

Schedule 81

SUPREME COURT

AND THE COURT OF APPEALS

December 19, 2013

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

81

AGENCY, BOARD OR COMMISSION

SUPREME COURT

DIVISION, BUREAU OR OTHER UNIT

COURT OF APPEALS

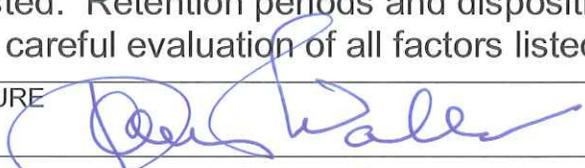
**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes Edition of April 18, 2013

PART I – AGENCY STATEMENT:

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

SIGNATURE



TITLE

STATE COURT Administrator

DATE

Dec. 13, 2013

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

12/16/2013

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



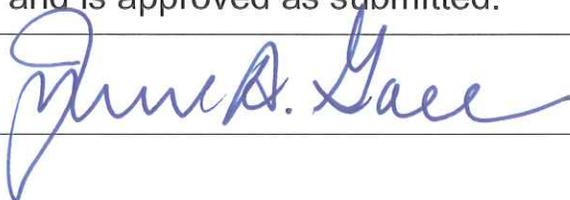
DATE

12/18/13

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

12/19/13

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule 124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule 124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives** (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 your Records Management Specialist in Records Management. We will help you with any questions the schedule may present including transferring records to the State Records Center or microfilming records, scanning records, etc.

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

**SCHEDULE 81
SUPREME COURT
AND COURT OF APPEALS
December 19, 2013**

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

Supersedes Edition of April 18, 2013

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
081-050-000-000-000-000-000	CHILD SUPPORT REFEREE - NOTES FROM DOCKET AND CALL		10 years	Neb. Rev. Stats. §43-1609 through §43-1611
081-051-000-000-000-000-000	CHILD SUPPORT REFEREE - ORDERS SIGNED AND RETURNED TO DISTRICT COURT		5 years OR when no longer of administrative value (whichever is later)	
081-052-000-000-000-000-000	CHILD SUPPORT REFEREE - RECORDING OF HEARINGS		10 years	
081-053-000-000-000-000-000	CHILD SUPPORT REFEREE - RESEARCH		30 days OR when no longer of administrative value (whichever is later)	
081-001-000-000-000-000-000	CLERK OF THE COURT - APPEARANCE DOCKET	Chronological record of all court actions. Logbooks for appeals prior to 1989 are arranged in case number order. Information includes: case number, dates of filing for motions, stipulation, fees, and court orders. Also included are the names of appellant, appellee and their attorneys.	PRIOR TO 1989: LOGBOOKS: Permanent AFTER 1989: ELECTRONIC RECORD: Permanent	Electronic case management system effective 1989
081-002-000-000-000-000-000	CLERK OF THE COURT - ATTORNEY DISCIPLINE BY CONSENT	Documents which are filed by an attorney accused of unethical conduct to consent to disciplinary action by the court. These are docketed as a regular case.	ORIGINAL RECORD: Permanent OR microfilm and destroy originals SECURITY MICROFILM: Transfer to off-site security storage; permanent MICROFILM WORK COPY: Permanent	Docketed as a regular case

