

**Schedule 24**

**LOCAL AGENCIES**

**GENERAL RECORDS**

July 26, 2011

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

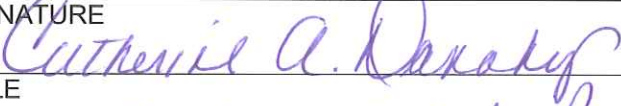
**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE	<b>24</b>
AGENCY, BOARD OR COMMISSION	<b>LOCAL AGENCIES</b>
DIVISION, BUREAU OR OTHER UNIT	<b>GENERAL RECORDS</b>
<b>Supersedes Edition of September 8, 2010</b>	

**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 <i>Deputy Secretary of State for Records Management</i>	DATE <i>7-21-2011</i>


**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 <i>7/21/2011</i>
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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 <i>7/22/11</i>
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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 <i>7/26/11</i>
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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 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 Local Agencies 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** (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 2<sup>nd</sup> 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 24  
LOCAL AGENCIES  
GENERAL RECORDS  
July 26, 2011**

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

Supersedes Edition of 9/8/2010

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
024-001-000-000-000-000-000	1099 FORMS	Forms sent to entities where charges for services exceed \$600. Information included vendor FTIN and payments.	6 years	
024-002-000-000-000-000-000	ACCOUNTS PAYABLE	Any supporting document received or generated by the agency that provides support for payments made to vendors for goods and services, employee for reimbursement of expenses and any other situation where a warrant or electronic payment is issued. This may include, but is not limited to invoices, reports, disbursement documents, purchase orders, packing slips, requisitions, employee expense reimbursement forms, etc.	5 years or maximum of 10 years if no audit has been performed	
024-003-000-000-000-000-000	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 not limited to: invoices, reports, etc.	5 years or maximum of 10 years if no audit has been performed	
024-004-000-000-000-000-000	APPLICATIONS AND OTHER SUPPLEMENTAL MATERIAL USED TO HIRE AND NOT HIRE PERSONS	May include internal job postings, applications, resumes, structured interview questions, supplemental questionnaires, background checks, screening or scoring devices and any other material used in the hiring process or in the failure or refusal to hire any person.	4 years after personnel action to which record relates	Complaints under ADEA (American Disability Employment Act) may be filed for a period up to 4 years after a personnel action is made

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
024-005-000-000-000-000-000	<b>AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING</b>	Unless specifically prohibited under a separate record series listing, records may be destroyed immediately after microfilming, provided that the following provisions are met before disposal of such records: 1. The micrographics project shall be registered with the State Records Administrator. 2. All micrographics recording shall be done in accordance with State Records Administrator's Rule 3. A sample of the micrographics system shall have been inspected and approved by the State Records Administrator before such document disposal.		•430 NAC Ch. 7, § 001.04 •No RECORDS DISPOSITION REPORT (RMD 03006B) is required
024-006-000-000-000-000-000	<b>AUTHORITY FOR DISPOSAL OF RECORDS FOLLOWING A DURABLE MEDIUM PROCESS CONVERSION</b>	Unless specifically prohibited under a separate record series listing OR state and federal laws and regulations, records converted to an alternative medium may be destroyed immediately after conversion, provided the agency has determined the alternative process and chosen medium complies with the Durable Medium Definition, and as long as the converted records continue to follow the stated retention periods.		•430 NAC Ch. 1, § 001.18 •No RECORDS DISPOSITION REPORT (RMA 03006B) is required
024-007-000-000-000-000-000	<b>BANK RECORDS</b>	Records used to maintain and balance banking accounts. Records may include but are not limited to: bank statements, cancelled checks and stubs, check registers, deposit slips, registered warrants, warrants and warrant register.	<b>5 years or maximum of 10 years if no audit has been performed</b>	
024-008-000-000-000-000-000	<b>BIDS/EQUIPMENT AND SUPPLY PROCUREMENT RECORDS</b>	May include specifications, affidavits of publication of calls for bids, accepted and rejected bids, purchase orders and correspondence relating to the acquisition of supplies and equipment for agency use.	<b>REJECTED: 5 years</b> <b>ACCEPTED BIDS AND RELATED INFORMATION: 5 years</b> after fulfillment of contract	CONSTRUCTION BIDS: See BUILDING CONSTRUCTION CONTRACTS AND RECORDS, Item 024-012
024-009-000-000-000-000-000	<b>BONDS (FOR OFFICIALS)</b>		<b>10 years after release, replacement, or expiration of the bond</b>	
024-010-000-000-000-000-000	<b>BONDS AND BOND COUPONS</b>	Revenue bonds as returned by the county clerk to a political subdivision when complete issue has been satisfied and statutory compliance has been met.	<b>Verification of complete redemption of issue</b>	Neb. Rev. Stat. §10-209
024-011-000-000-000-000-000	<b>BUDGET REQUEST</b>	The actual budget request and all related material used in preparing the budget.	<b>3 years</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
024-012-000-000-000-000-000	<b>BUILDING CONSTRUCTION CONTRACTS AND RECORDS</b>	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.	<b>ACCEPTED:</b> Permanent, or microfilm and destroy originals <b>SECURITY MICROFILM:</b> State Archives <b>MICROFILM WORK COPY:</b> Permanent <b>REJECTED:</b> 5 years	
024-013-000-000-000-000-000	<b>BUILDING GROUNDS MAINTENANCE</b>	All grounds keeping activities, including but not limited to assignments, work responsibilities, checklists, inspections, reports and other related documents.	<b>5 years</b>	
024-014-000-000-000-000-000	<b>BUILDING MAINTENANCE RECORDS</b>	All maintenance, repairs and remodels to buildings owned or leased by the local government entity. Used to verify repairs were made. May include, but not limited to: location, work completed, materials used, personnel completing work, authorization, dates and related information.	<b>NON-HISTORIC:</b> 5 years <b>HISTORIC:</b> 5 years; subject to review by the State Archives for possible accession	<ul style="list-style-type: none"> <li>•Neb. Rev. Stat. §72.809 <i>Historic structure shall mean any building significant in American History or Architecture on a local, state or national level</i></li> <li>•Contact State Archives to negotiate transfer</li> </ul>
024-015-000-000-000-000-000	<b>BUILDING PLANS AND SPECIFICATIONS</b>		<b>2 years after sale or vacation of building; subject to review by the State Archives for possible accession</b>	Contact State Archives to negotiate transfer
024-016-000-000-000-000-000	<b>CALENDARS</b>	Desk and pocket calendars, appointment books, and planners, both paper and electronic, including but not limited to Lotus, Exchange, PDAs and similar devices.	<b>2 years</b>	
024-017-000-000-000-000-000	<b>CASH REGISTER RECORDS</b>	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.	<b>5 years</b>	
024-018-000-000-000-000-000	<b>CASH/FEE BOOKS</b>	Accounting of cash paid and fees collected. May include name of party involved in the transaction, date of payment, amount, and reason for payment.	<b>ORIGINAL RECORD:</b> 5 years or maximum of 10 years if no audit has been performed <b>EXCEPTION:</b> If books are used as an index to microfilm: Permanent, or microfilm and destroy originals pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, Item 024-005 <b>SECURITY MICROFILM:</b> State Archives <b>MICROFILM WORK COPY:</b> Permanent	Record may be computer generated

