts for inheritance taxes paid on the estates of deceased persons.

**Dispose of after 10 years, provided audit has been completed.<sup>1</sup>**

## **16-4            MISCELLANEOUS RECORDS**

### **16-4-1            CONDEMNATION PROCEEDINGS**

Records relation to the acquisition of property for public use through the power of eminent domain.

**Dispose of after 15 years, provided audit has been completed.<sup>1</sup>**

### **16-4-2            COUNTY INVESTMENT RECORDS**

Shows county or subdivision investment records in various banks or securities, with detailed description of investment and interest earnings.

**Dispose of 10 years after investment is terminated, provided audit has been completed.<sup>1</sup>**

### **16-4-3            LETTERPRESS BOOKS (OBSOLETE)**

Letterpress copies of letters or other documents in which absorbent transparent tissue paper are held firmly against the original so that enough ink is taken up by the tissue to make a legible copy. Letterpress records would almost always date prior to 1910 and are often of some historical value.

**Immediately transfer to the State Archives.**

### **16-4-4            RESOLUTIONS/MOTIONS**

Includes various resolutions or motions regarding different functions in the treasurer's office.

**Dispose of 10 years after fulfillment of resolution/motion.**

**16-4-5 TEMPORARY PERMITS/MISCELLANEOUS (INCLUDED IN DAILY MOTOR TRANSACTION REPORTS)**

Includes such temporary permits as grain hauling, special farm, carnival, etc.

**Dispose of after 3 years.**

**16-5 MOTOR VEHICLE RECORDS**

**16-5-1 AFFIDAVIT OF STORAGE AND NON USE**

Certified affidavit to declare nonuse of described motor vehicle for specified period. Form is completed when motor vehicle is licensed.

**Dispose of 1 year after motor vehicle is licensed, provided audit has been completed.<sup>1</sup>**

**16-5-2 MOTOR VEHICLE AND BOAT SALES TAX RECEIPTS**

Duplicate receipts for motor vehicle sales taxes.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**16-5-3 MOTOR VEHICLE CERTIFICATE OF TITLE**

Copy of Motor Vehicle Certificate of Title issued by County Clerk to issue registration for newly purchased motor vehicles.

**Dispose of after issuance of motor vehicle registration.**

**16-5-4 MOTOR VEHICLE DAILY TRANSACTION REPORT**

Computer generated record of daily receipts, refunds, special permits, et.al. for motor vehicle and boat tax fees for registration and license plates.

**Dispose of after 6 years, provided audit has been completed.<sup>1</sup>**

**16-5-5 MOTOR VEHICLE ELT NON-PARTICIPATING LENDER LIEN RELEASE**

Lien form used by lenders not participating in the Nebraska Electronic Lien and Title program. Form is submitted directly to the treasurer for the lien release to occur. Attach to county copy of title.

**Dispose of after 5 years.**

**16-5-6 MOTOR VEHICLE OPERATOR'S LICENSE, ID CARDS AND LEARNER'S PERMITS.**

Computer generated report of daily transactions indicating all digitally generated operator's license, ID cards and learner's permit issued.

**ELECTRONIC RECORD: Disposal is generated by Department of Motor Vehicles.**

**PAPER RECORDS: Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**CONVICTION REPORTS, SUSPENSIONS, REINSTATEMENTS: Immediately dispose of obsolete record.**

**16-5-7 MOTOR VEHICLE PURGE REPORT**

Motor Vehicle report printed out weekly

**Dispose of after 1 year.**

**16-5-8 MOTOR VEHICLE REFUND APPLICATION (FORMERLY MOTOR VEHICLE REFUND AFFIDAVIT)**

Application completed by customers requesting a refund of their motor vehicle registration fees and taxes.

**Dispose of after 1 year, provided audit has been completed.<sup>1</sup>**

**16-5-9 MOTOR VEHICLE REGISTRATION MONTHLY REPORT**

Indicates the number of original registrations per month as well as the city or village to which they pertain.

**Dispose of after 2 years.**

**16-5-10 MOTOR VEHICLE REGISTRATIONS**

Duplicates of motor vehicle annual registrations. Forms are also used for motorcycles, trailers, semi trailers, cabin trailers, boats, snow mobiles, jet skis. et. al. Boats and jet skis registered every three years, snowmobiles every two years. These may be computer generated lists for administrative reference. Refer to NEB. REV. STAT. §60-3,161(1).

**Dispose of 3 years after date of issuance, provided audit has been completed.<sup>1</sup>**

**16-5-11 MOTOR VEHICLE TAX LISTS (OBSOLETE)**

Motor vehicle tax lists showing name of owner, address, description of automobile, valuation, total tax, receipt number, date paid, and delinquency, if any.

