

Schedule 24

LOCAL AGENCIES

GENERAL RECORDS

January 5, 2015

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

24

AGENCY, BOARD OR COMMISSION

LOCAL AGENCIES

DIVISION, BUREAU OR OTHER UNIT

GENERAL RECORDS

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

Supersedes Edition of February 12, 2013

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

Catherine A. Dvorak

TITLE

Deputy Secretary of State for Records Management

DATE

January 5, 2015

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

Gayle Koutney

DATE

1/5/2015

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

Deann Haffner

DATE

1/5/15

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

John D. Gale

DATE

1/5/15

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. The Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This retention schedule, which is 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 this 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 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 the Records Management Specialist in Records Management. They 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**

**SCHEDULE 24
LOCAL AGENCIES
GENERAL RECORDS
January 5, 2015**

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of February 12, 2013

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-1	1099 FORMS	Forms sent to entities where charges for services exceed \$600. Information included vendor FTIN and payments.	6 years	
24-2	ACCOUNTS PAYABLE	Any supporting document received or generated by the agency that provides support for payments made to vendors for goods and services, employee for reimbursement of expenses and any other situation where a warrant or electronic payment is issued. May include, but not limited to: invoices, reports, disbursement documents, purchase orders, packing slips, requisitions, employee expense reimbursement forms, etc.	5 years or maximum of 10 years if no audit has been performed	
24-3	ACCOUNTS RECEIVABLE	Any supporting record received or generated by an agency for billing state or non-state agencies or institutions for supplies, services, or repairs provided by an agency. May include, but not limited to: invoices, reports, etc.	5 years or maximum of 10 years if no audit has been performed	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-4	APPLICATIONS AND OTHER SUPPLEMENTAL MATERIAL USED TO HIRE AND NOT HIRE PERSONS	May include internal job postings, application, resumes, structured interview questions, supplemental questionnaires, background checks, screening or scoring devices and any other material used in the hiring process or in the failure or refusal to hire any person. An Interstate Identification Index (III) name based background check may be done at a local law enforcement level and does not require the use of fingerprints.	HIRED: APPLICATION, RESUME, COVER AND LETTER: Transfer to EMPLOYMENT HISTORY FILE, item 24-41 SCREENING/SCORING RECORDS: 4 years after date of personnel action to which record relates NOT HIRED-ALL RECORDS: 4 years after date of personnel action to which record relates FINGERPRINT CARDS/TRIPLE III BACKGROUND CHECKS: See FBI FINGERPRINT CARDS AND BACKGROUND CHECK FOR APPLICANTS REQUIRED BY STATE AGENCIES, item 24-94	<ul style="list-style-type: none"> • Complaints under ADEA (American Disability Employment Act) may be filed for a period up to 4 years after a personnel action is made • 29 CFR 1602.14
24-5	AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING	Unless specifically prohibited under a separate record series listing, records 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. 3. A sample of the micrographics system shall have been inspected and approved by the State Records Administrator before such document disposal.		<ul style="list-style-type: none"> • 430 NAC Ch. 7, § 001.04 • No RECORDS DISPOSITION REPORT (RMD 03006B) is required
24-6	AUTHORITY FOR DISPOSAL OF RECORDS FOLLOWING A DURABLE MEDIUM PROCESS CONVERSION	Unless specifically prohibited under a separate record series listing OR state and federal laws and regulations, records converted to an alternative medium may be destroyed immediately after conversion, provided the agency has determined the alternative process and chosen medium complies with the Durable Medium Definition, and as long as the converted records continue to follow the stated retention periods.		<ul style="list-style-type: none"> • 430 NAC Ch. 1, § 001.18 • No RECORDS DISPOSITION REPORT (RMA 03006B) is required