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
081-003-000-000-000-000-000	CLERK OF THE COURT - AUTOMATED BOOKKEEPING SYSTEM	Electronic information captured of daily cash transactions includes case number, order number, name of party requesting service and/or party making payment, initials of office personnel producing receipt, type of payment, i.e. cash or check, date and amount. Receipts are generated by office fees, various court costs in effect at the time, counsel for discipline fees, and postage. A corresponding receipt is available for printing for each amount received. The receipt number is assigned by automated system and maintained on the general document.	PAPER RECORD: 5 years ELECTRONIC RECORD: 5 years	
081-004-000-000-000-000-000	CLERK OF THE COURT - BILL OF EXCEPTIONS	The proceedings, exhibits and arguments from the trial court and appealing state agencies, as prepared by the court report personnel. This information is a temporary record of the Supreme Court or Court of Appeals while the judges are reviewing the actions of the trial court.	DEATH PENALTY CASE: Transfer to CLERK OF THE COURT - DEATH PENALTY CASES, item 081-012 ALL OTHERS: Paper copy returned to Trial Court Clerk after mandate is issued ELECTRONIC RECORD: Removed from database after mandate is issued	
081-005-000-000-000-000-000	CLERK OF THE COURT - BRIEFS	Concise statement of this case as submitted by parties involved. Briefs include index, statement of the case, statement of the facts, proposition of law and the argument. After final disposition of an appeal, briefs shall be retained and distributed as noted in retention field.	DEATH PENALTY CASE: Transfer to CLERK OF THE COURT - DEATH PENALTY CASES, item 081-012 ALL OTHER CASES: Transfer 1 copy to CLERK OF THE COURT - TRANSCRIPTS, item 081 -020 2ND COPY: When no longer of reference value	
081-006-000-000-000-000-000	CLERK OF THE COURT - CALL	Printed schedule of cases to be heard by each court and listing of cases tentatively scheduled (proposed call). Information includes: general number, case caption, county or jurisdiction and hearing date.	Dispose of when session is over OR when no longer of reference value as determined by the Clerk of the Supreme Court and Court of Appeals (whichever is later)	
081-007-000-000-000-000-000	CLERK OF THE COURT - COMPLETE RECORD- COURT OF APPEALS	Compiled record of Court of Appeals opinions.	After published information becomes available for sale	
081-008-000-000-000-000-000	CLERK OF THE COURT - COMPLETE RECORD- SUPREME COURT	Compiled record of Supreme Court opinions.	After published information becomes available for sale	
081-009-000-000-000-000-000	CLERK OF THE COURT - CONSULTATION DOCKET (VOTE SHEETS)	Day to day account of cases and the resulting actions adopted, date opinion was adopted, judge who wrote opinions, judges who sat on the case and any remarks.	Permanent	Maintained by the Office of the Chief Justice and Court of Appeals Administrative Assistant officing in Lincoln