**TAX LISTS 1950 AND PRIOR: Transfer to the State Archives.**

**TAX LISTS 1951 AND LATER: Immediately dispose of obsolete record.**

**16-5-12 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.**

**16-5-13 NEBRASKA APPLICATION FOR PARKING CABIN TRAILERS OR MOBILE HOMES**

Application by owner or manager of mobile home park for parking cabin trailers or mobile homes.

**Dispose of 2 years after issuance.**

**16-5-14 ONE STOP – AFFIDAVIT OF AFFIXTURE FOR A MOBILE HOME WITH A NEBRASKA CERTIFICATE OF TITLE**

Original recorded Affidavit and accompanying documents, filed per Section 60-169, returned from the Register of Deeds.

**Dispose of 5 years after date of filing.**

**16-5-15 ONE STOP - AFFIDAVIT OF DETACHMENT FOR A MOBILE HOME**

Original recorded Affidavit and accompanying documents, filed per Section 60-169, forwarded from the Register of Deeds.

**Dispose of 5 years after date of filing.**

**16-5-16 ONE STOP – MOTOR VEHICLE CERTIFICATE OF TITLE**

County copy of Motor Vehicle Certificate of Title, and Title application, and accompanying documents, filed per Section 60-101 – 60-197.

**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.<sup>1</sup>**

**16-5-17 ONE STOP MOTOR VEHICLE TITLE DAILY TRANSACTION REPORT**

Computer generated report of daily receipts for Motor Vehicle Titles issued, Notations of Liens, re-filing of Certificates of Titles, and for issuance of replacement or duplicate Certificates of Title.

**ELECTRONIC RECORD: Disposal generated by Department of Motor Vehicles.**

**COMPUTER REPORT: Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**16-6 RECEIPT AND DISBURSEMENT RECORDS**

**16-6-1 COLLECTION AND DISBURSEMENT RECORDS**

Summary of collections and disbursements on a daily and monthly basis for all funds. Shows amounts of receipts and payments of the county treasurer's office by month, indicating the various funds from which disbursements were made, balances, and cash on hand.

**Dispose of after 10 years, provided audit has been completed.<sup>1</sup>**

**16-6-2 DAILY BALANCE RECORD**

Shows daily receipts and disbursements of county treasurer including balances of cash on hand, disbursements for various funds, bank deposits, and daily account balances.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**16-6-3 DAILY REAL ESTATE AND PERSONAL PROPERTY REVENUE REPORT**

Provides date, receipt number, consolidated state and county taxes, consolidated school district taxes, taxes of villages in the county, and totals.

**Dispose of after audit has been completed.<sup>1</sup>**

**16-6-4 FEE BOOKS**

Includes name of individual and amount of fee for various items such as distress warrants, tax deeds, tax sale fees, or redemption certificates.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**16-6-5 GENERAL LEDGER AND SUBSIDIARY LEDGERS**

Complete record of collections, disbursements and account balances for various county, school district, city, village, state, fire district, sanitary district, and other funds.

**Dispose of after 10 years, provided audit has been completed.<sup>1</sup>**

**16-6-6 MONTHLY STATEMENTS OF ACCOUNTS WITH COUNTY TREASURER**

Statement which indicates accounts for the taxes collected on the behalf of cities.  
**Dispose of after 3 years.**

**16-6-7 NEBRASKA STATE SALES AND USE TAX RETURNS**

Form shows amount of sales tax collected for county and on behalf of cities each month, treasurer collection fee, and amount of remittance to Department of Revenue.  
**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**16-6-8 RECAP CONTROL CARDS**

Control cards to note taxes due and paid. Used in manual unit tax system.  
**Dispose of after 15 years, provided audit has been completed.<sup>1</sup>**

**16-6-9 REMITTANCES TO STATE TREASURER**

Reports sent to state treasurer.  
**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**16-6-10 SEMI ANNUAL STATEMENTS**

Semi annual summary of collections, disbursements, and balances for various county funds and for the various subdivisions of government. Required to be published by section 23-1605-23-1607, R.R.S. 1943.  
**Dispose of after proof of publication is received, provided audit has been completed.<sup>1</sup>**

**16-6-11 TAX DISTRIBUTION AND POSTING LEDGERS OR RECORDS**

Detailed posting and tax distribution records, subsidiary to Daily Real Estate and Personal Property revenue reports, including detailed posting of receipts, etc.  
**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**16-6-12 WARRANTS AND ORDERS**

Warrants and Orders from Township, City and Village, Airport Authority, etc., Authorizations for withdrawals from county treasury.  
**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**16-7 SCHOOL RECORDS**

**16-7-1 FREEHOLDERS PETITIONS**

Petition for change of school district boundaries, meetings, reports, etc.  
**Dispose of 2 years after last activity.**

**16-7-2 SALINE LAND ABSTRACT**

Record of deeds to saline lands in the county, showing land description, value per acre, number of acres, date of sale or lease, etc.  
**Transfer to the State Archives.**

**16-7-3 SCHOOL AND SALINE LAND LEDGER**

Record of lease and interest payments on saline lands, showing date, semiannual interest, amount due, principal, description of property; and name of lessee.

