

Schedule 6

NEBRASKA STATE PATROL

March 18, 2016

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	6
AGENCY, BOARD OR COMMISSION	NEBRASKA STATE PATROL
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of October 16, 2015	

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

PART I – AGENCY STATEMENT:

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



TITLE

Colonel - NSP

DATE

3/14/16

PART II – APPROVAL OF STATE ARCHIVES:

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



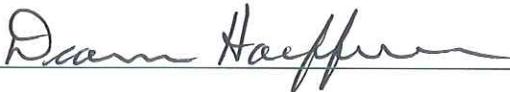
DATE

3/15/2016

PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

SIGNATURE



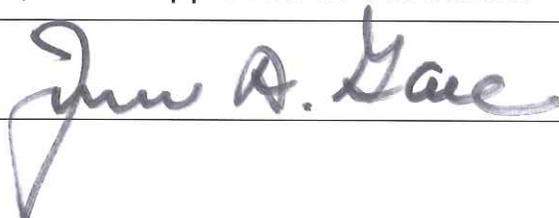
DATE

3/16/16

PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



DATE

3/18/16

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. 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 your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. 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 2nd to 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 6
NEBRASKA STATE PATROL**

March 18, 2016

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

Supersedes Edition of October 16, 2015

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-1-1	ACCIDENT RECONSTRUCTION - CASE FILE REPORTS		<p>REPORTS FOR CRIMINAL PROSECUTION: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case</p> <p>REPORTS FOR CIVIL PROSECUTION: Transfer to SWORN PERSONNEL-CASE FILE, NON-CRIMINAL, item 6-41-4, and follow the disposition schedule which applies to that case</p>	
6-2-1	ACCOUNTING - ACCOUNTS PAYABLE	Any supporting record received or generated by the agency that provides support for payments made to vendors for goods and services, employees for reimbursement of expenses, and any other situation where a warrant or electronic payment is issued. May include, but are not limited to: invoices, reports, disbursement documents, purchase orders, packing slips, requisitions, employee expense reimbursement forms, etc.		See ACCOUNTS PAYABLE, item 124-1
6-2-2	ACCOUNTING - ACCOUNTS PAYABLE WARRANT CANCELLATION FORM	Form used to cancel a warrant.		See ACCOUNTS PAYABLE WARRANT CANCELLATION FORM, item 124-2
6-2-3	ACCOUNTING - ACCOUNTS RECEIVABLE	Any supporting record received or generated by an agency for billing non-state agencies or institutions for supplies, services, or repairs provided by an agency. May include, but are not limited to: invoices, reports, etc.		See ACCOUNTS RECEIVABLE, item 124-3
6-2-4	ACCOUNTING - ALLOTMENT STATUS REPORT	Report that indicated our appropriation approved by the Legislature, allotment amount, expenditures, encumbrances, and remaining allotment by division and fund.	6 years	
6-2-5	ACCOUNTING - APPLICANT FEE DAILY INTAKE TALLY	Document used to track proceeds received for fingerprints for specific types of applications.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-2-6	ACCOUNTING - AUDIT REPORTS	All Auditor of Public Accounts (APA) prepared state agency audit reports, and attestation reports are maintained on microfilm or original paper copy by the Auditor of Public Accounts Office. CAFR (Combined Annual Financial Reports) audit reports and single audit reports are maintained by both the AS Accounting Division and the Auditor of Public Accounts Office, both on-line and original paper copy. Department of Justice (DOJ) records pertaining to participation in DOJ Equitable Sharing Program.	RECORDS OF ADVERSE IMPACT: 2 years after adverse impact eliminated AUDIT REPORTS OF GRANT PROJECTS: 3 years after audit OR as required by grant or program (whichever is later) ALL OTHER RECORDS: 3 years DOJ Equitable Sharing Documents: 5 years	Auditor of Public Accounts does not maintain audit reports received by state agencies from outside contractors.
6-2-7	ACCOUNTING - BANK RECORDS	Documents created or received related to the Agency's checking accounts. Records may include, but are not limited to: bank statements, deposit slips, cancelled checks, returned checks, and check registers.		See BANK RECORDS, item 124-014
6-2-8	ACCOUNTING - BILLING RECORDS FROM ADMINISTRATIVE SERVICES MATERIEL DIVISION	Monthly computer reports used to bill agencies for services provided. Billing reports include: printing billing, copy services billing, postage billing distribution, office supply bureau billing, contractual advertising and subscriptions, etc.		See BILLING RECORDS, MATERIAL DIVISION, item 124-15
6-2-9	ACCOUNTING - BILLING RECORDS FROM OFFICE OF THE CIO	Monthly computer reports that provide agency billing information for IT, telecommunications and network charges. Reports may include work orders, billing codes, descriptions, current month and period to date totals or other details for agencies. IT reports may include alternative formats prepared at the request of an agency.		See BILLING RECORDS, OFFICE OF THE CIO, item 124-16
6-2-10	ACCOUNTING - BUDGET FILES FOR PLANNED PROJECTS	Spreadsheets, communication, and memos related to planned projects that indicate the amount budgeted for the project.		See BUDGET FILE (FOR PLANNED PROJECTS), Item 124-18
6-2-11	ACCOUNTING - BUDGET REQUEST DOCUMENTS FOR AGENCY AND DIVISIONS	Forms and all back-up material which shows the real and projected agency budget for a six-year period and is a complete listing of the operating and construction fund requests of the agency as well as annual budget requests by division.		See BUDGET REQUEST DOCUMENTS, item 124-19
6-2-12	ACCOUNTING - BUILDING CONSTRUCTION CONTRACTS AND RECORDS	Documents include specifications, affidavits of publication of calls for bids, accepted and rejected bids, contracts, purchase orders, inspection reports and correspondence relating to building construction projects; may include performance bonds.		See BUILDING CONSTRUCTION CONTRACTS AND RECORDS, item 124-20
6-2-27	ACCOUNTING - BUSINESS UNIT LISTING	Itemized list of all agency business units.	After superseded	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-2-13	ACCOUNTING - 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.		See CASH REGISTER RECORDS, item 124-26
6-2-14	ACCOUNTING - CREDIT CARD RECORDS	Records of issuance of credit cards.		See CREDIT CARD RECORDS, item 124-39
6-2-15	ACCOUNTING - DEPOSIT RECORDS	Records received and/or created by agencies when depositing funds with the State Treasurer.		See DEPOSIT RECORDS, item 124-40
6-2-16	ACCOUNTING - DRUG CONTROL CASH FUND DISTRIBUTION REPORTS	Information on funds expended and deposited into the Drug Cash Fund Account.	5 years	
6-2-17	ACCOUNTING - EMPLOYEE PAYROLL FILE	May include, but are not be limited to: payroll documents, insurance documents, employment eligibility forms, pay status, military orders, moving expenses, retirement forms, withholding forms, catastrophic illness donations, benefit plan documents, garnishments, and direct deposit agreements.	10 years after separation of employment	
6-2-18	ACCOUNTING - HOLIDAY COMP RECORDS	Documents hours earned and used by sworn personnel on actual or designated holidays.	5 years	
6-2-19	ACCOUNTING - INTRASTATE BILLING TRANSACTIONS (IBT) INVOICE	Form records the revenues and expenditures associated with goods and/or services provided by one state agency to another state agency or department and amounts owed by the applicable department. May include supporting documentation.		See INTRASTATE BILLING TRANSACTIONS (IBT) INVOICE, item 124-66
6-2-20	ACCOUNTING - INVESTMENT AUTHORIZATION FORMS	Form used to provide data for distributing interest earnings.		See INVESTMENT AUTHORIZATION, item 124-69
6-2-21	ACCOUNTING - IRS AND STATE TAX DOCUMENTS	Forms required by the Internal Revenue Service and State of Nebraska Department of Revenue to be completed and issued to/for vendors and contractors. May include, but are not limited to: IRS forms, quarterly tax reports, and vendor/contractor tax information forms.	6 years	IRS Forms 1096 & 1099
6-2-22	ACCOUNTING - OUTSTANDING WARRANTS PREVIOUS TO DATE	Quarterly report provided for agencies by AS Accounting which lists warrants still outstanding that were issued through the end of the second month of the prior quarter. The purpose of this report is to identify warrants which have been outstanding for a considerable length of time which require follow-up and possible cancellation.		See OUTSTANDING WARRANTS PREVIOUS TO DATE, item 124-84

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-2-23	ACCOUNTING - PAYROLL RECORDS	Any supporting records received or generated by an agency used to review, correct, or adjust and certify agency payroll records. May include, but are not limited to: timesheets, reports, etc.		See PAYROLL - AGENCY RECORDS, item 124-86
6-2-24	ACCOUNTING - PETTY CASH FUND APPLICATION	Form used to create a petty cash fund or make changes to an existing petty cash fund.		See PETTY CASH FUND APPLICATION, item 124-89
6-2-25	ACCOUNTING - RECEIPTS	Notices issued or received to verify the transfer of monies.		See RECEIPTS, item 124-98
6-2-26	ACCOUNTING - VOYAGER SYSTEM DOCUMENTS	Records generated as the result of using the Voyager System. May include, but are not limited to: billing statements, invoices, receipts, etc.		See VOYAGER SUMMARY DOCUMENT, Item 124-122
6-3-1	ALL AGENCY - ADDRESS AND TELEPHONE FILES	Records listing contact information for agency employees, allied agencies, and persons required to conduct business.		See ADDRESS AND TELEPHONE FILES, item 124-4
6-3-2	ALL AGENCY - ADMINISTRATIVE DOCUMENTS	Forms, letters, correspondence used in the performance of day-to-day activities.	3 years	CALEA (Commission of Law Enforcement & Accreditation)
6-3-3	ALL AGENCY - ANALYSIS DOCUMENTS	Documents prepared to compare elements to one another. May include, but are not limited to: biased based policing report, manpower allocation study, selective enforcement analysis, use of force analysis, etc.	FINAL REPORT: 10 years ALL OTHER RECORDS: When no longer of administrative value	
6-3-4	ALL AGENCY - AWARD NOMINATION AND SUBMITTAL FORM	Form used to document details of an incident when nominating someone for an award.	PAPER COPY: 5 years ELECTRONIC DATABASE: Update as needed	
6-3-5	ALL AGENCY - CALENDARS	Desk and pocket calendars, appointment books, and planners, both paper and electronic, including Lotus, Exchange, PDA's and similar devices.	5 years	
6-3-6	ALL AGENCY - CERTIFICATIONS	Documents which demonstrate qualifications, proficiencies, or accuracy. May include, but are not limited to: accident reconstruction, RADAR, VASCAR, DRE, etc.	2 years after separation of employment	
6-3-7	ALL AGENCY - CHAPLAIN PROGRAM RECORDS	Applications for participation as police chaplain, correspondence, etc.	When no longer of administrative value	
6-3-8	ALL AGENCY - COMMUNICATIONS, EVENT DRIVEN	Communications with open ended, event-driven retention periods which occur at some future date.		See COMMUNICATIONS, EVENT-DRIVEN, item 124-30
6-3-9	ALL AGENCY - COMMUNICATIONS, FISCAL	Communications created or received documenting purchases, financial obligations, fiscal revenues, etc. which are not included in your agency specific schedules.		See COMMUNICATIONS, FISCAL, item 124-31