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
081-010-000-000-000-000-000	CLERK OF THE COURT - COURT JOURNAL	Official record of Supreme Court Actions not involving cases assigned court numbers. Detailed information includes: court orders and appointments of the court.	Permanent	
081-011-000-000-000-000-000	CLERK OF THE COURT - CROSS REFERENCE INDEX	Cross-reference cards filed alphabetically by appellee and appellant used to find case number.	PRIOR TO 1989: PAPER CARDS: Permanent AFTER 1989: ELECTRONIC RECORD: Permanent	Electronic case management system effective 1989
081-012-000-000-000-000-000	CLERK OF THE COURT - DEATH PENALTY CASES	Cases are required to be reviewed by the court to insure similar results in cases that have similar circumstances. To provide for this: Transcripts, Briefs, Bills of Exceptions and Reports of Pre-Sentence investigations are microfilmed in Death Penalty Cases	ORIGINAL TRANSCRIPTS: Microfilm for security; Permanent ORIGINAL BRIEFS: Microfilm for security; Permanent ORIGINAL BILLS OF EXCEPTIONS: Microfilm and return to the Clerk of the District Court after final disposition by the Supreme Court ORIGINAL REPORTS OF PRE-SENTENCE INVESTIGATIONS: Microfilm and return to the Clerk of the District Court after final disposition by the Supreme Court SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent	Neb. Rev. Stats. §29-2521
081-013-000-000-000-000-000	CLERK OF THE COURT - EXHIBITS	Case exhibits offered or received as evidence in the trial of any action, or material which has been substituted for such exhibits.	APPELLATE AND FINAL JURISDICTION CASES: Return to the appealing tribunal after final disposition of case ORIGINAL JURISDICTION CASES: CIVIL ACTIONS: Permanent DISCIPLINARY ACTIONS: Permanent	
081-014-000-000-000-000-000	CLERK OF THE COURT - GENERAL INDEX	Cross-index to all cases heard by the Supreme Court by case number and year of docketing. The index includes a key page with an alphabetical and numerical cross-reference. Each page includes the case number, parties to the case, and county.	BOUND VOLUMES: Permanent CARD INDEX: Permanent ELECTRONIC DATABASE: Permanent	<ul style="list-style-type: none"> •Bound volumes (Obsolete 1979) •Card Index (1979 to 1989) •Electronic Record (1989 to present)
081-015-000-000-000-000-000	CLERK OF THE COURT - ORIGINAL ACTION CASE FILES	Records of cases originated in the Nebraska Supreme Court and Court of Appeals. Files include transcripts of testimony, pleadings, referee's reports, exhibits, and opinions.	Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
081-016-000-000-000-000-000	CLERK OF THE COURT - PARENTAL NOTIFICATION WAIVER APPEALS	Appeal received by the court for order to waive the abortion parental notification legal requirement. Includes petition, testimony, evidence presented to the court, any order entered, and all other records of any nature relating to the case.	1 year after final disposition of the case	<ul style="list-style-type: none"> •Confidential record - Sealed and cannot be opened to any person EXCEPT upon court order •Records MAY NOT be made available to the public or any historical society •Shred record
081-017-000-000-000-000-000	CLERK OF THE COURT - PARENTAL NOTIFICATION WAIVER DOCKET	Separate docket kept only for abortion parental notification waiver cases.	1 year after final disposition of the case	<ul style="list-style-type: none"> •Confidential Record - Sealed and cannot be opened to any person EXCEPT upon court order •Records MAY NOT be made available to the public or any historical society •Shred record
081-018-000-000-000-000-000	CLERK OF THE COURT - RECEIPTS FOR RECORDS	Check-out card used to show which records have been checked out by attorneys. Information includes case number and caption, description of records taken, signature of borrower and date borrowed. Efforts to retrieve the record are noted on the form. Information incorporated in automated case management system.	RETURNED RECORD: Dispose of when record is returned UNRETURNED RECORD: Permanent ELECTRONIC RECORD: Permanent	<ul style="list-style-type: none"> •Unreturned record - indicate which files are missing •Electronic record - notation on record of last known location of file
081-019-000-000-000-000-000	CLERK OF THE COURT - REPORTS OF PRESENTENCE INVESTIGATION	Report prepared by probation office for use by the District Court in determining appropriate sentence in criminal cases. Temporary record of the Supreme Court used in reviewing the decision of the District Court.	DEATH PENALTY CASE REPORTS: See CLERK OF THE COURT - DEATH PENALTY CASES, item 081-012 OTHER REPORTS: Return to the Clerk of the District Court after mandate is issued	
081-020-000-000-000-000-000	CLERK OF THE COURT - TRANSCRIPTS	Record of case pleadings from the trial court upon which a case was tried, including the judgment, decree or final orders, jury instructions, and any other records appellant may wish to include. The transcript also includes filings in the Supreme Court and the Court of Appeals.	DEATH PENALTY CASE: See CLERK OF THE COURT - DEATH PENALTY CASES, item 081-012 OTHER CASES: Permanent	
081-021-000-000-000-000-000	COUNSEL OF DISCIPLINE - CORRESPONDENCE	Correspondence received by the Counsel for Discipline <i>but not</i> classified as a Grievance.	3 years	Supreme Court Rules §3-308(b)(8)

