

Schedule 99-9

CITY OF LINCOLN

PLANNING/BUILDING/ZONING

April 2, 2020

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

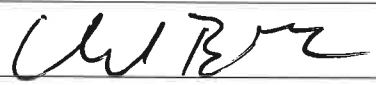
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE	99-9
AGENCY, BOARD OR COMMISSION	CITY OF LINCOLN
DIVISION, BUREAU OR OTHER UNIT	PLANNING/BUILDING/ZONING
Supersedes Edition of June 27, 2017	

**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 Director Building & Safety	DATE 1-31-2020


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
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PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

SIGNATURE 	DATE 3/31/20
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PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

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

SIGNATURE 	DATE 4/2/2020
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INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the Local Agencies General Records Schedule #24 contains those records common to most local government agencies. 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. 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 99-9
CITY OF LINCOLN
PLANNING/BUILDING/ZONING
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
99-9-8	ANNEXATION REVIEWS	Annexations are those items which add land to the corporate limits. Review records may include requests, referrals, studies, findings, recommendations and actions.	Retain permanently or microfilm and destroy, transfer security copy to offsite storage	
99-9-6	BOARDS OF ADJUSTMENT/APEAL BOARDS (VARIANCES)	Records resulting from applications to a Board of Appeals for a variance to zoning or building regulations. May include advertisements, minutes, maps or plans, findings and actions.	Retain permanently or microfilm and destroy, transfer security copy to offsite storage	
99-9-13	BUILDING PERMITS	General permits, Alteration requests and board actions on each request. May include blue prints, permit applications and permits issued, occupancy permits, demolitions and inspection reports.	GRANTED: 7 years for residential which includes duplexes; 10 years for commercial which includes those that have more than 2 units ACCESSORIES: 4 years for "accessories" which includes decks, pools, sheds, fences, porches, gazebos and egress windows DENIED: 1 year after denial	
99-9-7	CAPITAL IMPROVEMENTS PLANS/ITEMS	Plan and listing of projects to be completed in the future. May include plans, proposals, studies, recommendations and actions.	Retain permanently or microfilm and destroy, transfer security copy to offsite storage	
99-9-1	CENSUS INFORMATION AND REPORTS	Any various census information reported or received. May include maps, counts and estimates for comparison with preliminary census data.	After receipt of Official Census from Federal Bureau of Census	
99-9-2	CONDITIONAL/SPECIAL USE PERMITS	Permit records resulting from applications for conditional/special use permits as defined in zoning regulations. Public hearings may be held when conditional/special use permits are applied for. May include advertisements, plans or maps, findings, recommendations and actions.	Retain permanently or microfilm and destroy, transfer security copy to offsite storage	
99-9-3	MASTER OR COMPREHENSIVE PLANS	Approved plans for future growth. May include advertisements and notices, plans, maps, supporting or associated text material, findings, recommendations and actions.	Retain permanently or microfilm and destroy, Subject to review by State Archives or offsite storage DIVISION COPY: when no longer of reference value	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-9-4	PLANNED UNIT DEVELOPMENTS/SPECIAL DISTRICTS	An approved site plan whereby the developer is granted certain uses not usually allowed by the district provided certain conditions are met. May include advertisements and notices, plans or maps, supporting material, studies, findings, recommendations and actions.	Retain permanently or microfilm and destroy, transfer security copy to offsite storage	
99-9-12	SIGN PERMITS	Applications for permission to erect signs within the zoning jurisdiction of the city. May include drawings, specifications, etc.	10 years after work is completed or 1 year after denial.	
99-9-5	SUBDIVISIONS AND PLATTING	The division of land into individual lots which meet the zoning requirements. May include plans or maps, notices, agreements, opinions or findings, studies, recommendations and actions.	Retain permanently or microfilm and destroy, transfer security copy to offsite storage EXPIRED PLAT APPLICATIONS: 5 Years	
99-9-10	USE PERMITS	All documentation associated with use permit.	Retain permanently	
99-9-9	ZONING DISTRICTS RESOLUTION/ORDINANCE AND MAPS	Designation of various land masses as to the particular type of land uses allowed. May include advertisements and notices, amendments, plans or maps, studies, findings, recommendations and actions.	Retain permanently or microfilm and destroy, transfer security copy to offsite storage	
99-9-11	ZONING PERMITS	General permits, Alteration requests and board actions on each request. May include blue prints, permit applications and permits issued, occupancy permits, demolitions and inspection reports.	GRANTED: 10 years after work is completed DENIED: 1 year after denial	