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-3-10	ALL AGENCY - 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 have other long-term ramifications to the operation of the agency.		See COMMUNICATIONS, LONG-TERM, item 124-32
6-3-11	ALL AGENCY - COMMUNICATIONS, MID-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 are not limited to: routine public communications, interoffice or interdepartmental communications related to work activities, request for replies to information and communication related to reports and research.	3 years	CALEA (Commission of Law Enforcement & Accreditation)
6-3-12	ALL AGENCY - COMMUNICATIONS, NON-RECORD	Communications not related to state government transactions or activities and are not included in another agency specific schedule.		See COMMUNICATIONS NON-RECORD, item 124-34
6-3-13	ALL AGENCY - COMMUNICATIONS, SHORT-TERM	Communications related to work/agency but has no documentary or evidentiary value. May include, but are not be 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.		See COMMUNICATIONS, SHORT-TERM, item 124-35
6-3-14	ALL AGENCY - CONFERENCE MATERIALS	Documents generated while planning conferences, trainings, etc. May include, but are not limited to: correspondence, agendas, memos, contracts, vendor lists, and attendees.	5 years	
6-3-15	ALL AGENCY - DATABASES; ELECTRONIC AND PAPER PRINTOUTS	Collections of data organized for search and retrieval. May include, but are not limited to: access logs, incidents, case management forms, interdiction, missing persons, etc.	PAPER PRINTOUTS: Superseded OR when no longer of administrative value (whichever is later) ELECTRONIC DATABASE: Update as needed	
6-3-16	ALL AGENCY - DOCUMENT APPROVAL ROUTING FORM	Form used to track circulation and approval of forms/documents requiring approval from multiple persons.	Attach form to document and dispose of with appropriate record series to which it pertains	
6-3-17	ALL AGENCY - EMPLOYEE DRIVING ABSTRACTS	Documents details of an employee's license to operate a motor vehicle and any convictions of traffic offenses.	After superseded	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-3-18	ALL AGENCY - EMPLOYEE RECOGNITION RECORDS	Award committee reports, selection criteria, nominations, and similar administrative records of employee awards or incentive programs.	PAPER COPY: 5 years, subject to review by State Archives for possible accession ELECTRONIC DATABASE: Update as needed	Contact State Archives to negotiate transfer
6-3-19	ALL AGENCY - EQUIPMENT CALIBRATION AND FUNCTIONALITY RECORDS	Documents which verify that equipment is in proper working order. May include, but are not limited to: total station calibration, stop watch calibration, RADAR/VASCAR maintenance records, fit testing, weapon inspection documents, and polygraph functionality tests.	2 years after equipment surplused, destroyed, or disposed	
6-3-20	ALL AGENCY - EQUIPMENT CHECKLISTS	Documents containing a list of items to be checked at specific intervals or for specific items. May include, but are not limited to: specialty trailers, SWAT equipment, etc.	4 years	
6-3-21	ALL AGENCY - EQUIPMENT GENERAL RECORDS	Records used to track the issuance, maintenance, damage, etc. to agency owned equipment.	5 years	
6-3-22	ALL AGENCY - EQUIPMENT SERVICE AGREEMENTS	Agreements or contracts between the agency and equipment vendor to provide maintenance service on equipment.		See EQUIPMENT SERVICE AGREEMENTS, item 124-53
6-3-23	ALL AGENCY - EQUIPMENT WARRANTIES	Documents containing warranty information on equipment.	5 years after warranty expires	
6-3-24	ALL AGENCY - FAX (FACSIMILE) TRANSMISSIONS	Includes transmissions sent and received.		See FAX (Facsimile) TRANSMISSIONS, item 124-57
6-3-25	ALL AGENCY - FOREIGN LANGUAGE TRANSLATOR SERVICE BILLING FORM	Form used to document services of translator in order for them to receive payment.	5 years	
6-3-26	ALL AGENCY - FUNERAL CHECKLIST	Form used to document agency actions at death of employee.	3 years	
6-3-27	ALL AGENCY - GOALS & OBJECTIVES	Listing of tasks to be accomplished and the specific steps for completing the tasks.	5 years	
6-3-28	ALL AGENCY - HISTORICAL ARTIFACTS	Records and items which define and/or illustrate significant events in the agency.	When no longer of historical value as determined by the Agency Director, subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer
6-3-29	ALL AGENCY - INVENTORY RECORDS	Itemized list of goods and/or materials. May include, but are not limited to: equipment, vehicles, explosives, drugs, etc.	After superseded	
6-3-30	ALL AGENCY - LABOR CONTRACTS	Copies of agreements on wages, hours and other terms and conditions of employment between the State of Nebraska and certified bargaining units and their agents.	Superseded	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-3-31	ALL AGENCY - LEAVE REQUESTS	Documents used to request time off, or use of leave. May include e-mails, notes, schedules, etc. (Vacation, Sick, Holiday, Comp, Military, etc.).	90 days	
6-3-32	ALL AGENCY - LOGS	Records of events, activities, and vehicles. May include, but are not limited to: volunteer program logs, vehicle mileage logs, internet tracking logs, etc.	3 years	
6-3-33	ALL AGENCY - MEETING MINUTES & MATERIALS	Official minutes, agendas, and other information that may include, but are not limited to: presentation and supplemental meeting materials.		See MEETING MINUTES AND MATERIALS, items 124-78
6-3-34	ALL AGENCY - MISCELLANEOUS STATE PATROL DOCUMENTS	Agency records not covered by an other section of the Nebraska State Patrol Records Schedule 6 or the State Agencies General Records Schedule 124.	5 years, unless a different retention period is specifically required by a state or federal law or regulation	Most records created or received by the Nebraska State Patrol are subject to an existing section in either Schedule 6 or 124. This section <i>MAY NOT</i> be used as an alternative to an applicable section of Schedule 6 or 124.
6-3-35	ALL AGENCY - NON RECORD MATERIAL	The following materials are declared to be non-record material, regardless of media on which they reside: a: Books, periodicals, newspapers, and catalogs used as a 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, documents, or printed materials for supply purposes; e. Blank forms; f. Junk mail, spam, tickler files, "to do" and task lists that serve as a reminder than an action is required or that a reply to action is expected; g. Materials received documenting employee fringe activities (carpool locators, employee recreation activities, blood drives, charitable funds, holiday and social meetings, etc.). h. Tags, labels, etc. placed on items or equipment which transfer with the item.		See NONRECORD MATERIAL, item 124-82

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-3-36	ALL AGENCY - ORGANIZATIONAL CHARTS	Records outlining a diagram form structure of the agency.		See ORGANIZATIONAL CHARTS, item 124-83
6-3-37	ALL AGENCY - OVERTIME AUTHORIZATION	Records which reflect approval for employees to earn and/or be compensated for overtime and/or comp time.	90 days	
6-3-38	ALL AGENCY - POOL CAR TRAVEL LOGS	Form used to document use of agency pool cars. Information for each use may include: date of use, beginning and ending odometer readings, start and finish times, number of miles traveled, destination, purpose of trip, and driver's signature.	2 years	
6-3-39	ALL AGENCY - PUBLICATIONS AND PUBLICATION FILES	Records for publication. May include, but are not limited to: background material, copy (drafts), original artwork, 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 are maintained, indexed, and made available for lending through the Publications Clearinghouse.		See PUBLICATIONS AND PUBLICATION FILES, item 124-97
6-3-40	ALL AGENCY - REFERENCE MATERIALS	Sources of information containing facts which are referred to by agency employees or provided to the public. May include, but are not limited to: pamphlets, guides, listings of data, etc.	After superseded OR when no longer of reference value (whichever is later)	
6-3-41	ALL AGENCY - REGISTERED MAIL RECEIPTS	Receipts for both sending and receiving registered mail.	IF RELATED TO CASE FILE: Transfer to appropriate case file (CRIME LABORATORY-CASE FILES, item 6-11-6 , CRIME LABORATORY-CASE FILES CODIS, item 6-11-7, INTERNAL AFFAIRS-CASE FILES, item 6-24-1, INVESTIGATIVE SERVICES-ATTORNEY GENERAL INVESTIGATIONS, item 6-25-3, NIAC-INFORMATION ANALYSIS CASE FILES, 6-29-4, POLYGRAPH EXAMINERS-CASE FILES, item 6-32-1, PUBLIC INFORMATION-FORENSIC VIDEO CASE FILES, ITEM 6-3-2, SWORN PERSONNEL-CASE FILES, CRIMINAL, item 6-41-3, OR SWORN PERSONNEL-CASE FILES, NON-CRIMINAL, item 6-41-4) and follow the disposition schedule which applies to that case ALL OTHERS: 5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-3-45	ALL AGENCY - REPORTS AND STUDIES	Annual, quarterly, monthly, weekly, and other special reports and studies not listed under a separate item number. May include, but are not limited: to materials and resources used for statistical, progress, evaluations, etc.	FISCAL AND GRANT REPORTS: 5 years ALL OTHERS: 3 years OR when no longer of reference value (whichever is later)	
6-3-42	ALL AGENCY - REPORTS, ADMINISTRATIVE	Reports compiled on a regular basis for submission to commanders or command staff.	3 years OR when no longer of reference value (whichever is later)	CALEA (Commission of Law Enforcement & Accreditation)
6-3-43	ALL AGENCY - REPORTS, ANNUAL AND BIENNIAL	Reports of agency activities produced on an annual or bi-annual basis.	ORIGINAL RECORD: Deposit four copies with Nebraska Publications Clearinghouse ALL OTHER COPIES: 3 years OR when no longer of reference value (whichever is later)	Neb. Rev. Stat. §41-411 to 51-418
6-3-44	ALL AGENCY - REPORTS, CONSULTANTS AND COMMITTEES	Studies, analyses and reports created by consultants or committees.	2 years OR when no longer of reference value (whichever is later); subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer
6-3-46	ALL AGENCY - ROSTERS AND MASTER MAILING FILES	Any report, database, listing, etc. which is issued as needed and serves as an agency mailing list, contact list, phone rosters, etc.		See MASTER MAILING FILE, item 124-77
6-3-47	ALL AGENCY - SCHEDULES	Documents which indicate the time of specific operations and assignments. May include, but are not limited to: duty schedules, aircraft schedules, etc.	2 years	
6-3-48	ALL AGENCY - SELF INSPECTION REPORTS, DIVISIONAL	Documents the review of policies, equipment, and the work area for compliance with policy and safety.	5 years	
6-3-49	ALL AGENCY - STAFFING REPORTS, DIVISIONAL	Documents current staff, vacant positions, and basic composition.	5 years	
6-3-50	ALL AGENCY - STATISTICAL REPORTS	Reports prepared for a specific purpose, or an on-going basis which summarize information. May include, but are not limited to: overtime, monthly costs sheets, selective enforcement, interdiction, vehicle stops, etc.	FISCAL: 5 years ALL OTHERS: 3 years OR when no longer of administrative value (whichever is later)	
6-3-51	ALL AGENCY - TIMESHEETS	Documents which record hours worked, leave taken, beginning and ending time of work, function code(s) for work performed, facility where work, etc.	5 years	
6-3-52	ALL AGENCY - TRAINING MANUALS, POSITION SPECIFIC	Manuals, checklists, brochures, PowerPoint's, etc. developed by the agency designed for the training of agency employees for specific positions. (FTO , Dispatcher, Background Investigation, Volunteers, etc.)	5 years after superseded	
6-3-53	ALL AGENCY - TUITION ASSISTANCE REQUESTS	Documents used to request reimbursement and approval for tuition.		See REQUEST FOR TUITION ASSISTANCE, item 124-110