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-7	BANK RECORDS	Records used to maintain and balance banking accounts. Records may include but are not limited to: bank statements, cancelled checks and stubs, check registers, deposit slips, registered warrants, warrants and warrant register.	5 years or maximum of 10 years if no audit has been performed	
24-8	BIDS/EQUIPMENT AND 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.	REJECTED: 5 years ACCEPTED BIDS AND RELATED INFORMATION: 5 years after fulfillment of contract	CONSTRUCTION BIDS: See BUILDING CONSTRUCTION CONTRACTS AND RECORDS, item 24-12
24-9	BONDS (FOR OFFICIALS)		10 years after release, replacement, or expiration of the bond	
24-10	BONDS AND BOND COUPONS	Revenue bonds as returned by the county clerk to a political subdivision when complete issue has been satisfied and statutory compliance has been met.	Verification of complete redemption of issue	Neb. Rev. Stat. §10-209
24-11	BUDGET REQUEST	The actual budget request and all related material used in preparing the budget.	3 years	
24-12	BUILDING AND LAND IMPROVEMENT PROJECT PLANS AND SPECIFICATIONS (FORMERLY BUILDING CONSTRUCTION AND CONTRACTS AND RECORDS)	Includes project plans and specifications of building and land operated and maintained by local government entities. Records may include, but are not limited to: plans, specifications, blueprints, drawings & renderings, major remodeling and upgrades to buildings, construction contracts and records, photographs (including digital photos), slides, filmstrips, email and other forms of correspondence.	ACCEPTED: MICROFILMED: Dispose of after microfilming NOT MICROFILMED: 5 years after building/improvement demolition OR sale date (whichever is sooner), subject to review by the State Archives for possible accession SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: 5 years after building/improvement demolition OR sale date (whichever is sooner) REJECTED: 5 years	•Neb. Rev. Stat. §72-808 •Neb. Rev. Stat. §72-810 (Historic structure notification and alterations) •Neb. Rev. Stat. §72-814 & §72-815 •Contact the State Archives to negotiate transfer
24-13	BUILDING GROUNDS AND MAINTENANCE	All grounds keeping activities, including but not limited to assignments, work responsibilities, checklists, inspections, reports and other related documents.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-14	BUILDING MAINTENANCE RECORDS	All maintenance, repairs and remodels to buildings owned or leased by the local government entity. Used to verify repairs were made. May include, but not limited to: location, work completed, materials used, personnel completing work, authorization, dates and related information.	NON-HISTORIC: 5 years HISTORIC: 5 years; subject to review by the State Archives for possible accession	•Neb. Rev. Stat. §72.809 Historic structure shall mean any building significant in American History or Architecture on a local, state or national level •Contact State Archives to negotiate transfer
24-15	BUILDING PLANS AND SPECIFICATIONS			See BUILDING AND LAND IMPROVEMENT PROJECT PLANS AND SPECIFICATIONS (FORMERLY BUILDING CONSTRUCTION AND CONTRACTS AND RECORDS), item 24-12
24-16	CALENDARS	Desk and pocket calendars, appointment books, and planners, both paper and electronic, including but not limited to Lotus, Exchange, PDAs and similar devices.	2 years	
24-17	CASH REGISTER RECORDS	Documents received and created related to an Agency's cash register. Records may include, but are not limited to coupons, cash register tape, charge slips, void slips and credit card receipts.	5 years	
24-18	CASH/FEE BOOKS	Accounting of cash paid and fees collected. May include name of party involved in the transaction, date of payment, amount, and reason for payment.	ORIGINAL RECORD: 5 years or maximum of 10 years if no audit has been performed EXCEPTION: If books are used as an index to microfilm: Permanent, or microfilm and destroy originals pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to the State Archives MICROFILM WORK COPY: Permanent	Record may be computer generated