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
081-022-000-000-000-000-000	COUNSEL OF DISCIPLINE - GRIEVANCES	Files containing communication and records classified as a Grievance by the Counsel for Discipline.	ATTORNEY ASSISTANCE PROGRAM REFERRAL: 3 years LACK OF FOUNDATION OR MERIT DISMISSAL: 3 years ALL OTHER DISMISSALS: 5 years after final disposition of the complaint PROBATION, REPRIMAND, CENSURE, SUSPENSION, OR DISBARMENT: After attorney death	Supreme Court Rules §3-308(b)(8)
081-023-000-000-000-000-000	COURT ADMINISTRATOR - APPLICATION FOR JUDICIAL VACANCY, JUDICIAL NOMINATING COMMISSION REPORT, PERSONAL DATA SHEET, AND CONFIDENTIAL INVESTIGATION	Records consist of Application for Judicial Vacancy and Personal Data Sheet filed by the applicant with the chairperson of the Judicial Nominating Commission. The State Court Administrator prepares a Confidential Investigation of the judicial candidates which includes reference reports, lawyer disciplinary report, lawyer rating report, judicial qualification report, criminal history check, and credit history check for use by the Judicial Nominating Commission. The chairperson of the nominating commission prepares and files with the State Court Administrator a Judicial Nominating Commission report consisting of the names of all candidates, their applications (not the Personal Data Sheets), and the names of the candidates nominated.	APPLICATION FOR JUDICIAL VACANCY AND JUDICIAL NOMINATING COMMISSION REPORT: 10 years PERSONAL DATA SHEET, AND CONFIDENTIAL INVESTIGATION: Dispose of after judge is appointed OTHER COPIES: Dispose of after judge is appointed	Successful candidates: Chairperson of the commission shall deliver 1 copy of their application, personal data sheet, and the confidential investigation to the Governor
081-024-000-000-000-000-000	COURT ADMINISTRATOR - CASES UNDER ADVISEMENT FORM	Form submitted monthly by every judge in Nebraska as mandated by the Supreme Court showing the number of cases under advisement that are over 90 days old.	3 years	
081-025-000-000-000-000-000	COURT ADMINISTRATOR - CHILD SUPPORT 4-D CASE FORMS	Forms submitted from the Child Support Referee to the Court Administrator's Office reporting child support filing information by case.	2 years	
081-026-000-000-000-000-000	COURT ADMINISTRATOR - COUNTY AND DISTRICT COURT STATISTICAL FORMS	Forms sent to the Court Administrator's Office by courts identifying cases pending, added, and disposed of during the previous month. Also includes fiscal information on fees collected.	After Annual Report is completed	
081-027-000-000-000-000-000	COURT ADMINISTRATOR - COUNTY STATISTICAL REPORTS	Reports generated by computer on a monthly basis from statistical forms. Provides information by county of cases pending, added, disposed of and fees collected.	COMPUTER PRINTOUT: 5 years ELECTRONIC RECORD: 3 years	
081-028-000-000-000-000-000	COURT ADMINISTRATOR - CRIMINAL HOMICIDE CASE REPORTS	Reports filed by county attorneys after the ultimate disposition by each trial court of each criminal homicide case.	Permanent	