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-3-54	ALL AGENCY - VISITOR LOGS	Records maintained in a variety of formats and can be used to document registration of visitors, non-agency personnel, etc. Information may include, but is not limited to: name and address of sender and addressee, subject matter, reason, date(s), time(s), etc.		See LOGBOOKS AND OTHER LOGS, item 124-75
6-3-55	ALL AGENCY - VOLUNTEER PROGRAM ACTIVITY SHEETS	Forms which document the activities of persons performing volunteer services for the agency. This is for an individual in a Non-Intern status.	3 years	
6-3-56	ALL AGENCY - WORK ORDERS	Form used to request repair or work on a building/office.	2 years	
6-3-57	ALL AGENCY - WORKING PAPERS	Raw data research materials and drafts used when creating reports, studies, etc.		See WORKING PAPERS, item 124-127
6-5-1	ASD - AIRCRAFT MAINTENANCE LOGS AND SCHEDULES	ASD (Aviation Support Division) Form used to document repairs, inspections, and certifications of aircraft.	Life of aircraft and transfer with aircraft	14 CFR; Chapter 43 of Federal Aviation Regulations
6-5-2	ASD - AIRCRAFT PATROL FLIGHT RECORDS AND STOPWATCH CERTIFICATION CHECKLISTS	Form used to document field notes of pilots during aircraft/traffic enforcement operations.	Active year + 2 years	
6-5-3	ASD - FLIGHT LOG	Document which records the flight operation history of an aircraft.	Life of aircraft and transfer with aircraft	14 CFR; Chapter 43 of Federal Aviation Regulations
6-5-4	ASD - FLIGHT TRAINING RECORDS AND PILOT DOCUMENTS	Documents used to verify the competency of light aircraft operations, pilot fitness to operate an aircraft, current licenses and endorsements of pilots and form used to document completion of initial flight training and on-going training.	After officer is no longer assigned to Division, then transfer to officer	
6-5-5	ASD - INSURANCE DOCUMENTS	Documents verifying aircraft are insured. May include, but are not limited to: copies of policy, invoices, etc.	After expiration of policy from the previous year	
6-4-4	AUTO FRAUD - CERTIFIED INSPECTOR APPLICATIONS	Application to document individual is able to act as a Certified Inspector.	PAPER: Active year + 40 years ELECTRONIC RECORD: Active year + 50 years	Neb. Rev. Stat. §60-181 to §60-189
6-4-1	AUTO FRAUD - FACIAL RECOGNITION REQUEST FORM	Form used to request permission from Department of Motor Vehicles to use digital photo for investigation.	Active year + 2 years	
6-4-3	AUTO FRAUD - MOTOR VEHICLE IDENTIFICATION CERTIFICATE	Records data of vehicle titled in another state to verify vehicle is not stolen.	ORIGINAL RECORD: Return to vehicle owner ALL OTHER COPIES: Active year + 2 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-4-2	AUTO FRAUD - WRECKER SALVAGE BUSINESS DOCUMENTS	Records which detail inspections of salvage yards and may include, but are not limited to: details of vehicles and vehicle parts.	NO VIOLATION: 4 years OR until next inspection (whichever is sooner) VIOLATION: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case	
6-6-1	CAPITOL SECURITY - ACCESS LOGS	Monitors use of equipment and persons accessing certain areas.	REQUESTS (PAPER COPY OR EMAIL): After creation of Access Card ELECTRONIC DATABASE: Update as needed; purge upon separation of employment from the State of Nebraska	
6-6-2	CAPITOL SECURITY - ADMINISTRATIVE PARKING TICKETS	Documents parking violations in state parking lots and garages.	PAPER COPY: Data entry into database and destroy ELECTRONIC DATABASE: 1 year	
6-6-3	CAPITOL SECURITY - KEY REQUEST FORM	Document requesting an individual be issued a metal key.	1 year after key is issued	
6-6-4	CAPITOL SECURITY - SECURITY CAMERA VIDEO	Video recordings of specific areas.	DEPARTMENT OF REVENUE CAMERAS: 90 days PANASONIC: 14 days AVIGILON: 21 days	
6-7-1	CARRIER ENFORCEMENT - ADMINISTRATIVE DOCUMENTS	Forms and reports used to document activities of the division including, but are not limited to: DOT number applications, selective enforcement checklists, administrative disqualification forms, fit testing records, and records of seals issuance.	5 years	
6-7-2	CARRIER ENFORCEMENT - COMPLIANCE AND AUDIT REPORTS	Documents which verify commercial motor carriers are within or outside of compliance with law and regulation.	6 years	
6-7-3	CARRIER ENFORCEMENT - DYED FUEL PROGRAM RECORDS	Forms and records used to document activities of commercial motor vehicles for compliance with the fuel tax statutes. May include, but are not limited to: log sheets, forms for recording violations, etc.	PAPER COPY: 1 year ELECTRONIC DATABASE: 10 years	
6-7-4	CARRIER ENFORCEMENT - ENFORCEMENT DOCUMENTS	Forms used to document violation of laws and regulations for enforcement action. May include, but are not limited to: driver inspection reports, vehicle inspection reports, scale tickets, etc.	5 years	
6-7-5	CARRIER ENFORCEMENT - FISCAL DOCUMENTS	Forms used to document and manage program finances. May include, but are not limited to: change money receipt and audit form, remittance summary, etc.	10 years	
6-7-6	CARRIER ENFORCEMENT - FIT TESTING RECORDS	Documents showing masks are operational and employee is using them properly.	After next fit test has been administered	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-7-7	CARRIER ENFORCEMENT - PERMIT RECORDS	Documents and forms used to apply and monitor permits issued to commercial motor carriers. May include, but are not limited to: application for 72 hour prorate and fuel permit, permit book issuance form, etc.	10 years	
6-7-8	CARRIER ENFORCEMENT - RADIOACTIVE MATERIAL SHIPMENTS	Forms used to document inspections and information relating to commercial vehicles transporting radioactive materials across the state.	10 years	
6-7-9	CARRIER ENFORCEMENT - VIDEO FOOTAGE OF PERMANENT SCALES	Video recordings of operations at permanent weigh stations.	IF RELATED TO CASE FILE: Transfer to SWORN PERSONNEL-CASE FILES, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case ALL OTHERS: 1 year	
6-8-1	CLANDESTINE LABORATORY - BUNKER RECORDS	Documents relating to storage bunkers for clandestine laboratories. May include, but are not limited to: inspection reports, record books, inventories, etc.	5 years	
6-8-2	CLANDESTINE LABORATORY - EMPLOYEE FILE	Documents officer activities such as training, reports, certificates, exposure, etc.	MEDICAL AND EXPOSURE RECORDS: Transfer to HUMAN RESOURCES - EMPLOYEE CONFIDENTIAL FILE, item 6-21-3 after employee is no longer a member of Clandestine Laboratory Team ALL OTHER RECORDS: 5 years after employee is no longer member of Clandestine Laboratory Team	
6-8-3	CLANDESTINE LABORATORY - INVESTIGATIVE REPORTS	Forms used to document information regarding the investigation of clandestine laboratories. May include, but are not limited to: scene inventories, reporting form, seizure reports, etc.	IF RELATED TO CASE FILE: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case ALL OTHERS: 7 years	
6-9-1	CLEIN NETWORK - AGENCY AUDIT REPORTS	Combined Law Enforcement Intelligence Network (CLEIN) documents which summarize the review of agency terminals for compliance with regulations.	Retain three most current audits; dispose of all others	
6-9-2	CLEIN NETWORK - OPERATOR CERTIFICATIONS DATABASE	Listing of operators who are certified to operate terminals on the CLEIN Network.	Update as needed	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-10-2	COMMUNICATION - AUDIO DUPLICATION REQUEST	Document used to request a copy of the audio recording of the dispatch center.	IF CASE IS INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE INITIATED: 1 year	
6-10-3	COMMUNICATIONS - CAD SYSTEM INCIDENT REPORTS	Computer Aided Dispatch (CAD) documents which detail the calls for service handled by the agency.	REPORTS: Transfer to the appropriate case file (SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3 OR SWORN PERSONNEL-CASE FILE, NON-CRIMINAL, item 6-41-3) and follow the disposition schedule which applies to that case ELECTRONIC DATABASE: Update as needed	
6-10-4	COMMUNICATIONS - NCIC & NCIS ADMINISTRATIVE AND INFORMATIONAL MESSAGES	National Crime Information Center (NCIC) and Nebraska Crime Information System (NCIS) messages received/generated to/from other agencies reference computer entries, administrative information, calls for service, officer deaths, etc.	3 months OR when no longer of administrative value (whichever is later)	
6-10-5	COMMUNICATIONS - NCIC & NCIS WARRANT AND CONFIRMATION MESSAGES	Messages received from originating agencies confirming a warrant is active or cancelling a warrant.	IF CASE IS INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE INITIATED: 1 year	
6-10-1	COMMUNICATIONS - RECORDINGS	Electronic recordings of radio traffic and phone calls sent and received from the communication dispatch centers.	3 years	
6-10-6	COMMUNICATIONS - STATE ROLL CALL CHECK LIST (NAWAS)	Documents an agency's response to a check that the National Warning System (NAWAS) is operating properly.	6 months	
6-11-4	CRIME LABORATOR - CODIS OFFENDER SAMPLES AND PRINTS	Records of body fluid samples and fingerprints collected pursuant to CODIS requirements.	Permanent	
6-11-1	CRIME LABORATORY - ACCREDITATION RECORDS	Documents, certificate, letters, etc. verifying the laboratory meets accreditation standards for criminalistics laboratories.	75 years	
6-11-2	CRIME LABORATORY - CASE FILE LOG BOOK	Record of Laboratory case number assignment and submission.	75 years OR when no longer of administrative value as determined by the Laboratory Director (whichever is later)	
6-11-6	CRIME LABORATORY - CASE FILES	Files containing reports, documents, submittal forms, subpoenas, analytical records, and results of the analysis of evidence.	DRUG/TOXICOLOGY CASE FILES: 10 years ALL OTHERS: 75 years	
6-11-7	CRIME LABORATORY - CASE FILES CODIS	Case files for external laboratory data that is to be reviewed before uploaded into CODIS.	75 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-11-3	CRIME LABORATORY - CODIS FORM	Form used to request upload of profile into Combined DNA Index System (CODIS) database.	1 year	
6-11-5	CRIME LABORATORY - CRIME LAB ANALYSIS AFFIDAVIT	Document which verifies the receiving, analyzing, and returning of an item of evidence.	ORIGINAL RECORD: Send to requesting Attorney PAPER COPY: Place in CRIME LABORATORY - CASE FILES, item 6-11-6 and follow the disposition schedule which applies to that case	
6-11-8	CRIME LABORATORY - POLICY AND SECTION PROCEDURES MANUAL	Documents outlining policies and protocols to be followed.	75 years	
6-11-9	CRIME LABORATORY - QUALITY ASSURANCE DOCUMENTS	Records which may include, but are not limited to: maintenance logs, calibration logs, visitor logs, proficiency tests, audits, temperature check logs, etc.	6 years	
6-11-10	CRIME LABORATORY - SAFETY MEETING AGENDA AND MINUTES	Records containing details of safety meetings.	6 years	
6-12-1	CRIMINAL IDENTIFICATION - APPLICATION FOR REVOCATION OF CONCEALED HANDGUN PERMIT	Document completed and forwarded to County Attorney to initiate the process to revoke a concealed handgun permit.	IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE FILE INITIATED: 10 years	