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-19	CITIZENSHIP ATTESTATION FORM	Attestation form used by applicants/recipients of public benefits, public contractors and public employees for verification of lawful presence and eligibility status of U.S. citizens or qualified aliens.	Retain and dispose of with appropriate record series to which they pertain	<ul style="list-style-type: none"> •EMPLOYMENT: See INS FORM I-9 AND EMPLOYMENT ELIGIBILITY VERIFICATION FORM, item 24-52 •CONTRACTS: See CONTRACTS AND AGREEMENTS, item 24-31 •Neb. Rev. Stat. §4-111 (R.R.Supp. 2009)
24-20	CLAIMS AND REGISTERS	Claims against the agency by vendors for goods or services rendered.	5 years or maximum of 10 years if no audit has been performed	
24-21	COMMUNICATIONS - PUBLIC RECORD REQUESTS	Requests received by agencies for access to or copies of records maintained by them under the public records statutes. May include, but not limited to: responses and/or correspondence and related documentation, copy of information released and billing documentation.	COMPLETED: 2 years after request is completed or when no longer of administrative value (whichever is later) DENIALS: 10 years	•Neb. Rev. Stat §84-712 through §84-712.09
24-90	COMMUNICATIONS - PUBLIC RECORD REQUESTS-ROUTINE	Routine requests for information which require no administrative action, policy decision, or special compilation or research.	6 months after request is completed	NOTE: Excludes formal requests filed under the NE Public Records Statutes
24-22	COMMUNICATIONS, EVENT-DRIVEN	Communication with open ended, event-driven retention periods which occur at some future date.	MAYORS, COUNTY ELECTED OFFICIAL: State Archives after 5 years OTHER AGENCY HEADS, OTHER ELECTED OFFICIALS, CEO'S: 5 years; subject to review by the State Archives for possible accession COUNCIL & BOARD MEMBERS, CITY & VILLAGE CLERKS, ETC: 5 years ALL OTHER LOCAL EMPLOYEES: 5 years	Contact State Archives to negotiate transfer
24-23	COMMUNICATIONS, FISCAL	Communications created or received documenting purchases, financial obligations, fiscal revenues, etc. which are not included in your agency specific schedules.	5 years or maximum of 10 years if no audit has been performed	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-24	COMMUNICATIONS, LONG-TERM	Communications containing information related to the mission of the agency, i.e., documents major transactions, establishes or implements policy, establishes legal rights or responsibilities, or has other long-term ramifications to the operation of the agency.	MAYORS, COUNTY ELECTED OFFICIAL: State Archives after 8 years OTHER AGENCY HEADS, OTHER ELECTED OFFICIALS, CEO'S: 8 years; subject to review by the State Archives for possible accession COUNCIL & BOARD MEMBERS, CITY & VILLAGE CLERKS, ETC: 8 years ALL OTHER LOCAL EMPLOYEES: 8 years	Contact State Archives to negotiate transfer
24-25	COMMUNICATIONS, MEDIUM-TERM	Communications related to agency operations and administration of agency programs, which are not included in another agency specific schedule. Does not have long-term significance, establish legal rights, or contain policy implications. May include, but not limited to: routine public communication, interoffice or interdepartmental communications related to work activities, request for replies to information and communication related to reports and research.	MAYORS, COUNTY ELECTED OFFICIAL: 2 years; subject to review by State Archives for possible accession ALL OTHERS: 2 years	
24-26	COMMUNICATIONS, NONRECORD	Communications not related to state government transactions or activities and are not included in another agency specific schedule.	No retention required	Also see NONRECORD MATERIAL, item 24-60
24-27	COMMUNICATIONS, SHORT-TERM	Communications related to work/agency but has no documentary or evidentiary value. May include but not limited to: generic request for replies to information, notices including memoranda and other records that do not serve as the basis of official actions or professional interest materials retained for short-term reference.	6 months	
24-28	EMPLOYMENT INVESTIGATION RECORD (FORMERLY COMPLAINT FILE)	Complaints filed by employees or by persons concerning the decisions or actions of a specific state agency regarding employment. Examples include unfair or discriminatory employment practices lawsuits.	DISCIPLINARY RECORDS RELATED TO WORKPLACE HARASSMENT: 4 years according to current labor contracts COMPLAINTS (NO ACTION): 3 years COMPLAINTS (RESULTING IN ACTION): 3 years after action and appeals are complete and final	29 CFR 1602.14