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081-029-000-000-000-000-000	COURT ADMINISTRATOR - JUDICIAL QUALIFICATIONS ANNUAL REPORT	Report of the activities of the Nebraska Judicial Qualifications Commission during a court year.	AGENCY COPY: 10 years OTHER COPIES: 2 years	
081-030-000-000-000-000-000	COURT ADMINISTRATOR - NEBRASKA ADVANCE SHEETS OR DECISIONS OF NE COURT OF APPEALS	Opinions of the Supreme Court printed on a weekly basis.	After the issue has been printed in a Nebraska Report or Nebraska Appellate Report	
081-031-000-000-000-000-000	COURT ADMINISTRATOR - NEBRASKA ADVANCE SHEETS SUBSCRIPTION FORMS AND LEDGER	Forms sent to the Court Administrator's Office for subscriptions to the Nebraska Advance Sheets and ledger maintained on subscription payments.	5 years	
081-032-000-000-000-000-000	COURT ADMINISTRATOR - REPORT OF PROBATE CASES PENDING	Reports from County Courts showing probate cases pending longer than Supreme Court guidelines.	3 years	
081-033-000-000-000-000-000	COURT REPORTER OF DECISION - PUBLICATION PROOFS FOR NEBRASKA REPORTS	Photocopies of artwork and galley proofs.	Dispose of when Nebraska Reports or Nebraska Appellate Reports become available for sale	
081-054-000-000-000-000-000	JBE - CASE MANAGEMENT REPORT	Reports from JUSTICE, Docket reports sent to judges.	3 months	
081-055-000-000-000-000-000	JBE - CERTIFICATE OF ATTENDANCE	Judicial Branch Education (JBE) attendance records from meetings & webinars.	3 years	
081-056-000-000-000-000-000	JBE - COMMENT SUMMARIES FROM WEBINARS	Digital compilation of summaries from webinars	1 year	
081-057-000-000-000-000-000	JBE - COMMITTEE MEETING MINUTES	Record of minutes from Committee meetings.	5 years	
081-058-000-000-000-000-000	JBE - CONFERENCE RECORDS	May include, but not limited to: Copies of expense records sent to Finance Division for processing, attendance records, and speaker contracts.	CONTRACTS: 5 years after completion, fulfillment, or voiding of contract ALL OTHER RECORDS: 3 years	
081-059-000-000-000-000-000	JBE - EMPLOYEE CREDIT TRANSCRIPTS	Transcripts of employee education.	3 years	Digital records are kept in Events Pro
081-060-000-000-000-000-000	JBE - EVALUATIONS	Evaluations from meetings.	1 year	
081-061-000-000-000-000-000	JBE - EXPENSE REPORTS	Reports of meeting expenses, copy expenses, etc.	5 years	
081-062-000-000-000-000-000	JBE - HOTEL PROPOSALS	Proposals submitted by hotels for meetings.	5 years	
081-063-000-000-000-000-000	JBE - REQUESTS FOR COMMITMENT OF FUNDS	Forms requesting funding to attend outside training.	3 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
081-064-000-000-000-000-000	JBE - REQUESTS FOR CREDITS	Credit requests from employees of the court.	1 month	
081-065-000-000-000-000-000	JUDICIAL QUALIFICATIONS COMMISSION - COMPLAINTS	Files containing communication and records classified as a complaint by the Judicial Qualifications Commission.	DISMISSED WITHOUT INQUIRY-NO CODE OF CONDUCT VIOLATION: 3 years DISMISSED AFTER INITIAL INQUIRY: 3 years DISMISSED AFTER PRELIMINARY INVESTIGATION: 10 years DISCIPLINE IMPOSED - ALL: 15 years OR after death of judge (whichever is later)	
081-066-000-000-000-000-000	JUDICIAL QUALIFICATIONS COMMISSION - CORRESPONDENCE	Correspondence received by the Commission, but not classified as a complaint.	3 years	
081-067-000-000-000-000-000	JUDICIAL QUALIFICATIONS COMMISSION - DISABILITY RETIREMENT REQUESTS	Requests from judges to be considered for disability retirement.	After death of judge	
081-068-000-000-000-000-000	MCLE - APPEAL DECISIONS AND ORDERS	Mandatory Continuing Legal Education (MCLE) Commission decisions and miscellaneous motion determinations.	5 years	
081-069-000-000-000-000-000	MCLE - APPEAL NOTICES	Initial request for appeals and Notice of Hearing dates on appeal requests, motions in pending appeals.	5 years	
081-070-000-000-000-000-000	MCLE - ATTORNEY ANNUAL REPORTS	Electronic data of an attorney's annual report of required continuing legal education in accordance with Supreme Court rules.	3 years	
081-071-000-000-000-000-000	MCLE - ATTORNEY DEMOGRAPHIC INFORMATION	MCLE electronic data to include attorney name/name changes, address, email, date of birth, admission to bar association and status.	3 years post notification of death	
081-072-000-000-000-000-000	MCLE - ATTORNEY DISCIPLINARY INFORMATION	Notes, emails or documents describing circumstances or issues related to attorney discipline that may or may not result in probation, suspension or disbarment.	3 years post notification of death	