6-12-2	CRIMINAL IDENTIFICATION - BACKGROUND CHECK AUDIT AND CERTIFICATION FILES	Documents verifying compliance with FBI regulations for fingerprint background checks.	1 year after next audit findings have been shared	
6-12-3	CRIMINAL IDENTIFICATION - CARRY CONCEALED HANDGUN PERMIT APPLICATION FILES	Contains documents related to a persons application process and approval/denial for a permit to carry a concealed handgun. May include, but are not limited to: application, report from local authorities, approval letter, denial letter, proof of address, proof of citizenship, proof of identification, proof of vision statements, receipts, reports of injury or damage, copies of permits, etc.	ORIGINAL RECORD: Scan, upload and data entry to appropriate system RITS (RECORDS & INFORMATION TRACKING SYSTEM) & FILEBOUND: 80 years from initial issue/denial date	
6-12-4	CRIMINAL IDENTIFICATION - CARRY CONCEALED HANDGUN SECURED RECEIPT	Document completed by officers who are taking a handgun into custody from a person who possesses a concealed handgun permit.	ORIGINAL RECORD: Give to handgun owner IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE INITIATED: Transfer to CRIMINAL IDENTIFICATION - CARRY CONCEALED HANDGUN PERMIT APPLICATION FILES, item 6-12-3	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-12-15	CRIMINAL IDENTIFICATION - DECEASED DOCUMENTATION, FINGERPRINT CARDS AND DMV	Fingerprints of individuals obtained pursuant to the death of an individual. Notification documentation from the DMV (Department of Motor Vehicles) of an individual's death.	FINGER PRINT CARDS: Permanent DMV: Permanent AFIS DATABASE: Permanent	
6-12-5	CRIMINAL IDENTIFICATION - DISTRICT COURT ORDERS FOR EXPUNGEMENT OF CONVICTIONS	Certified copies of orders from the District Court reversing and dismissing a criminal conviction resulting in the expungement of a record.	110 years from the date of birth of person who is subject of file	Neb. Rev. Stat. §29-3523 & §29-4109
6-12-7	CRIMINAL IDENTIFICATION - FINGERPRINT BACKGROUND CHECK FILE FOR APPLICANTS REQUIRED BY OTHER AGENCIES	Fingerprint background information on persons requesting fingerprint based criminal history records for application for employment, employment requirements, licensing requirements, permits requirements, etc.	ALL FINGERPRINTS: Enter into AFIS database and FileBound AFIS DATABASE: Permanent FINGERPRINT PAPER COPY: Immediate disposal after criminal history report disseminated RITS & FILEBOUND: 5 years from date criminal history record was disseminated	
6-12-9	CRIMINAL IDENTIFICATION - FINGERPRINTS FOR CRIMINAL PURPOSES	Fingerprints of individuals obtained pursuant to the investigation of a crime, arrest, or court conviction.	Permanent	
6-12-8	CRIMINAL IDENTIFICATION - FINGERPRINTS FOR NSP ADMINISTRATIVE PURPOSES	Fingerprints of individuals obtained for application for employment, employment requirements, licensing requirements, permit requirements, etc.	ORIGINAL RECORD: Immediate disposal after data entry into appropriate system and hiring process is complete AFIS DATABASE: Permanent RITS & FILEBOUND: Active year + 5 years from date the hiring process was complete	
6-12-10	CRIMINAL IDENTIFICATION - FINGERPRINTS OF PERSONS EXPUNGED OF A CRIME	Fingerprints of individuals who were arrested and due to an error have received an order from the District Court reversing and dismissing the conviction.	110 years from the date of birth of person who is subject of file	Neb. Rev. Stat. §29-3523 & 29-4109
6-12-11	CRIMINAL IDENTIFICATION - FISCAL DOCUMENTS	Forms and documents used to record fees collected and deposited. May include, but are not limited to: accounts receivable ledger, deposit and transaction reports, inter-agency billing documents, etc.	5 years	
6-12-12	CRIMINAL IDENTIFICATION - IDENTITY THEFT FILES	Records and documents to clean up state identification file for person who has had identity stolen.	110 years from the date of birth of person who is subject of file	
6-12-13	CRIMINAL IDENTIFICATION - STATE IDENTIFICATION JACKETS	Contains information on persons criminal history record.	110 years from the date of birth of person who is subject of file	
6-12-14	CRIMINAL IDENTIFICATION - STATEWIDE NAME CHECK FILE	Statewide name check information on persons requesting a name based Nebraska criminal history record.	PAPER COPY: 30 Days; ELECTRONIC COPY: 5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-12-6	CRIMINAL IDENTIFICATION - STOP AND SEARCH CARDS	Documents received by federal agencies requesting special action for certain individuals. May include fingerprints, correspondence, etc.	Enter fingerprints into AFIS Database; retain documents until notified by FBI to be removed	
6-13-1	DOMESTIC VIOLENCE/SEXUAL ASSAULT - FOREIGN PROTECTION ORDER AFFIDAVIT AND CERTIFICATION FORM	Form used to request entry and validity of a protection order issued from another jurisdiction on the Nebraska Foreign Protection Order Registry.	Attach form to document and transfer to DOMESTIC VIOLENCE/SEXUAL ASSAULT-FOREIGN PROTECTION ORDERS, item 6-13-2	
6-13-2	DOMESTIC VIOLENCE/SEXUAL ASSAULT - FOREIGN PROTECTION ORDERS	Court order issued from jurisdiction outside of Nebraska authorizing one individual be protected from another.	5 years after expiration or dismissal of order	
6-13-3	DOMESTIC VIOLENCE/SEXUAL ASSAULT - STATE COORDINATOR RESPONSE TEAM DOCUMENTS	Includes meeting minutes, agendas, correspondence, etc.	Active year + 5 years	
6-14-1	DRUG RECOGNITION EXPERT - OFFICER FILES	Files for both active and inactive Drug Recognition Expert (DRE) Officers which may contain their officer certification, evaluations, correspondence, etc.	4 years after separation of employment	
6-15-1	EARLY INTERVENTION PROGRAM - ADMINISTRATIVE DOCUMENTS	Documents activities and details of program. May include, but are not limited to: annual report, monthly referral reports, records of destroyed committee action file, etc.	5 years	
6-15-2	EARLY INTERVENTION PROGRAM - COMMITTEE ACTION FILES	Contains documents relating to employee involved in program and includes their Early Intervention Plan.	2 years after completion of Early Intervention Plan	
6-16-4	EMERGENCY PREPAREDNESS CONTINUITY OF OPERATION PLAN (COOP)	Document that outlines the performance of NSP's essential functions during an emergency or situation that disrupts the normal agency operation.	Superseded	
6-16-1	EMERGENCY PREPAREDNESS EMERGENCY OPERATIONS PLANS	Outlines the course of action for the agency to maintain operations in the event of emergency situations.	After superseded	
6-16-2	EMERGENCY PREPAREDNESS HOMELAND SECURITY EXERCISES	Documents activities, protocols, and assessment of training exercises for homeland security.	Active year + 3 years	
6-16-3	EMERGENCY PREPAREDNESS MOBILE COMMAND POST DOCUMENTS	Forms which verify maintenance, service, and deployment of the Mobile Command Post and its generator.	Active year + 3 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-17-2	EXECUTIVE PROTECTION - SPECIAL EVENT	Schedules, security plans, rosters, correspondence, etc. for special events that include visiting dignitaries, inaugural ball, conferences, etc.	End of Governor's term of office	
6-17-3	EXECUTIVE PROTECTION - THREAT DOCUMENTS	Documents details of phone calls, persons, situations, etc. which may be a threat to dignitaries or VIP's including but not limited to threat checklists, assessments, phone call forms, etc.	IF CASE FILE INITIATED: Transfer to the appropriate case file (SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3 OR SWORN PERSONNEL-CASE FILE, NON-CRIMINAL, item 6-41-4) and follow the disposition schedule which applies to that case IF NO CASE FILE INITIATED: 2 years	
6-17-4	EXECUTIVE PROTECTION - TRIP DOCUMENTS	Outlines details and information related to the travel of the Governor, Governor's family, or VIP's.	PAPER COPY: Scan to database and destroy after image verification ELECTRONIC RECORD: Active year + 1 year	
6-18-5	FIELD SERVICES - IN-CAR VIDEO RECORDINGS	Video recording of all stops conducted.	ELECTRONIC RECORDS: PERTINENT TO CLAIM/LAWSUIT COPY: 2 years OR when no longer of administrative value as determined by the employee's immediate supervisor (whichever is later) IF CASE IS INITIATED: Transfer a copy to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3 and follow the disposition schedule which applies to that case ALL OTHER COPIES: 1 year	
6-18-2	FIELD SERVICES - MEDICAL WAIVER FOR SUNSCREEN	Forms used to allow persons to have windows tinted darker than allowed in statute.	2 years after expiration of document	
6-18-6	FIELD SERVICES-MOBILE ARCHITECTURE FOR COMMUNICATIONS HANDLING (MACH) ACTIVITY/MESSAGE HISTORY	Electronic/Digital files of all MACH information.	90 days	
6-18-3	FIELD SERVICES - MOTOR VEHICLE ACCIDENT REPORTS	Reports, notes, photographs, statements, etc. generated as the result of a motor vehicle accident investigation.	HIGH PROFILE ACCIDENTS: 10 years ALL OTHERS: 3 Years	
6-18-1	FIELD SERVICES - SAFETY AND COMMUNITY PROGRAMS	Records, notes, correspondence, etc. related to public safety programs. May include, but are not limited to: Click-It or Ticket, Car Seat Checklists, CISM, Community Concerns, and Motor Assist Program.	3 years	
6-18-4	FIELD SERVICES - WRECKER COMPANY DOCUMENTS	Records completed by individuals/ companies desiring to be on the agency wrecker list. May include, but are not limited to: applications and release of information forms.	2 years after individual/company is removed from the wrecker rotation list	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-19-1	GRANTS - ADMINISTRATIVE REPORTS	Report of summary information concerning grants received created by Grants Division.	YEAR TO DATE REPORTS: After superseded END OF FISCAL YEAR REPORTS: 4 years	
6-19-2	GRANTS - AGREEMENTS FOR DONATED GOODS AND SERVICES	Form outlining the agreement between the agency and person/organization donating items to the agency.	After equipment is no longer in the possession of the agency	
6-19-4	GRANTS - GRANT PROJECT FILES	Files which document the application, evaluation, award, administration, monitoring, and status of grants originating from federal or state governments, or foundations or other private funding sources. May include, but are not limited to: applications, proposals, activity summaries, budgets, award notifications, grant evaluations, reports, project plans, expenditure reports, related correspondence, documentation, memos, logs of grant activity, salary worksheets, monitor reports, equipment logs, sub-grant adjustment documents, financial records, and notifications of reports due.		See GRANTS, item 124-63
6-19-5	GRANTS - RESOURCE REQUEST/REPORT	Form documenting the tracking request and receipt of donations and goods from outside resources.	5 years	
6-20-2	HAZARDOUS DEVICE TECHNICIANS - EXPLOSIVE PERMITTEE FILE	File containing information on all persons/companies desiring to obtain explosive permits. May include, but are not limited to: applications, testing information, permits storage facility applications, etc.	PAPER: After permit expires RITS AND FILEBOUND: 5 years after permit holder becomes inactive	
