

Updated address 12/2022  
No changes were made to records retention

# **Schedule 99-10**

# **CITY OF LINCOLN**

# **POLICE**

**April 2, 2020**

Nebraska Records Management Division  
3242 Salt Creek Circle  
Lincoln, NE 68504  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE

**99-10**

AGENCY, BOARD OR COMMISSION

**CITY OF LINCOLN**

DIVISION, BUREAU OR OTHER UNIT

**POLICE**

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

**Supersedes Edition of June 27, 2017**

**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

*Chief of Police*

DATE

*02-29-2020*

**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

*3/9/2020*

**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

*3/31/20*

**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

*4/2/2020*

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying this schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is located on the Secretary of State Records Management website. [https://appengine.egov.com/apps/ne/sos\\_records\\_disposition\\_report](https://appengine.egov.com/apps/ne/sos_records_disposition_report). This report establishes that the destruction was performed in your normal course of business.

### **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 99-10  
CITY OF LINCOLN  
POLICE  
April 2, 2020**

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

Supersedes Edition of June 27, 2017

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-10-1	ARREST REPORT	Copies of reports showing arrestee's name, address, physical description, motor vehicle (if driven) at arrest, and date and time of arrest. Includes the disposition of arrest from court records.	5 years	
99-10-2	ARREST REPORT INDEX	Alphabetical index on individuals indicating date of arrest, charge(s), and disposition. Includes individual's physical description, date of birth, and current address.	<b>ORIGINAL RECORD:</b> 20 years OR after death of arrestee, whichever is sooner <b>TAPES:</b> Superseded	
99-10-3	AUTOMATIC LICENSE PLATE READER DOCUMENTS	Captured license plate information includes when and where information was captured.	<b>ORIGINAL RECORD:</b> 45 days <b>IF CASE IS INITIATED:</b> copied or transcribed and disposed of after case is closed OR when no longer of legal value, whichever is later	Exec. Order 086746
99-10-4	CASE REPORTS	All records that pertain to the offense reports, including case files, cover/face sheets and indexes. Information may include, but is not limited to: name of complainant, address, type of offense, the location and detailed descriptions of the offense.	5 years after final disposition of case OR statute of limitations has expired, whichever is later	
99-10-6	DAILY RECORD	Daily record relating to arrests of individuals by the municipal police showing date and time of arrest, individuals name, date of birth, address, violation or charge(s), Uniform Citation and Complaint Number, court appearance date, and arresting officer's name.	1 year	
99-10-7	FINGERPRINT CARDS	All fingerprint cards taken as a result of arrest, incarceration, or criminal investigation.	After receipt of court order to destroy, 75 years after issuance OR upon death of subject, whichever is sooner	
99-10-8	FIREARMS CERTIFICATE APPLICATIONS & REGISTRATION DOCUMENTS	Application form for the purchase, lease, rent or transfer ownership of a handgun and may include, but not limited to: application, criminal history document, local and/or Triple III, and letter of denial (if appropriate).	<b>APPLICATION:</b> 3 years after issuance or denial, whichever applies <b>TRIPLE III/CRIMINAL HISTORY:</b> Immediate disposal after approval or denial of application, whichever applies Federal standards do not allow local agencies to file Triple III or criminal history records	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-10-9	INTELLIGENCE OR CONFIDENTIAL INFORMANTS FILES	Federal law mandates procedures which will ensure that all information (intelligence) which is retained has "relevancy and importance" and to provide for the periodic review of data and the destruction of any information which is misleading, obsolete, or otherwise unreliable.	Review and dispose of misleading, obsolete, or otherwise unreliable data every 2 years	
99-10-10	MISCELLANEOUS POLICE REPORTS	Reports filed with the department on incidents other than actual offenses or incidents that are already processed in a case.	3 years	
99-10-11	MOTOR VEHICLE ACCIDENT REPORTS	Reports of accidents investigated by the city police.	FATALITY ACCIDENTS: 10 years ALL OTHERS: 3 years	
99-10-12	MOTOR VEHICLE-DEFECT TICKETS	Warning tickets issued for defective motor vehicles.	CORRECTED: After defect is remedied NOT CORRECTED: 6 Months	
99-10-13	NCIC AM messages	Administrative teletype messages not related to NCIC HITS.	1 year	
99-10-14	NCIC HIT packet	National Crime Information Center hit packets or state HOT files.	4 years	
99-10-25	PAWN SLIPS	Pawn documentation.	3 years	
99-10-21	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	
99-10-22	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	
99-10-23	POLICE SERVICE DOG DIVISION - PHYSICAL APPREHENSION REPORTS	Apprehension reports, including photos and videos of apprehensions.	40 years from date of incident	
99-10-24	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 plus 3 years	
99-10-15	PROPERTY AND PROPERTY REPORTS	Materials confiscated at the time of an arrest for use as evidence to support conviction such as alcoholic beverages, drugs, weapons, clothing, tools, motor vehicles, etc.	EVIDENCE ITEMS: Transfer to appropriate court in receipt of a letter of transmittal (Allegedly stolen items may be returned to the owner pursuant to Neb. Rev. Stat. 28-511.01) OTHER PROPERTY: After case is closed OR when no longer of legal value, whichever is later PROPERTY REPORTS: 5 years after final disposition of case OR after statute of limitations has expired, whichever is later	Neb. Rev. Stat. 28-511.01
99-10-16	PROTECTION ORDERS	Application or affidavits for protection orders, temporary protection orders, or final protection orders issued by the District Court.	2 years after date of issuance OR after dismissal by the courts, whichever is sooner	

<b>ITEM NUMBER</b>	<b>RECORD TITLE</b>	<b>DESCRIPTION/EXAMPLES</b>	<b>RETENTION</b>	<b>REFERENCE/COMMENTS</b>
99-10-17	Quality Assessment Documents	QA documents and assessments signed by employees.	2 years	
99-10-18	RECORD DISSEMINATION LOG	A record of release of criminal history on individuals for dissemination to other than law enforcement related agencies.	3 years	
99-10-19	SALE OF IMPOUNDED AND UNCLAIMED PROPERTY RECORDS	Lists, credit notices, letters of inquiry, property tags for identification, receipts, etc. for recording the sale of impounded property such as cars, bicycles, and other property.	5 years	
99-10-20	VACATION HOUSE CHECKS	Forms used to register vacation house checks by patrol officers.	After expired	