081-073-000-000-000-000-000	MCLE - ATTORNEY GUARDIAN AD LITEM EDUCATION	Electronic data of an attorney's report of required education completed to retain approved guardian ad litem status.	3 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
081-074-000-000-000-000-000	MCLE - ATTORNEY INFORMATION PERTAINING TO REQUESTS FOR WAIVERS, EXTENSIONS AND EXEMPTIONS FROM THE MCLE RULES	Medical statements from doctors and/or statements describing personal hardships or circumstances presented to the MCLE Commission through the website and email.	3 years	Confidential information not accessible by the public
081-075-000-000-000-000-000	MCLE - ATTORNEY PAYMENTS	Details associated with the payment of a late fee when required with the CLE report.	5 years	
081-076-000-000-000-000-000	MCLE - ATTORNEY REQUEST FOR TEACHING CREDIT	Notes, emails or documents associated with an application made by an attorney.	2 years	Current year and preceding year of records
081-077-000-000-000-000-000	MCLE - ATTORNEY REQUEST TO SEEK ELIGIBILITY FOR ACTIVE ATTORNEY STATUS	Notes, emails or documents associated with an application made by an attorney.	3 years	Current year and preceding 2 years of records
081-078-000-000-000-000-000	MCLE - EXHIBITS USED IN APPEALS	Commission records and appellant offered documentation used in appeals.	5 years	
081-079-000-000-000-000-000	MCLE - MISCELLANEOUS ATTORNEY CORRESPONDENCE TO THE MCLE COMMISSION	Letters, emails or documents sent to MCLE Commission and the associated reply/replies	6 months	
081-080-000-000-000-000-000	MCLE - MISCELLANEOUS SPONSOR CORRESPONDENCE TO THE MCLE COMMISSION	Letters, emails or documents sent to MCLE Commission and the associated reply/replies.	6 months	
081-081-000-000-000-000-000	MCLE - SPONSOR DEMOGRAPHIC INFORMATION	Electronic data to include sponsor name, address, website and contact information.	1 year post elimination as a sponsor	
081-082-000-000-000-000-000	MCLE - SPONSOR PAYMENTS	Details associated with payments of fees for accreditation applications, CLE activity applications and reports of attorney attendance at CLE activities.	5 years	
081-083-000-000-000-000-000	MCLE - SPONSOR'S ACCREDITATION STATUS	Notes, emails or documents relating to a sponsor's application for or maintenance of accreditation status that may or may not result in approved, denied or rescinded accredited sponsor status.	5 years	
081-084-000-000-000-000-000	MCLE - SPONSOR'S APPLICATION FOR ACCREDITATION OF A CLE ACTIVITY	Electronic data, notes, emails and documents concerning CLE activities used to determine if the program meets the education standards of the MCLE rules.	1 year	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
081-085-000-000-000-000-000	MCLE - SPONSOR'S REPORT OF ATTORNEY ATTENDANCE AT CLE PROGRAMS	Electronic data of attorney attendance at CLE programs.	5 years	
081-086-000-000-000-000-000	ODR - ANNUAL REPORT	Office of Dispute Resolution (ODR) report of the mediation cases and other mediation center and ODR activity during the fiscal year.	10 years	Neb. Rev. Stats. §25-2901 through §25-2921
081-087-000-000-000-000-000	ODR - MEDIATION CENTER STATISTICAL REPORTS	Reports generated by computer on a quarterly and annual basis by identifying mediation case types, referral sources and disposition.	COMPUTER PRINTOUT: 5 years ELECTRONIC RECORD: 3 years	Neb. Rev. Stats. §25-2901 through §25-2921
081-088-000-000-000-000-000	ODR - PARENTING ACT, MEDIATOR APPROVAL RECORDS	Records of approved parenting act mediators; biennial reporting period.	3 years	Neb. Rev. Stats. §43-2920 through §43-2943
081-089-000-000-000-000-000	ODR - PARENTING ACT, MEDIATOR GRIEVANCE RECORDS	Files containing communication and records classified as a grievance by ODR in regard to approved Parenting Act mediators.	DISMISSALS: 3 years PROBATION, REPRIMAND, SUSPENSION, REMOVED FOR CAUSE: 10 years	Neb. Rev. Stats. §43-2920 through §43-2943
081-090-000-000-000-000-000	ODR - PARENTING EDUCATION PROVIDERS	Records of approved parenting education providers and annual approvals.	3 years	Neb. Rev. Stats. §43-2920 through §43-2943
081-034-000-000-000-000-000	REPORTER'S OFFICE - OPINIONS	Draft copies of opinions by judges. Opinion outlines and discusses the facts of a case and the applicable law and states the decision of the court.	Dispose of after decision has been published	<ul style="list-style-type: none"> •Opinions are edited by the Supreme Court Reporter prior to publication of <i>NEBRASKA REPORTS, NEBRASKA APPELLATE REPORTS, NEBRASKA ADVANCE SHEETS and DECISIONS OF NEBRASKA COURT OF APPEALS</i> •All decisions of the Court of Appeals are filed with the clerk, but not all are published in bound volumes