6-20-3	HAZARDOUS DEVICE TECHNICIANS - INCIDENT REPORTS	Documents details of an incident involving explosive devices and/or chemicals.	IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE INITIATED: Active year + 15 years	
6-20-4	HAZARDOUS DEVICE TECHNICIANS - LIABILITY RELEASE FORM	Document signed by persons requesting the agency to dispose of explosive materials/objects.	5 years after disposal of explosives	
6-20-5	HAZARDOUS DEVICE TECHNICIANS - TRAINING DOCUMENTS	Records of attendance, schedules, agendas, etc. of training sessions.	Transfer to TRAINING ACADEMY - EMPLOYEE TRAINING FILES, item 6-42-6	Requirement for National Accreditation of Squad
6-20-6	HAZARDOUS DEVICE TECHNICIANS - X-RAY PERMITS	Document issued by Health & Human Services allowing technicians to operate bomb X-ray equipment.	Active year + 8 years	180 NAC Chapter 2
6-21-1	HUMAN RESOURCES - COMPREHENSIVE RECRUITMENT PLANS	Copies of comprehensive recruitment plans and reports generated or updated. May contain information such as seniority, age, position title, and diversity statistics.	3 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-21-2	HUMAN RESOURCES - DESK AUDIT	Form completed by employees seeking to have duties reviewed for reclassification of position.	6 years	
6-21-5	HUMAN RESOURCES - EMPLOYEE HISTORY INFORMATION	Database which documents certain family and emergency information of employee.	Update and change on an annual basis; remove employee information 1 year after separation of employment	
6-21-4	HUMAN RESOURCES - EMPLOYEE PERSONNEL/ CONFIDENTIAL FILE	May include but not be limited to: information, pre-employment physicals, medical forms and evaluations, physician reports, disability self-disclosure, FMLA documentation, confidential program documents, the employee's application for employment, authorization for release of information, supplemental employment applications, confidentiality agreements, new employee orientation documents, letter of job status change, performance appraisals, new employee checklist, disciplinary actions, military orders & actions, policy acknowledgements, and request for employment verification.	SWORN PERSONNEL: 50 years after separation of employment CIVILIAN PERSONNEL: 10 years after separation of employment	
6-21-6	HUMAN RESOURCES - EMPLOYMENT ELIGIBILITY VERIFICATION	Form completed by new employees to verify they are lawfully eligible to be employed.		See INS FORM I-9 AND EMPLOYMENT ELIGIBILITY VERIFICATION FORM, item 124-65
6-21-7	HUMAN RESOURCES - EXIT INTERVIEW	Form completed by employees exiting the agency to evaluate aspects of their employment.	1 year after separation	
6-21-8	HUMAN RESOURCES - GRIEVANCE FILES	Files containing documents relating to the filing and response to a grievance. May include a grievance form, correspondence, notices, etc.	3 years after all actions and appeals are final OR when no longer of reference value (whichever is later)	
6-21-9	HUMAN RESOURCES - INTERN FILES	Files containing documents relating to the selection and work of interns. May include, but are not limited to: confidentiality agreements, evaluations, timesheets, correspondence, etc.	5 years after individual has completed their internship	
6-21-10	HUMAN RESOURCES - NEOC COMPLAINTS	Files containing documents relating to the filing of an EOC Complaint. May include complaint form, correspondence, supporting documents, tapes, etc.	4 years after case is closed	
6-21-11	HUMAN RESOURCES - PERFORMANCE REVIEWS	Form used to document work performance of an employee. May include, but are not limited to: annual, initial, and special appraisals, supervisory observation forms, etc.	Permanent	
6-21-12	HUMAN RESOURCES - POSITION DESCRIPTION QUESTIONNAIRE	Form used to justify creation of a new position within an existing class or to reclassify a current position to a new class.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-21-13	HUMAN RESOURCES - POSITION VACANCY PROJECT FILES	May include job posting, application, resumes, personal history questionnaire, photographs, background checks, screening or scoring devices, interview questions, and any other material used in the hiring process or in the failure or refusal to hire any person.	HIRED: 4 years (Sworn and Non-Sworn) NOT HIRED: 4 years (Sworn and Non-Sworn)	
6-21-14	HUMAN RESOURCES - RETIREE NOTIFICATION SURVEYS	Form completed by employees when they retire to record their desire to receive information from the agency.	Transfer to HUMAN RESOURCES - EMPLOYEE PERSONNEL FILE, item 6-21-4, and follow the disposition schedule which applies to the file.	
6-21-15	HUMAN RESOURCES - TEMPORARY EMPLOYEE PERSONNEL FILES	May include, but are not limited to: employee's application for employment, correspondence, performance reviews, policy acknowledgements, confidentiality forms, etc.	5 years after separation of employment	
6-21-16	HUMAN RESOURCES - VOLUNTEER FILES	Files containing records to document the work of volunteers. May include, but are not limited to: applications, confidentiality agreements, waivers, agreements, checklists, correspondence, etc.	5 years after individual has completed their volunteer assignment	
6-21-17	HUMAN RESOURCES - WEEKLY POSITION POSTINGS	Electronic database of vacant positions in the agency and the status of filling them.	Update weekly; 10 years	
6-23-1	INFORMATION TECHNOLOGY - BACK UP TAPES	Contains full system back-ups performed on weekends; and incremental back-ups performed daily.	2 months	
6-23-2	INFORMATION TECHNOLOGY - BATCH DATA ENTRY CONTROL RECORDS	Forms and logs used to reconcile batches submitted for processing against batches received and processed.	After closed OR completed and no longer of administrative value (whichever is later)	
6-23-3	INFORMATION TECHNOLOGY - CONVERSION, INTEGRATION AND MIGRATION PLANS	Comprehensive documentation of project plan including road maps, SOW's, system architecture, data loss, knowledge transfer, contracts, RFP, and technical documentation.	3 years after successful conversion is complete	
6-23-4	INFORMATION TECHNOLOGY - DATA PROCESSING POLICIES AND PROCEDURES	Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	3 years after superseded OR until obsolete (whichever is sooner)	
6-23-5	INFORMATION TECHNOLOGY - HARDWARE DOCUMENTATION	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating systems requirements, hardware configurations, and equipment control systems.	Dispose of after electronic records are transferred to and made usable in a new hardware environment OR after there are no electronic records being retained to meet an approved retention period that requires a record to be retrieved using the hardware OR until no longer have administrative value (whichever is later)	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-23-6	INFORMATION TECHNOLOGY - HARDWARE REQUEST	Form used to record details of request by employee to acquire computer hardware.	APPROVED REQUESTS: 1 year after hardware surplused, destroyed or disposed of DENIED REQUESTS: 2 years	
6-23-7	INFORMATION TECHNOLOGY - HISTORY FILES, WEB SITES	Record of documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	When no longer of administrative value	
6-23-8	INFORMATION TECHNOLOGY - INTERNET COOKIES	Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	When no longer of administrative value	
6-23-9	INFORMATION TECHNOLOGY - LEGAL AND REGULATORY COMPLIANCE RECORDS	Documents may include, but are not limited to: compliance checks, DHS audits, CJIS audits, security assessments from vendors, etc.	3 years after created OR received	
6-23-10	INFORMATION TECHNOLOGY - MASTER FILES, FINDING AIDS, INDEXES, AND TRACKING SYSTEMS	Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to: data tables of relational databases used by application or computer programs. Also includes automated indexes, lists, registers, and other finding aids used to provide access to records.	When no longer of administrative value as determined by Information Technology Commander	
6-23-11	INFORMATION TECHNOLOGY - MONITORING AND TRACKING RECORDS FOR CARD ACCESS SYSTEM	Documents which include, but are not limited to: transactions, audit trails, alarms, and request queues.	AUDIT TRAILS: 31 days TRANSACTIONS: 1 year ALARMS: 1 year	
6-23-12	INFORMATION TECHNOLOGY - OUTPUT RECORDS FOR COMPUTER PRODUCTION	Reports showing transactions that were accepted, rejected, suspended, and/or processed.	When no longer of administrative value	
6-23-13	INFORMATION TECHNOLOGY - PLANNING DOCUMENTS	May include division strategic plan, information technology plans submitted to OCIO, etc.	5 years after superseded OR obsolete (whichever is sooner)	
6-23-14	INFORMATION TECHNOLOGY - PROCESSING FILES	Machine-readable files used in the creation, utilization, and updating of master files.	Completed, closed, or no longer of administrative value (whichever is later)	
6-23-15	INFORMATION TECHNOLOGY - QUALITY ASSURANCE RECORDS	Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	After no longer needed as an audit trail for any records modified and no longer of administrative value (whichever is later)	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-23-16	INFORMATION TECHNOLOGY - SECURITY INCIDENT REPORTS	Documents detailing information of any breach or threat to security of the agency network to include reporting, handling, and follow-up to the incident.	3 years after all follow up actions are complete	
6-23-17	INFORMATION TECHNOLOGY - SERVICE REQUEST RECORDS	Documents may include, but are not limited to: plans, requests, performance reports, usage, bills, payments, installation, change, removal and servicing of equipment, work orders, and help desk tickets.	5 years after completed, cancelled, OR abandoned (whichever is sooner)	
6-23-18	INFORMATION TECHNOLOGY - SOFTWARE INSTALL REQUEST	Form used to record details of request by employee to install software on agency computer.	APPROVED REQUESTS: 1 year after software removed from computer DENIED REQUESTS: 2 years	
6-23-19	INFORMATION TECHNOLOGY - SOFTWARE PROGRAMS	Automated software applications and operating system files including job control language, program listing/source code, etc.	Dispose of after electronic records are transferred to and made usable in a new hardware environment OR there are no electronic records being retained to meet an approved retention period that require the software to read a record OR no longer have administrative value (whichever is later)	
6-23-20	INFORMATION TECHNOLOGY - SOFTWARE REGISTRATIONS, WARRANTIES, SUPPORT, AND LICENSE AGREEMENTS	Documents which verify agency permission to operate software programs, and vendor agreements to maintain and support the software.	GRANT FUNDED: 5 years after the date of the last transaction of the grant OR 5 years after the software is no longer available (whichever is later) ALL OTHERS: 5 years after the software is no longer in use	