**Retain permanently.**

**16-7-4 SCHOOL DISTRICT BOUNDARY CHANGES**

Certificates from County Superintendent indicating changes made in boundaries of school districts within the county and any resultant changes in bonded indebtedness.

**Dispose of after 2 years.**

**16-7-5 SCHOOL DISTRICT TREASURER'S BONDS**

Bonds executed to guarantee performance of duties by school district treasurers.

**Dispose of 10 years after release, replacement, or expiration of the bond, provided audit has been completed.<sup>1</sup>**

**16-7-6 SCHOOL LAND LEASE AND PURCHASE RECEIPT BOOKS (OBSOLETE DECEMBER, 2004)**

Receipt books and records for monies received by the treasurer on school saline, or common lands. Includes name of payer, date, amount, description of property, principal, interest, or lease amounts.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**16-8 TAX LISTS AND TAXATION RECORDS**

**16-8-1 BANKRUPTCY RECORDS**

May include filing form, related general correspondence, court orders for discharge of bankruptcy, and the county treasurer's tax statements showing taxes owed.

**Dispose of 10 years after dismissed, discharged or last activity, provided audit has been completed.<sup>1</sup>**

**16-8-2 COUNTY TAX FORECLOSURE RECORDS**

Contains information regarding the proceedings of tax foreclosure cases; may include County Tax Foreclosure files – amount of taxes owed, description of property purchased, amount of sale price, assessed valuation, work sheets; County Tax Foreclosure Sheets – records property description, date of case filing, docket and file location, date sold, purchaser, date of confirmation of sale, amounts of county and local taxes due; Tax Foreclosure Forms – Account sheets from the clerk of the district court, relating costs, monies due the county, interest, etc. in tax foreclosure matters. Includes description of property and taxes due.

**Dispose of 10 years after voided, redeemed or foreclosed, provided audit has been completed.<sup>1</sup>**

**16-8-3 DELINQUENT TAX REPORT**

Original reports are given to the County Board. Certified list of delinquent taxes, including legal description of the properties concerned, names of property owners, amount due, etc. Includes composite Delinquent Tax List.

**Dispose of 1 year after superseded.**

**16-8-4 POLL TAX RECORD BOOK (OBSOLETE)**

List of individuals owing poll tax and amount paid.

**Immediately transfer to the State Archives.**

**16-8-5 TAX DEEDS**

Tax Sale certificates, proof of publication of service or other supporting documents for properties sold at tax sales which have not been redeemed; whereupon deed was issued to the purchaser.

**Dispose of 10 years after issuance of TAX DEED, provided audit has been completed.<sup>1</sup>**

**16-8-6 TAX LEVIES**

Itemizes the distribution of tax levies.

**Dispose of after 10 years, provided audit has been completed.<sup>1</sup>**

**16-8-7 TAX LIST CORRECTIONS**

Shows notification of change in tax from assessor's office in cases of increase or decrease in tax. Records name of taxpayer, address, and effective date with approval by the County Board.

**Dispose of after 10 years, provided audit has been completed.<sup>1</sup>**

**16-8-8 TAX LISTS OR TAX ROLLS (INCLUDING DELINQUENCIES)**

Real and personal property TAX LISTS showing assessed valuation, for state and county tax, school district tax, sanitary tax, et.al. May include address, receipt number, date of payment, person paying, and .delinquency, if any, etc. Includes tax certificates from county assessor or county clerk. May be in electronically stored form and was compiled directly on Computer Output Microfiche (COM) from approx. 1982-1996 (CAPS Project).

**ORIGINAL RECORD:**

**PRIOR TO 1940:** Records not microfilmed, may be transferred to the State Archives.

**AFTER 1940:** Retain permanently OR microfilm and destroy originals.

*(NOTE: The State Archives only wants Real Property tax lists. Microfilm Real Property and Personal Property tax lists separately.)*

**SECURITY MICROFILM:**

**REAL PROPERTY:** Transfer to the State Archives.

**PERSONAL PROPERTY:** Transfer to offsite security storage.

**MICROFILM WORK COPY:** Retain permanently; OR transfer Real Property lists to the State Archives when no longer of reference value.