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-29	COMPUTER DATA ENTRY FORMS	Form used to enter information into electronic storage media.	Immediately after information verified	
24-30	COMPUTER ERROR LISTING	Computer reports indicating errors in inputs, processing or output.	Immediately after error correction	
24-31	CONTRACTS AND AGREEMENTS	Contracts, leases and agreements that may include general obligation, land lease, utilities, consultants, services, software, IT systems and construction <i>except buildings</i> . Documents may include specifications, requests for proposals or information (RFP/RFI), affidavits of publication for calls for bids, accepted and rejected bids, contracts, letters of agreements, purchase orders, inspection reports, performance bonds and correspondence.	ACCEPTED: 5 years after completion, fulfillment, or voiding of contract; subject to review by the State Archives for possible accession REJECTED: 5 years	<ul style="list-style-type: none"> •BUILDINGS: See BUILDING CONSTRUCTION CONTRACTS AND RECORDS, item 24-12 •NOTE: Agreement and contracts may have language/conditions included in award that allows for alternative disposition. •Neb. Rev. Stat. §25-205 •Contact State Archives to negotiate transfer
24-32	CONTRACTUAL INTEREST STATEMENT LEDGER	Ledger of contractual interest statements made by certain officers disclosing an interest in a contract with the officer's governing body. Includes names of the contracting parties, nature of the interest of the officer in question, date that the contract was approved by the governing body, amount of the contract and the basic terms of the contract.	5 years after interested officer's last day in office	NE Political Accountability and Disclosure Act, Section 49-14, 103.02, R.R.S. 1943
24-33	DAILY BALANCE RECORDS	Records of daily receipts and disbursements including balances of cash on hand, disbursements for various funds, bank deposits, and daily account balances.	5 years or maximum of 10 years if no audit has been performed	
24-34	DIRECTIVES	Document used to issue official orders or policy for local government.	State Archives after no longer pertinent to the operations of the agency	Contact State Archives to negotiate transfer
24-35	EMPLOYEE DIRECT DEPOSIT AGREEMENT	Form signed by an employee to authorize or cancel direct deposit of the employees net pay into his/her checking or savings account.	After superseded or 4 years after termination of employment (whichever is sooner)	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-36	EMPLOYEE PAYROLL DEDUCTION INFORMATION	Records may include, but are not limited to, deduction forms, vendor reports of employees contributions to charity campaigns and benefit plans.	DEFERRED COMPENSATION: Transfer form to EMPLOYMENT HISTORY FILE, item 24-41, upon separation/termination of employment ALL OTHERS: 5 years after superseded or obsolete	
24-37	EMPLOYEE INSURANCE FILE		10 years	Keep separate from EMPLOYMENT HISTORY FILE, item 24-41
24-38	EMPLOYEES WITHHOLDING EXEMPTION CERTIFICATE (W-4 FORM)	Copy of W-4 forms retained by the agency.	4 years after superseded or termination (whichever is sooner)	
24-39	EMPLOYERS QUARTERLY REPORT	Statistical report of employee's wages during a calendar quarter which is sent to the Nebraska Department of Labor Unemployment Insurance Division. Report includes contribution report and wage schedule.	CONTRIBUTORY AGENCY REPORTS: 5 years REIMBURSABLE AGENCY REPORTS: 1 year	
24-40	EMPLOYERS QUARTERLY TAX STATEMENT		5 years or maximum of 10 years if no audit has been performed	
24-41	EMPLOYMENT HISTORY FILE	May include application for employment, employment contract, performance reports, notices of promotion or demotion, commendations or reprimands, termination of employment, etc. <i>The defined benefit retirement plans include the Judges, School Employees and Douglas County Retirement Plans, while the defined Contribution Retirement Plans include the County Employees Retirement Plan administered by the Nebraska Public Employees Retirement System, Lancaster County and City of Lincoln Retirement Plan.</i>	EMPLOYEES IN A DEFINED BENEFIT PLAN: 50 years after termination EMPLOYEES IN A DEFINED CONTRIBUTION RETIREMENT PLAN: 10 years after termination FOR OTHER PLANS: Contact plan administrator for determination EMPLOYEES NOT IN A RETIREMENT PLAN: 10 years after termination	•NOTE: Retention for Employment History Files depends on the type of retirement plan the employee is in, if any, because verification and retention requirements are different
24-42	ENCUMBRANCE RECORDS	All records related to encumbrance of funds for future expenditures.	5 years or maximum of 10 years if no audit has been performed	
24-43	EQUIPMENT HISTORY FILE		5 years after equipment is surplused or destroyed	