6-23-21	INFORMATION TECHNOLOGY - SYSTEM MONITORING RECORDS	Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	When no longer of administrative value	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-23-22	INFORMATION TECHNOLOGY - TECHNICAL DOCUMENTATION	Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	Dispose of after electronic records are transferred to and made usable in a new software environment OR there are no electronic records being retained to meet an approved retention period that require the hardware to read a record	
6-24-1	INTERNAL AFFAIRS - CASE FILES	The physical file which contains all case markings and identifiers. Includes all investigative material generated during the investigation. May include, but are not limited to: investigative reports, audio, video, complaint control form, conduct and procedures review and notification, Garrity warning, investigator checklist, and notice to accused employee.	CURRENT EMPLOYEES: 5 years OR at the discretion of the Agency Director (whichever is later) FORMER EMPLOYEES: 5 years after date of separation	
6-24-2	INTERNAL AFFAIRS - NO MISCONDUCT FILES	File contains allegations of policy and/or rule violations reviewed but are deemed to be "no misconduct".	1 year	
6-24-3	INTERNAL AFFAIRS - NOTICE OF DISCIPLINE	A formal written document authored by the employee's Commander or designee containing details of the employee's action and reasons for the discipline.	Place one copy in HUMAN RESOURCES - EMPLOYEE PERSONNEL FILE, item 6-21-4 and one copy in INTERNAL AFFAIRS - CASE FILES, item 6-24-1 and follow the disposition schedule which applies to that file	
6-24-4	INTERNAL AFFAIRS - SUPERINTENDENTS' CORRESPONDENCE	May include correspondence, documents related to processing and disposition of an External Complaint 'Alleging No Misconduct or an External Complaint Alleging Misconduct.	NO MISCONDUCT: 3 years MISCONDUCT: Transfer to INTERNAL AFFAIRS CASE FILES, item 6-24-1, and follow the disposition that applies to the case	Retention period begins the year record is created
6-22-1	INTERNET CRIMES AGAINST CHILDREN - CASE FOLDERS	Investigative documents and findings of case, including but not limited to reports, analysis, charts, warrants, etc.	HOMICIDE CASES: Permanent ALL OTHERS: Final disposition of case	
6-22-2	INTERNET CRIMES AGAINST CHILDREN - CYBER TIPS	Information on possible law violation.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-25-1	INVESTIGATIVE SERVICES - ADMINISTRATIVE CITATIONS	Form used to document liquor licensee violation of rules and regulations.	2 years	
6-25-2	INVESTIGATIVE SERVICES - ALCOHOL COMPLIANCE CHECKS	Document used to record status of retail establishments as to selling of minors.	IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE FILE INITIATED: Transfer information to database and update as needed; dispose of after verification of data	
6-25-3	INVESTIGATIVE SERVICES - ATTORNEY GENERAL INVESTIGATIONS	Case investigations of law violations or misconduct requested by the Attorney General's Office.	CASES FILES OF MURDER, TREASON, ARSON, AND CRIMES WITH NO STATUTE OF LIMITATIONS: 99 years after case opened, subject to review by the State Archives for possible accession ALL OTHER FELONY CASE FILES: 75 years after case opened MISDEMEANOR CASE FILES: 40 years after case opened	Contact State Archives to negotiate transfer
6-25-4	INVESTIGATIVE SERVICES - CROSS DEPUTIZATION APPLICATIONS	Applications and documents required for cross deputization for federal and/or local agencies.	5 years after credentials expire	
6-25-5	INVESTIGATIVE SERVICES - DESTRUCTION OF BEER, WINE, AND LIQUOR FORMS	Form used to document the destruction of damaged goods from a liquor wholesaler.	2 years	
6-25-7	INVESTIGATIVE SERVICES - INTERNET TRACKING LOGS	Reports of internet sites used for special investigations.	2 years	
6-25-8	INVESTIGATIVE SERVICES - LIQUOR LICENSEE FILES	Files contain information (applications, permits, violations, etc.) on persons and businesses holding liquor licenses.	APPLICATIONS/ADMINISTRATIVE: Transfer all original files to the Liquor Commission. <i>No copies will be retained by the NSP.</i> IF CASE INITIATED/DISQUALIFIERS: Transfer to SWORN PERSONNEL - CASE FILE, CRIMINAL, 6-41-3 and follow the disposition schedule which applies to that case	
6-25-9	INVESTIGATIVE SERVICES - PRIVATE DETECTIVE BACKGROUND DOCUMENTS	Forms, documents, reports, checklists, etc. used in conducting a background investigation on an applicant for a private investigator license.	10 years	
6-25-10	INVESTIGATIVE SERVICES - SEIZURE RECORDS	Includes request for adoption, asset information, copies of checks, etc.	IF CASE IS INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE INITIATED: 5 years	
6-25-11	INVESTIGATIVE SERVICES - TASK FORCE PARTICIPATION DOCUMENTS	Form used to document activities of a task force and make recommendations for future participation in the task force.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-25-12	INVESTIGATIVE SERVICES - UNDERCOVER DRIVER LICENSE DOCUMENTS	Applications, copies of drivers license, etc. for officers who are issued a drivers license for undercover work.	2 years after license is no longer valid	
6-25-13	INVESTIGATIVE SERVICES - VERIFICATION OF VEHICLE ID FORMS	Used to inspect vehicles for issuance of titles.	90 days	
6-25-6	INVESTIGATIVE SERVICES INMATE COMPLAINTS	Information received from persons committed to Department of Corrections alleging law violations or misconduct.	IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE FILE INITIATED: 2 years	
6-26-1	LEGAL - ADMINISTRATIVE HEARINGS	Any supporting administrative documents that are part of the Hearing Officer's Case File for Administrative Hearings. May include, but not limited to: pleadings, motions, preliminary or intermediate rulings and orders, exhibits, and similar correspondence to or from the agency pertaining the case.	ADMINISTRATIVE HEARING CASE FILE: 4 years from the date of the final decision APPEALS: 4 years from the date of the final Appellate Decision AUDIO TRANSCRIPTS: Dispose of concurrently with Administrative Hearing Case File and Appellate Decision	Hearing types to include but, not limited to CCW, SOR, Carrier, etc.)
6-26-2	LEGAL - ADMINISTRATIVE RULE DOCUMENTS	Documents related to the drafting, revision, and adoption of administrative rules. May include, but are not limited to: pubic notices, drafts, hearing notes, correspondence, etc.	10 years after superseded OR when no longer of administrative value (whichever is later)	
6-26-3	LEGAL - ARBITRATION AND PERSONNEL HEARING DECISIONS	Documents the decision in case of employee disciplinary process.	30 years OR when no longer of administrative value as determined by Agency Legal Counsel or designee (whichever is later)	
6-26-4	LEGAL - CIVIL LITIGATION FILES	May include filings, briefs, depositions, reports, notices, subpoenas, requests for representation, etc. <i>High Liability:</i> Accusations of using excessive force or violating the constitution.	HIGH LIABILITY: 15 years after final decision ALL OTHERS: 10 years	
6-26-5	LEGAL - CLAIMS	May include reports, correspondence, briefs, etc.	IF LAWSUIT DEVELOPS: Place in LEGAL - CIVIL LITIGATION FILES, item 6-26-3 ALL OTHERS: 3 years after claim is closed	
6-26-6	LEGAL - COMPLAINT FILES	Complaints filed by employees or by persons concerning the decisions or actions of a specific state agency. Examples include unfair or discriminatory employment practices lawsuits.	10 years after last action	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-26-7	LEGAL - CONTRACTS	Contracts, and agreements that may include general obligation, utilities consultants, services, software, IT systems, and construction EXCEPT buildings. Documents may include specifications, requests for proposals or information (RFP/RFI), affidavits of publication of calls for bids, accepted and rejected bids, contracts, letters of agreements, purchase orders, inspection reports, performance bonds and correspondence.		See AGREEMENTS & CONTRACTS, item 124-7
6-26-8	LEGAL - GRAND JURY CASE DOCUMENTS	May include filings, briefs, depositions, reports, notices, subpoenas, requests for representation, etc.	5 years after last action on the case	
6-26-9	LEGAL - LEGAL OPINIONS	Documents interpretation of specific question of law by agency legal staff.		See LEGAL OPINIONS AND ADVICE, item 124-73
6-26-10	LEGAL - MEDICAL INFORMATION	Form used to document details of incident when employee is seeking agency to pay medical expenses for persons outside the agency.	5 years	
6-26-11	LEGAL - NATIVE AMERICAN TRIBAL CONTRACTS	Documents which outlines agreements between the agency and/or state and a specific Native American Tribe(s).		See AGREEMENTS & CONTRACTS, item 124-7
6-26-12	LEGAL - PUBLIC NOTICES	Records documenting compliance with laws requiring public notice of governmental activities. May include, but are not limited to: public or legal notices, proof of publication, notice of meetings or bids, etc.	NOTICES SPECIFIC TO SCHEDULE ITEM: Transfer to applicable item (LEGAL-ADMINISTRATIVE RULE DOCUMENTS, item 6-26-1, LEGAL-CIVIL LITIGATION FILES, item 6-26-3, LEGAL-CLAIMS, item 6-26-4 OR LEGAL-COMPLAINT FILES, item 6-26-5) and follow the disposition schedule which applies ALL OTHERS: 5 years	
6-26-13	LEGAL - PUBLIC RECORD REQUESTS, APPROVED	May include correspondence, documents, photos, reports, etc.	2 years	
6-26-14	LEGAL - PUBLIC RECORD REQUESTS, DENIALS AND PARTIAL DENIALS	Notice to requesting parties that all or part of request is being denied.	Permanent	Neb. Rev. Stat. §84-712.04
6-26-15	LEGAL - PUBLIC RECORD REQUESTS, WITHDRAWN	Request for information when party withdraws request or fails to provide adequate information to process request.	2 years from date of request	
6-26-16	LEGAL - SUBPOENA, ADMINISTRATIVE	Document used to request appearance or production of documents for a hearing or administrative process.	IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE FILE INITIATED: 10 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-26-17	LEGAL - UNIT ACCIDENT RECORDS	Accident reports, photos, statements, damage estimates, etc.	IF LEGAL ACTION DEVELOPS: Transfer to applicable item (SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, OR INTERNAL AFFAIRS-CASE FILES, item 6-24-1) and follow the disposition schedule that applies to that case ALL OTHERS: 5 years	
6-26-18	LEGAL - WORKERS COMPENSATION FILES	Files containing documents related to claims of injury and/or illness occurring while performing job duties. May include, but are not limited to: first report of injury, employee choice of doctor forms, medical bills, correspondence, reports, etc.		See FIRST REPORTS OF ALLEGED ACCIDENT OR OCCUPATIONAL DISEASE OR FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS, item 124-59
6-27-1	LEGISLATIVE LIAISON - ADMINISTRATIVE DOCUMENTS	Files, documents, and reports utilized in the legislative process. May include, but are not limited to: session budgets, fiscal notes, reports of interim studies, agendas, calendars, journals, transcripts, legislative bills, reference materials, etc.	10 years	