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
081-035-000-000-000-000-000	STATE LIBRARY - ACCOUNTS RECEIVABLE STATEMENT AND STOCK RECORDS	Individual record of book purchases from the State Library by County Offices on billing statements showing date of purchase, type of book, amount due, date paid and recorded on automated accounting system. Inventory records of books sold or distributed on free distribution by the State Library. Arranged by category of book (statues, reports, session laws, and legislative journals) and then by particular volume, showing stock on hand and other pertinent information as to sale and distribution of prior volumes contained on automated accounting system.	REPORTS: 5 years or after last volume of a particular report is sold (whichever is later) OTHER RECORDS: 5 years	
081-036-000-000-000-000-000	STATE LIBRARY - CARD CATALOG	An index of titles of books and periodicals which the State Library has and after 1999, located in an automated catalog program. The database is located off site.	ORIGINAL RECORD (PRIOR TO 2005): Microfilmed for security; permanent SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent DATABASE RECORD (AFTER 1999): Permanent	Card catalog until 2005
081-037-000-000-000-000-000	STATE LIBRARY - CARD CATALOG UPDATE LIST	List of new books acquired by the library and after 2005 found in automated cataloging program.	PRIOR TO 2005: ORIGINAL RECORD: Microfilmed for security; permanent SECURITY MICROFILM: Transfer to State Archives DATABASE RECORD (AFTER 2005): Permanent	
081-038-000-000-000-000-000	STATE LIBRARY - COUNTY LAW LIBRARY DISTRIBUTION DOCUMENTATION	Correspondence and documents from State Library indicating what books were distributed free to counties for the purpose of establishing a county law library.	5 years	
081-039-000-000-000-000-000	STATE LIBRARY - DISTRIBUTION AND/OR GENERAL BOOK CORRESPONDENCE	General correspondence relating to the sale and/or claims for free distribution of books by the State Library.	5 years	
081-040-000-000-000-000-000	STATE LIBRARY - FREE DISTRIBUTION LISTS	Lists showing those who have received books on free distribution by the State Library, arranged by category of book, and then by particular volume and then by name or title of recipient.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
081-041-000-000-000-000-000	STATE LIBRARY - ORDERS FOR SALE OF BOOKS	Orders for books sold by the State Library. Arranged by date and invoice number. Current files contain orders for statutory volumes which have not yet been superseded, as well as orders received from several years past to present of superseded statutory volumes and for reports, session laws, and legislative journals which volumes are never superseded. Records of orders contained in automated accounting system.	5 years	
081-042-000-000-000-000-000	STATE LIBRARY - SALES JOURNAL	Record of receipts in cash or by check for books sold by the State Library in connection with such sales. Journal entries disclose all conventional bookkeeping information in Excel and in automated accounting system.	SPREADSHEET: 5 years AUTOMATED SYSTEM: See CLERK OF THE COURT-AUTOMATED BOOKKEEPING SYSTEM, item 081-003	
081-043-000-000-000-000-000	STATE LIBRARY - SHELF LIST	An inventory record of the holdings of the State Library, which are arranged according to the order in which books appear on the shelves, divided into categories as reports, statutes, classified treatises, and unclassified treatises. After 2005 holdings stored in automated database off site.	PAPER RECORD (PRIOR TO 2005): Dispose of card when item removed from library DATABASE RECORD (AFTER 2005): Delete record when item removed from library	
081-044-000-000-000-000-000	STATE LIBRARY - WITHDRAWAL BOOK	Volume lists books and periodicals which are withdrawn and/or destroyed from the State Library from 1947 to present.	5 years after last entry	
081-045-000-000-000-000-000	SUPREME COURT - CONSULTATION MINUTES AND ATTACHMENTS	Record of administrative activities of the Court	Permanent	
081-046-000-000-000-000-000	SUPREME COURT - JUDICIAL NOMINATING COMMISSION RECORDS	May include, but not limited to: rosters, ballots, and records of action of Commission members.	After the expiration of the commission member's term	
081-047-000-000-000-000-000	SUPREME COURT - REGISTRATION OF IN-HOUSE COUNSEL	May include, but not limited to: application, fee, and letter.	10 years after last request to renew	Supreme Court Rule §3-1201
081-048-000-000-000-000-000	SUPREME COURT - REQUESTS FOR CERTIFICATES OF AUTHORITY	Requests from attorneys who incorporate or form LLC, asking for permission to do so. May include, but not limited to: requests, Articles of Incorporation, and certificates. Required annually.	10 years after corporation is dissolved or after last request to renew (whichever is later)	
081-049-000-000-000-000-000	SUPREME COURT - ROSTER OF JUDICIAL NOMINATING COMMITTEE	Index of Judicial Nominating Commission members and activities.	20 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.

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