24-44	EQUIPMENT OPERATING COST RECORDS		5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-45	EXECUTIVE ORDERS OR MAYOR'S PROCLAMATIONS		ORIGINAL RECORD: Permanent; records not microfilmed may be transferred to the State Archives when no longer of reference value SECURITY MICROFILM: Transfer to the State Archives OR off-site security storage MICROFILM WORK COPY: Permanent	•Microfilm for security annually •Record may <u>NOT</u> be destroyed after microfilming •Contact State Archives to negotiate transfer; SA will only accept one format
24-46	EXTENSION OF EMPLOYMENT RECORDS	Authorizations for one year extension of employment beyond the normal age of retirement.	File with EMPLOYMENT HISTORY FILE, item 24-41	
24-47	FAX (FACSIMILE) TRANSMISSIONS	Facsimile transmissions sent or received.	Retain and dispose of with appropriate record series to which they pertain	
24-94	FBI FINGERPRINT AND BACKGROUND CHECK FOR APPLICANTS REQUIRED BY STATE AGENCIES	Fingerprint cards used by agencies to request Criminal History Reports and Information through the Nebraska State Patrol (NSP) in the National Automated Fingerprint Identification System (AFIS). The reports are disseminated by the NSP to the requesting agency.	FBI FINGERPRINT CARD: PRIOR TO 9/1/2013: Cards returned to agencies; shredded by agencies when application process completed AFTER 9/1/2013: Transfer to Nebraska State Patrol; destroyed by NSP when final dissemination report issued to agency (See CRIMINAL IDENTIFICATION-FINGERPRINT BACKGROUND CHECK FILE FOR APPLICANTS REQUIRED BY OTHER AGENCIES, Item 6-12-7) CRIMINAL HISTORY REPORT: Dispose of after all appeals and there is no unfinished matter pending; shred record	•Note: No third party, company or contractor should ever receive the dissemination reports •FBI (Federal Bureau of Investigation) CHRI (Criminal History Report & Information) Manual
24-48	FIRST REPORT OF ALLEGED ACCIDENT OR OCCUPATIONAL DISEASE OR FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS		MEDICAL EXAMINATIONS AND REPORTS OF EMPLOYEE EXPOSURES TO TOXIC SUBSTANCES OR BLOOD BORNE PATHOGENS: 30 years after separation/termination of employment OCCUPATIONAL AND ILLNESS RECORDS: 5 years after case is closed COMPLAINT OR CHARGE FILED AFTER RECORDS RETENTION PERIOD: 5 years after all actions are complete	
24-49	GARNISHMENTS	Court orders calling for the employer to testify on the salary of employees for the purpose of withholding a percentage of their salaries for the payment of personal debts.	2 years after settlement of debts or termination of employment (whichever is sooner)	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-50	GRANTS	Records that document the application, evaluation, award, administration, monitoring and status of grants which may come from federal or state governments or foundations and other private funding sources. May include but not limited to: applications, proposals, activities, budgets, award notification, grant evaluations, reports, project plans, expenditure reports, related correspondence and documentation.	AWARDED: 5 years after final expenditure report date of submission or as required by grant or program (whichever is later) SUPERFUND: 10 years after final expenditure report date of submission or as required by grant or program (whichever is later) NON-AWARDED: When no longer of reference value	<ul style="list-style-type: none"> •24 CFR §84.85(c) (2) •40 CFR §30.53(b) •40 CFR §31.42 •40 CFR §35-6705
24-51	GRIEVANCE RECORDS	Reports submitted by employees of an alleged grievance.	3 years after actions and appeals are complete OR when no longer of reference value (whichever is later)	
24-52	INS FORM I-9 AND EMPLOYMENT ELIGIBILITY VERIFICATION FORM (E-VERIFY)	Original form (<i>not a copy</i>) signed by employees and employers attesting to employment eligibility and verification.	After employee termination, dispose of 3 years after date of hire OR 1 year after date employment ended (whichever is later)	<ul style="list-style-type: none"> •Immigration Reform & Control Act 8 U.S.C. §1101 •Original I-9's must be kept on file for all employees hired after November 6, 1986 •Forms should be kept separate from Employment History File
24-53	INSURANCE POLICIES	Liability, theft, fire, accident, and other policies for agency property and personnel.	5 years after lapse of the policy OR when all claims have been settled (whichever is later)	
24-54	INVENTORY RECORDS	Records of various inventories taken; including equipment inventory, supply inventory and copies of the personal property	5 years	Neb. Rev. Stat. §23-347 R.R.S. 1943
24-55	LEGAL OPINIONS AND ADVICE		5 years or when no longer pertinent to the operation of the agency (whichever is later)	