6-27-2	LEGISLATIVE LIAISON - PROPOSED LEGISLATION	Drafts of proposed legislative bills and related correspondence and documentation.	10 years or until no longer of reference value (whichever is later)	
6-28-1	NEBRASKA HAZARDOUS INCIDENT TEAM - INCIDENT REPORT AND CHEMICAL PAGE	Documents the details of an incident involving hazardous materials with information about the specific chemicals involved.	IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE FILE INITIATED: 10 years	
6-29-9	NIAC - AUDITS (NFIN AND PRIVACY POLICY)	Documents the review of products for the compliance with DHS (Department of Homeland Security) requirements and the Privacy Policy. "NIAC" stands for Nebraska Information Analysis Center and "NFIN" stands for Nebraska Fusion Information Network.	1 year after next audit has been conducted and findings have been received	
6-29-1	NIAC - CONFIDENTIAL INFORMANT FILES	NIAC files which contain records of confidential informant activities.	5 years after termination as a confidential informant	
6-29-3	NIAC - FIELD INTERVIEW CARDS AND SARS	Documents contact with a subject or information not reported as part of a formal incident. "SARs" stands for Suspicious Activity Reports.	Active year + 5 years	
6-29-4	NIAC - INFORMATION ANALYSIS CASE FILES	Requests, materials, forms, etc. used in collecting and analyzing information.	IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE FILE INITIATED: 5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-29-5	NIAC - INFORMATION RELEASE AND AUTHORIZATION FOR MISSING CHILDREN	Document signed by parent/guardian of missing child/children to authorize release of photo, etc.	Active year + 5 years	
6-29-2	NIAC - INTELLIGENCE REPORTS	Documents intelligence information on persons, places, events, etc. for investigative purposes including, but are not limited to suspicious activity reports, notes, letters, etc.	5 years after last entry when there is no longer any criminal predicate that applies to the person, target or event	28 C.F.R. § Part 23.20
6-29-6	NIAC - NOTIFICATION OF LOST OR MISSING CHILD	Form used to document information of a missing child so entry can be made into national computer.	PAPER COPY: Data entry into database and destroy ELECTRONIC DATABASE: Update as needed	
6-29-7	NIAC - REQUESTS FOR INTELLIGENCE INFORMATION	Documents an agency's request for information for investigative purposes including but not limited to information from Financial Crimes Network, FBI files, state files, and local files.	5 years	
6-29-8	NIAC - VETTING FORMS	Documents a persons clearance to receive information from NIAC.	Active year + 3 years after individual no longer has access to the system	
6-30-1	POLICE SERVICE DOG DIVISION - INSTRUCTOR/EVALUATOR CERTIFICATION AND JUDGE CERTIFICATIONS	Forms which document the proficiency of officers to serve as trainers and dog judges for police service dogs and their handlers.	10 years after expiration of certification	
6-30-3	POLICE SERVICE DOG DIVISION - PERFORMANCE DEPLOYMENT AND SERVICE DOCUMENTS	Forms and reports which document the training, deployments, medical history, and service of the dog. Records include, but are not limited to: certification grade sheets, deployment forms, medical history, veterinarian records, etc.	5 years after police service dog is no longer in service	
6-30-4	POLICE SERVICE DOG DIVISION - PHYSICAL APPREHENSION REPORTS	Apprehension reports, including photos and videos of apprehensions.	40 years from date of incident	
6-30-5	POLICE SERVICE DOG DIVISION - TRAINING DRUG DOCUMENTS	Forms used to monitor, control, and inventory the use of controlled substances for police service dog training.	Active year + 3 years	
6-31-1	POLICY & ACCREDITATION - ACCREDITATION DOCUMENTS	Files and documents which details the agency complies with accreditation standards.	1 year after next accreditation is awarded	
6-31-2	POLICY & ACCREDITATION - AGENCY POLICY MANUAL	Document published annually which outlines procedures and policies for agency operations.	30 years, subject to review by State Archives for possible accession	Contact State Archives to Negotiate Transfer
6-31-5	POLICY & ACCREDITATION - INSPECTION REPORTS	Archive of requests for revisions to written directives in the agency.	30 years	
6-31-3	POLICY & ACCREDITATION - POLICY REVISION DOCUMENTS	Documents and forms used to update, revise and verify policies have been routed, including but are not limited to, policy postings, sign-off sheets, updates, etc.	3 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-31-4	POLICY & ACCREDITATION - STAFF INSPECTION REPORTS	Forms which documents compliance and/or deviance of policy in division practices.	3 years	
6-32-1	POLYGRAPH EXAMINERS - CASE FILES	Documents, notes, charts, reports, etc. used to administer a polygraph examination, including but are not limited to, waivers, test results, conclusions, etc.	INVESTIGATIVE POLYGRAPHS: Transfer to SWORN PERSONNEL- CASE FILES, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case INTERNAL AFFAIRS POLYGRAPHS: Transfer to INTERNAL AFFAIRS-CASE FILES, item 6-24-1, and follow the disposition schedule which applies to that case APPLICANT POLYGRAPERS, HIRED: 1 year APPLICANT POLYGRAPERS, NOT HIRED: 7 years OFFICER CANDIDATED POLYGRAPH BACKGROUND: Active year + 1 year	
6-32-2	POLYGRAPH EXAMINERS - LICENSE	Document which verifies the examiner is legal to conduct examinations in the State of Nebraska.	5 years after superseded OR when license is no longer valid (whichever is later)	
6-33-1	PUBLIC INFORMATION - AGENCY NEWSLETTERS	Publications for the agency, or specific divisions published at regular intervals for the purpose of providing information within and outside of the agency.	5 years, subject to review by State Archives for possible accession	Contact State Archives to negotiate transfer
6-33-2	PUBLIC INFORMATION - FORENSIC VIDEO CASE FILES	Documents, reports, correspondence, photos, etc. used in the analysis of videos for investigative purposes.	NSP REQUESTS: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3 and follow the disposition schedule which applies to that case. <i>Duplicate copies created should be disposed of immediately after delivery of product to Investigative Officer</i> OUTSIDE AGENCIES: Files should be disposed of immediately after delivery of product to requesting agency	
6-33-3	PUBLIC INFORMATION - PHOTOS, VIDEOS, SLIDES, ETC.	Photos, videos, slides, etc. that in some cases may be historic but primarily not. May include recruit class photos, retirements, special events, promotions, awards, etc.	When no longer of administrative value	
6-33-5	PUBLIC INFORMATION - PRESS RELEASE WORKING NOTES	Supporting documents used to collect information for press releases. May include, but are not limited to: faxes, photos, reports, e-mails, etc.	When no longer of administrative value	
6-33-4	PUBLIC INFORMATION - PRESS RELEASES	Press releases issued by the agency.	5 years, subject to review by State Archives for possible accession	Contact State Archives to negotiate transfer
6-33-6	PUBLIC INFORMATION - PUBLIC SERVICE ANNOUNCEMENTS	Information prepared for dissemination to the public.	Active year + 2 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-33-7	PUBLIC INFORMATION - SOCIAL NETWORKING SITES	Internet sites which the agency has an account to communicate with others on the same site.	Update as needed	
6-34-1	PURCHASING - BID SPECIFICATIONS	Document which outlines the specific requirements which have to be present to submit a bid for a specific piece of equipment or commodity.	5 years after equipment or commodity is no longer used in agency	
6-34-3	PURCHASING - REQUESTS FOR PROPOSALS (RFP'S)	Document outlining details of requirements for desired service and /or product.	RFP PLACED OUT FOR BID: 15 years after completion of project DRAFT RFP: 5 years OR when no longer of reference value (whichever is sooner)	
6-34-4	PURCHASING - VENDOR PERFORMANCE REPORTS	Documents actions and items relating to the quality, timeliness, value, etc. of a vendor after a job is completed.	15 years after last contract with vendor	
6-34-5	PURCHASING - WEAPON SALES/PURCHASE TRANSACTION DOCUMENTS	Orders, correspondence, forms, licenses, etc. relating to the sale of weapons to and from the agency.	20 years after agency no longer possesses weapon	
6-35-1	RADIO ENGINEERING - RADIO FREQUENCY LICENSES	Documents which verify permission from the Federal Communications Commission to operate radios on assigned frequencies.	7 years after expiration of license	Title 47 part 90.437 of FCC Rules
6-36-1	RECORDS MANAGEMENT - PUBLICATIONS CLEARINGHOUSE RECORDS	Listing of documents forwarded to Nebraska Publications Clearing House.	10 years	
6-36-3	RECORDS MANAGEMENT - RECORDS DISPOSITION REPORTS	Agency copy of forms used for the disposition of records based upon an approved records retention schedule.		See RECORDS DISPOSITION REPORTS, item 124-100
6-36-2	RECORDS MANAGEMENT - RECORDS INVENTORIES	Listing of different records for agency as a whole as well as by division.	After superseded	
6-36-4	RECORDS MANAGEMENT - RECORDS TRANSFER FORMS	Form listing items transferred to the State Records Center.		See RECORDS TRANSFER FORM, item 124-101
6-36-5	RECORDS MANAGEMENT - RETENTION SCHEDULE	Listing of records in agency by series and the length of time they must be retained before disposition.	30 years	
6-36-6	RECORDS MANAGEMENT - STATE ARCHIVE DOCUMENTS	List of agency documents forwarded to State Archives.	10 years	
6-37-1	RESEARCH & PLANNING - ANNUAL REPORT	Summary of agency activities for calendar year.	30 years	
6-37-2	RESEARCH & PLANNING - PROJECT REVIEWS/REPORTS	Summaries of projects outlining agency practices, or on a specific topic including, but not limited to, equipment reviews, Chief's Challenge projects, Committee reports/recommendations, etc.	3 years	
6-37-3	RESEARCH & PLANNING - STRATEGIC PLAN	Outlines agency initiatives for the upcoming three year time period.	30 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-37-5	RESEARCH & PLANNING - SURVEYS	Summaries of information from within the agency as well as other agencies.	When no longer of reference value	
6-37-4	RESEARCH & PLANNING - TRAFFIC STOP REPORTS	Reports of agency traffic stops reported to the Crime Commission on a quarterly basis.	COMPLETED REPORT: 3 years SUPPORTING DOCUMENTATION: 1 year	
6-38-1	SEX OFFENDER REGISTRY - OFFENDER FILES	Contains all forms and documents relative to the offenders registration, address, hearings, incoming calls with requests for information etc., including but not limited to, registry intake worksheet, change of address, initial registration form, registry checklist, intake worksheet, address verification, registry worksheets, request for reduction in registration period, record of incoming calls for statistical information, etc.	PAPER AND FILEBOUND: 5 years after lifetime of offender OR offender reaches age of 115 (whichever is sooner) ELECTRONIC DATABASE: Update as needed	