**16-8-9 TAX RECEIPTS (INCLUDE DELINQUENCIES)**

Duplicate TAX RECEIPTS for personal and real property taxes for city or rural residents, showing amount paid or unpaid, description of property, assessed valuation, consolidated tax, etc.

**Dispose of after 10 years, provided audit has been completed.<sup>1</sup>**

**16-8-10 TAX REFUND CLAIMS**

Claims for refund of taxes on real estate or personal property including refund checks and copies of refund checks, undeliverable refund checks, certification lists for refunds of taxes including technical school refunds, etc.

**Dispose of 3 years after payment, attempt of payment or refund, or denial of claim, provided audit has been completed.<sup>1</sup>**

**16-8-11 TAX SALE CERTIFICATES AND REDEMPTION CERTIFICATES**

Describes real property sold or redeemed, amount paid, and date of the payment. May be stubs or copies.

**Dispose of 10 years after voided, redeemed or foreclosed, provided audit has been completed.<sup>1</sup>**

**16-8-12 TAX SALE RECORD**

Shows data on the sale of real property for delinquent taxes including date of sale, description of property, amount of sale, date of redemption, by who redeemed, and amount paid in redemption.

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

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently; OR, transfer to the State Archives when no longer of reference value.**

**16-8-13 TAX STATEMENTS (PERSONAL AND REAL ESTATE)**

Statements of bills indicating taxes due.

**See TAX RECEIPTS, (Schedule 16).**

**16-8-14 UNIT TAX RECORD (OBSOLETE)**

File cards for each piece of property, usually replacing the Tax Lists, and including the same information as those records.

**ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.**

**PRIOR TO 1940: Records not microfilmed, may be transferred to the State Archives.**

**SECURITY MICROFILM: Transfer to the State Archives.**

**MICROFILM WORK COPY: Retain permanently; OR, transfer to the State Archives when no longer of reference value.**

**DELETED RECORDS**

**16-3-1 BONDS AND BOND COUPONS (OBSOLETE)**

**16-3-2 BONDS AND BOND COUPONS (OBSOLETE)**

**16-6-1 MOTOR VEHICLE REGISTRATION FEE BOOK (OBSOLETE)**

**16-6-7 MOTOR VEHICLE TAX RECEIPTS/STATEMENTS (OBSOLETE)**

**16-6-11 MOTOR VEHICLE NUMERICAL INDEX (OBSOLETE)**

**16-6-12 BILLS OF SALE (OBSOLETE)**

**16-6-15 SPECIAL FUEL USER PERMITS RECORDS (OBSOLETE)**

**16-6-14 UNUSED LICENSE PLATES AND STICKERS**

**16-6-16 NEBRASKA SPECIAL FUEL USER PERMIT AND APPLICATION (OBSOLETE)**

**16-7-9 VALIDATING TAPES (OBSOLETE)**

**16-9-7 TREASURER'S CERTIFICATE OF SETTLEMENT (OBSOLETE)**

**NOTES**

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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

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 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 (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.)**

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			<b>1</b>	<b>20 Kb</b>
			<b>52</b>	<b>1 Mb (1024 Kb)</b>
			<b>53,687</b>	<b>1 Gb (1024 Mb)</b>
N/A	N/A	<b>2,204 lbs (1 metric ton)</b>	<b>220,000</b>	<b>4.1 Gb</b>
<b>Records center carton</b>	<b>1 Cu. Foot</b>	<b>16.66 lbs</b>	<b>1,667</b>	<b>32 Mb</b>
<b>Vertical File Cabinet, 4 drawer letter-size</b>	<b>6 Cu. Feet</b>	<b>100 lbs</b>	<b>10,000</b>	<b>190 Mb</b>
<b>Vertical File Cabinet, 4 drawer legal-size</b>	<b>8 Cu. Feet</b>	<b>133.3 lbs</b>	<b>13,333</b>	<b>254 Mb</b>
<b>Lateral File, 4 drawer/shelf letter-size</b>	<b>9 Cu. Feet</b>	<b>149.94 lbs</b>	<b>15,003</b>	<b>288 MB</b>
<b>Lateral File, 4 drawer/shelf legal-size</b>	<b>12 Cu. Feet</b>	<b>199.92 lbs</b>	<b>20,004</b>	<b>384 MB</b>
<b>About a pickup load</b>	<b>50 Cu. Feet</b>	<b>7,500 lbs</b>	<b>748,638</b>	<b>14 Gb</b>