24-56	LOGBOOKS AND OTHER LOGS	Logbooks are maintained in a variety of formats and can also be used to document registration of visitors, non-agency personnel, etc. Information may include but is not limited to sender/name, subject matter/reason, date(s), time(s), etc.	SECURITY AND LAW ENFORCEMENT: 5 years ALL OTHERS: 2 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-57	MEETING MINUTES AND MATERIALS	Official minutes, agenda and other information that may include, but are not limited to: presentation and supplemental meeting materials.	OPEN MEETING ACT DEFINED GROUPS: Retain permanently, subject to review by the State Archives for possible accession ALL OTHER COPIES: When no longer of reference value SECURITY MICROFILM: Transfer to the State Archives OR off-site security storage* MICROFILM WORK COPY: Permanent DIGITAL/VIDEO/AUDIO RECORDINGS: 1 year after minutes approved OTHER INFORMATION AND HANDOUTS: When no longer of reference value, subject to review by the State Archives for possible accession ALL OTHER MINUTES: When no longer of reference value, subject to review by the State Archives for possible accession	<ul style="list-style-type: none"> •Neb. Rev. Stat. §84-1409 •Neb. Rev. Stat. §84-1413 •Microfilm for security annually •Records may NOT be destroyed after microfilming •Contact State Archives to negotiate transfer; SA will only accept one format*
24-58	MICROFILM PROJECT REGISTRATION (FORM RMA)	Form used to register microfilm projects with Records Management.	Superseded or 1 year after project is discontinued (whichever is sooner)	
24-59	MONTHLY FINANCIAL STATEMENTS		5 years or maximum of 10 years if no audit has been performed	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-60	NONRECORD MATERIAL	<p>The following materials are declared to be nonrecord material, regardless of media on which they reside:</p> <ul style="list-style-type: none"> a. Books, periodicals, newspapers, and catalogues acquired and saved as a general reference resource; b. Extra copies of documents saved only for convenience or reference for which no action is recorded or taken (i.e. reading files); c. Identical or convenience copies of reports, memoranda, etc., for which your office was not the originator or the office of record, and which have not been annotated by your office; d. Stocks of publications, reproduced documents, or other printed materials preserved for supply purposes; e. Blank forms; f. Junk mail, spam, tickler files "to-do" and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected; g. Materials received documenting employee fringe activities (carpool locators, employee recreation and welfare activities, blood donors, charitable funds, community notices, holiday and social meetings, etc.). 	NONRECORD MATERIAL may be destroyed at any time by the agency	<ul style="list-style-type: none"> •Neb. Rev. Stat. §84-1215 •No RECORDS DISPOSITION REPORT (RMA 03006B) is required
24-91	ORGANIZATION CHARTS	Documents the organizational structure and serves as a representation of changes within local government over time. May include, but not limited to: date, agency, divisions, branches, sections, names of unit heads and individuals responsible for activities.	Superseded, obsolete or no longer of administrative value (whichever is later); subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-61	PAYROLL OR PAYMENT RECORDS	May include, but is not limited to payroll deduction register, payroll register, pre-payroll register, and payroll year-to-date register. Master Payroll List contains: pay periods, names of employee, social security number, gross salary, withholding and other deductions, pension payments and net salary.	MASTER PAYROLL LIST, ORIGINAL RECORD: 75 years OR microfilm and destroy originals pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to off-site security storage; 75 years MICROFILM WORK COPY: 75 years OTHER PAYROLL RECORDS: 5 years or maximum of 10 years if no audit has been performed	
24-62	PER DIEM COST, MONTHLY		5 years or maximum of 10 years if no audit has been performed	
24-92	POLICY AND PROCEDURE MANUALS	Policy and procedures manuals created by local government to govern the behavior of their employees and procedures related to job tasks or database systems. May include, but not limited to: internal personnel policies (dress codes, employee conduct) and department procedures on answering phones, reporting maintenance problems and employee absences.	6 years after superseded	Also see DIRECTIVES, item 24-34 OR EXECUTIVE ORDERS OR MAYOR'S PROCLAMATIONS, item 24-45
24-63	POSTAGE METER RECORDS	Includes registered mail receipts.	5 years or maximum of 10 years if no audit has been performed	
24-64	PRESS RELEASES	Prepared material for dissemination to the news media.	1 year, subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer
24-65	PUBLIC NOTICES	Records documenting compliance with laws requiring public notice of governmental activities. May include, but not limited to: public or legal notices, proof (affidavits) of publication, notice of public hearings, meetings, solicitation of bids, auctions, delinquent taxes etc.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-66	PUBLICATION AND PUBLICATION FILES	Records for publication may include background material, copy (drafts), original art work, photo negatives, prints, flats, and final publications in any format including, but not limited to, video, audio, electronic, and Internet based publications. Copies of state publications in any format. State publications are maintained, indexed and made available for lending through the Publications Clearinghouse.	ORIGINAL ART WORK: When no longer of reference value; subject to review by the State Archives for possible accession FINAL PUBLICATIONS: Deposit 4 copies with the NE Publication Clearinghouse ELECTRONIC PUBLICATIONS: Notify State Documents Librarian before removal from agency internet sites ALL OTHER DOCUMENTS: When no longer of reference value	•Neb. Rev. Stat. §51-411 to 51-418 •Contact State Archives to negotiate transfer
24-67	REPORTS AND STUDIES	Monthly, special and other STUDIES AND REPORTS of agencies, officials, committees, or consultants which are not listed separately.	FINAL REPORT: When no longer of administrative value; subject to review by the State Archives for possible accession OTHER COPIES: When no longer of reference value	•RAW DATA: See WORKING PAPERS, item 24-89 •Contact State Archives to negotiate transfer
24-68	REPORTS-ANNUAL	Annual report of any local agency or official.	5 years, subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer
24-69	REPORTS-AUDIT	Annual and special audits of all agencies.	3 years	
24-70	REPORTS-INVESTMENT	Reports of investments of funds.	10 years	
24-71	REPORTS-RECORDS DISPOSITION (FORM RMA 03006D)	Agency copy of "Records Disposition Report" used for the disposition of records based upon an approved records retention schedule.	10 years	Neb. Rev. Stat. §84-1212.02
24-72	REPORTS-WORKER'S COMPENSATION			See FIRST REPORT OF ALLEGED ACCIDENT OR OCCUPATIONAL DISEASE OR FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS, item 24-48
24-73	REVENUE SHARING RECORDS	May include: public notices, waivers, records of bank accounts, expenditure records and	5 years or maximum of 10 years if no audit has been performed	
24-74	SAVINGS ACCOUNT BOOKS		5 years or maximum of 10 years if no audit has been performed	
24-75	SAVINGS BOND DEDUCTION LIST		5 years or maximum of 10 years if no audit has been performed	
24-76	SOCIAL NETWORKING SITES			See WEB SITES, item 24-87
24-77	SOCIAL SECURITY RECORDS	Including employer's copies of W-2 forms.	4 years after due date of taxes for the period involved, or 4 years after such taxes are paid (whichever is later)	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-78	STATE/COUNTY TREASURERS	Records received or created by Agencies for funds deposited with the State or County	5 years or maximum of 10 years if no audit has been performed	
24-79	STATEMENT OF ACCOUNTS		5 years or maximum of 10 years if no audit has been performed	
24-80	SURVEY OF GOVERNMENT EMPLOYMENT	Voluntary survey form sent to government agencies by the Federal Census Bureau	1 year after form is submitted	
24-93	SURVEYS - OTHER	Method used for collection of information, data and/or opinions.	When no longer of reference value	
24-81	TELEPHONE CALL FORM	Form indicates to whom and when telephone calls are made.	5 years	
24-82	TIME CARDS AND TIME SHEETS		5 years or maximum of 10 years if no audit has been performed	
24-83	TIME OFF REQUESTS	Any form used to request time off for vacation, illness, civil leave, or any other reason.	5 years or maximum of 10 years if no audit has been performed	
24-84	VALIDATING TAPES	Paper tapes from validating machine which numbers, stamps, and validates receipts.	5 years or maximum of 10 years if no audit has been performed	
24-85	VENDOR DIRECTORY	Information on vendors used for purchases, services, etc. Record may include Federal	Superseded	
24-86	VOUCHERS/ VOUCHER REGISTER		5 years or maximum of 10 years if no audit has been performed	
24-87	WEB SITES	Internet web sites established and maintained by local agencies including posts to social		•Follow stated retention and disposition requirements
24-88	WORK ORDERS		5 years or maximum of 10 years if no audit has been performed	
24-89	WORKING PAPERS	Raw data, research materials and drafts used when creating reports, studies, etc.	COMPLETED: completion of final report, study, etc. NOT COMPLETED: When no longer of reference value	

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.)

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