6-39-1	SUPERINTENDENT'S OFFICE - DEPUTY STATE SHERIFF DOCUMENTS	Forms completed by persons desiring state deputy sheriff certification.	10 years after expiration of certification	
6-39-2	SUPERINTENDENT'S OFFICE - GUBERNATORIAL APPOINTMENTS	Documents supporting appointments by the Governor to boards, commission, etc. May include but are not limited to: correspondence, certificates, photos, etc.	1 year after expiration of appointment	
6-40-1	SUPPLY - ABANDONED VEHICLE TITLES	Vehicles titles and related documents issued for vehicles left unattended on the roadway.	3 years after vehicle is no longer in the agency	
6-40-2	SUPPLY - CERTIFICATE OF DESTRUCTION OF SURPLUS PROPERTY	Certificate issued to an agency when property is destroyed.		See CERTIFICATE OF DESTRUCTION OF SURPLUS PROPERTY, item 124-27
6-40-3	SUPPLY - DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO) PROGRAM DOCUMENTS	Records outlining the agency participation in the program. May include letters, receipts, hold harmless agreements, etc.	5 years after property is no longer in the agency	
6-40-4	SUPPLY - FOUND PROPERTY RECORDS	Records which document the location, disposition, and other details of found property.	5 years after property is no longer in the agency	
6-40-5	SUPPLY - HARD GOODS INVENTORY	Document which lists agency owned items recorded as listed on the hard goods inventory from Administrative Services.		See INVENTORY, ANNUAL, item 124-67
6-40-6	SUPPLY - NOTICE OF EQUIPMENT REMOVED FROM INVENTORY	May include listing of items transferred to another agency, sent to Surplus Property, destroyed, lost, stolen, etc.		See INVENTORY, NOTICE OF EQUIPMENT REMOVED FROM, item 124-68
6-40-7	SUPPLY - RECRUIT CAMP RECORDS	Documents of items/equipment ordered, received, issued for new officers.	5 years after separation of employment	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-40-8	SUPPLY - SURPLUS PROPERTY NOTIFICATION	Form filled out when property is to be transferred to surplus property.	FOR WEAPONS: 20 years after weapon is no longer in the agency OR a maximum of 40 years if the record still holds administrative value ALL OTHERS: 5 years after date property was surplus OR after audit (whichever is later)	
6-40-9	SUPPLY - SURPLUS PROPERTY SALE REPORT	Form sent to agency after surplus property is sold.	FORMS WITH SALE OF WEAPONS: 20 years OR a maximum of 40 years if the record still holds administrative value ALL OTHERS: 5 years	
6-40-10	SUPPLY - UNIFORM/EQUIPMENT/VEHICLE TRACKING DOCUMENTS	Forms, reports, and records used to track the issuance, use, misplacing, etc. of uniforms, equipment and vehicle tracking.	UNIFORM/EQUIPMENT: 1 year after separation of employment VEHICLE: Upon the sale of the vehicle/property	
6-41-1	SWORN PERSONNEL - AFTER ACTION REPORT	Document completed after an unusual incident outlining details of incident.	HIGH LIABILITY: 10 years ALL OTHER: 5 years	
6-41-2	SWORN PERSONNEL - ANIMAL DESTRUCTION REPORT	Form used to document use of firearm to destroy an animal.	3 years	
6-41-3	SWORN PERSONNEL - CASE FILES, CRIMINAL	Files containing materials related to a specific case to include, but are not limited to: reports, photographs, videos, statements, search warrants, working notes, etc.	CASES FILES OF DEATH INVESTIGATIONS, TREASON, ARSON, AND CRIMES WITH NO STATUTE OF LIMITATIONS: 99 years after case opened, subject to review by the State Archives for possible accession ALL OTHER FELONY CASE FILES: 75 years after case opened MISDEMEANOR CASE FILES: 40 years after case opened	<ul style="list-style-type: none"> •Contact State Archives to negotiate transfer •Death Investigations include crimes related to Homicides, Suicides, and Accidental/Unattended deaths. Motor Vehicle Homicide will be categorized as the crime relates to the Felony (75 yrs.) or Misdemeanor (40 yrs.) category
6-41-4	SWORN PERSONNEL - CASE FILES, NON-CRIMINAL	Files containing documentation of investigations which do not lead to violations of criminal law. May include missing persons, administrative violations, clandestine laboratories, etc.	FILES INVOLVING A DEATH(S): 10 years ALL OTHERS: 5 years	
6-41-7	SWORN PERSONNEL - EVIDENCE ROOM ENTRY FORM	Form used to document all persons who enter an evidence area.	Active year + 5 years	
6-41-8	SWORN PERSONNEL - EVIDENCE ROOM INSPECTION FORM	Form used to document inspections of the evidence areas.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-41-5	SWORN PERSONNEL - EVIDENCE SUBMISSION AND DISPOSITION FORMS	Documents submitted to list all items gathered in the course of a case investigation used to prove and/or disprove a criminal act occurred and document used to document the manner in which evidence is disposed of.	PAPER: Data entry into FileBound and destroy ELECTRONIC: Transfer to the appropriate case file, SWORN PERSONNEL - CASE FILE, CRIMINAL, item 6-41-3 and follow the disposition schedule which applies to that case	NSP Policy 09-04 -- Contact State Patrol Records Officer for a copy of the current policy
6-41-9	SWORN PERSONNEL - LAW ENFORCEMENT OFFICERS FLYING ARMED	Forms used to document details of request for sworn officer to fly on commercial aircraft armed.	5 years	
6-41-20	SWORN PERSONNEL - LAW ENFORCEMENT, AUTHORIZATION TO PURCHASE ADDITIONAL FIREARM	Document used to show officer is authorized to purchase additional firearm for personal use at the law enforcement discount.	Transfer to HUMAN RESOURCES - PERSONNEL FILE, item 6-21-4 and dispose of immediately after separation of employment	
6-41-21	SWORN PERSONNEL - NEGOTIATOR REPORTS	Form which documents details involved in hostage negotiation incident.	IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE FILE INITIATED: 10 years	
6-41-10	SWORN PERSONNEL - OFF DUTY WEAPON CERTIFICATION	Document used to show officer is authorized to carry secondary or off-duty weapon.	5 years OR after superseded (whichever is later)	
6-41-11	SWORN PERSONNEL - OFFICER MEAL LOGS	Records which document expenses incurred by sworn officers for meals on duty.	5 years OR after audit is completed (whichever is later)	
6-41-23	SWORN PERSONNEL - PURSUIT ANALYSIS	Annual Report of details and trends occurring in agency pursuits.	Active year + 5 years	
6-41-12	SWORN PERSONNEL - RECEIPT FOR PROPERTY/FIREARM	Form used when releasing property and/or a firearm to an authorized person, and any supporting documentation to show who the property was released to.	IF PART OF AN INVESTIGATION: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case ALL OTHERS: Calendar year plus 5	
6-41-22	SWORN PERSONNEL - SELECTIVE ENFORCEMENT VEHICLE AND DUI CHECK	Forms used to document activities during a selective enforcement action.	Active year + 5 years	
6-41-13	SWORN PERSONNEL - SHIFT BID REQUESTS	Documents used to collect preferences and make assignments for shift bidding for sworn officers.	2 years OR when no longer of administrative value (whichever is later)	
6-41-14	SWORN PERSONNEL - SPECIALIZED OUTSIDE EMPLOYMENT INFORMATION	Form completed by employee and outside employer who desires to hire off duty officer for employment requiring carrying of a firearm.	5 years after officer is no longer employed by outside employer	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-41-15	SWORN PERSONNEL - SUMMONS, CITATIONS, WARNINGS, AND VIOLATIONS	Documents details of persons and vehicles in cases of law violations.	PAPER COPIES: 1 year DATABASE RECORD: 10 years	
6-41-16	SWORN PERSONNEL - SWAT (SPECIAL WEAPON AND TACTICAL) TEAM REPORTS	Documents the details of an incident involving the deployment of the SWAT Team. May include, but are not limited to: briefing notes, photos, correspondence, reports, etc.	10 years	
6-41-17	SWORN PERSONNEL - UNIT INSPECTION AND TRANSACTION REPORTS	Forms used to document the condition of the vehicle, presence of necessary equipment, persons being issued or turning in a unit, and when a unit is reassigned.	2 years after vehicle is surplused	
6-41-18	SWORN PERSONNEL - USE OF FORCE REPORT	Forms which document the use of force by sworn officers while on-duty, while performing off-duty employment, regardless of the level of force used.	10 years	
6-41-19	SWORN PERSONNEL - WEAPON TURN IN TRANSFER REPORT	Form used to document the transfer of a weapon from one person to another, or when returning to Supply to be taken out of service.	2 years after weapon is no longer in the agency	
6-42-1	TRAINING ACADEMY - ANNUAL FIREARMS QUALIFICATION REPORT	Listing of all sworn personnel provided to NLETC documenting all officers are qualified on handgun pursuant to State Statute.	Active year + 5 years	Neb. Rev. Stat. §81-1412.02
6-42-2	TRAINING ACADEMY - CARRY CONCEALED HANDGUN CLASS ROSTERS AND CURRICULUM	Records which document content of training and persons who have attended and completed training in order to apply for a concealed weapon permit.	Active year + 5 years	
6-42-3	TRAINING ACADEMY - CERTIFICATION OF RECRUIT CAMP	Documents on an annual basis that recruit camp curriculum meets statutory requirements for sworn officers.	30 years	
6-42-4	TRAINING ACADEMY - CURRICULUM	Outlines, course objectives, handouts, schedules etc., of classes taught by and to agency employees.	HIGH LIABILITY AREAS: 30 years ALL OTHERS: 5 years	
6-42-5	TRAINING ACADEMY - DRUG ABUSE RESISTANCE EDUCATION (DARE) ADMINISTRATIVE FILES	Files containing correspondence, training syllabus, officer certification, in-service records, etc.	2 years after expiration of certification	
6-42-6	TRAINING ACADEMY - EMPLOYEE TRAINING FILES	File which contains documents verifying attendance/completion of training.	5 years after separation of employment	
6-42-7	TRAINING ACADEMY - EMPLOYEE TRAINING HISTORY	Database containing records of training received/attended by agency employees.	HIGH LIABILITY 614S (PAPER COPY): Active year + 10 years ELECTRONIC DATABASE: Update as needed ALL OTHER: Active year + 5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
6-42-8	TRAINING ACADEMY - FIELD OFFICER TRAINING REPORTS	Forms which document the performance of probationary officers by their training officer and supervisor.	OFFICERS SUCCESSFULLY COMPLETING PROBATION: 2 years after probation complete OFFICERS UNSUCCESSFULLY COMPLETING PROBATION: 5 years after separation of employment	
6-42-10	TRAINING ACADEMY - TECHNICAL SUPPORT POSITION DESCRIPTIONS	Documents which outline the required qualifications, training, and duties of certain specific positions in the agency.	Superseded	
6-42-11	TRAINING ACADEMY - TESTING SCORE SHEETS AND EVALUATIONS	Form (Certification) which documents the proficiency of employees in specific areas or for specific skills.	3 years	
6-42-12	TRAINING ACADEMY - TRAINING/TRAVEL REQUESTS	Records which outline the costs, purpose, etc. for travel away from the office.	Active year +1 year	
6-42-13	TRAINING ACADEMY - WEAPON QUALIFICATION SCORES	Forms which document proficiency in the use of weapons carried by active officers on and off duty and retired officers.	Active year + 3 years	

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.

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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