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
024-019-000-000-000-000-000	<b>CITIZENSHIP ATTESTATION FORM</b>	Attestation form used by applicants/recipients of public benefits, public contractors and public employees for verification of lawful presence and eligibility status of U.S. citizens or qualified aliens.	<b>Retain and dispose of with appropriate record series to which they pertain</b>	<ul style="list-style-type: none"> <li>•EMPLOYMENT: See INS FORM I-9 AND EMPLOYMENT ELIGIBILITY VERIFICATION FORM, Item 024-052</li> <li>•CONTRACTS: See CONTRACTS AND AGREEMENTS, Item 024-031</li> <li>•Neb. Rev. Stat. §4-111 (R.R.Supp. 2009)</li> </ul>
024-020-000-000-000-000-000	<b>CLAIMS AND REGISTERS</b>	Claims against the agency by vendors for goods or services rendered.	<b>5 years or maximum of 10 years if no audit has been performed</b>	
024-021-000-000-000-000-000	<b>COMMUNICATIONS INFORMATION DENIAL</b>	Includes all communication and documentation relating to the denial of requests for records.	<b>10 years</b>	<ul style="list-style-type: none"> <li>•Neb. Rev. Stat §84-712.04, R.R.S. 1943</li> <li>•Neb. Rev. Stat. §84-1205.06</li> </ul>
024-022-000-000-000-000-000	<b>COMMUNICATIONS, EVENT-DRIVEN</b>	Communication with open ended, event-driven retention periods which occur at some future date.	<b>MAYORS, COUNTY ELECTED OFFICIAL:</b> State Archives after 5 years <b>OTHER AGENCY HEADS, OTHER ELECTED OFFICIALS, CEO'S:</b> 5 years; subject to review by the State Archives for possible accession <b>COUNCIL &amp; BOARD MEMBERS, CITY &amp; VILLAGE CLERKS, ETC:</b> 5 years <b>ALL OTHER LOCAL EMPLOYEES:</b> 5 years	Contact State Archives to negotiate transfer
024-023-000-000-000-000-000	<b>COMMUNICATIONS, FISCAL</b>	Communications created or received documenting purchases, financial obligations, fiscal revenues, etc. which are not included in your agency specific schedules.	<b>5 years or maximum of 10 years if no audit has been performed</b>	
024-024-000-000-000-000-000	<b>COMMUNICATIONS, LONG-TERM</b>	Communications containing information related to the mission of the agency, i.e., documents major transactions, establishes or implements policy, establishes legal rights or responsibilities, or has other long-term ramifications to the operation of the agency.	<b>MAYORS, COUNTY ELECTED OFFICIAL:</b> State Archives after 8 years <b>OTHER AGENCY HEADS, OTHER ELECTED OFFICIALS, CEO'S:</b> 8 years; subject to review by the State Archives for possible accession <b>COUNCIL &amp; BOARD MEMBERS, CITY &amp; VILLAGE CLERKS, ETC:</b> 8 years <b>ALL OTHER LOCAL EMPLOYEES:</b> 8 years	Contact State Archives to negotiate transfer

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024-025-000-000-000-000-000	<b>COMMUNICATIONS, MEDIUM-TERM</b>	Communications related to agency operations and administration of agency programs, which are not included in another agency specific schedule. Does not have long-term significance, establish legal rights, or contain policy implications. May include, but not limited to: routine public communication, interoffice or interdepartmental communications related to work activities, request for replies to information and communication related to reports and research.	<b>2 years</b>	
024-026-000-000-000-000-000	<b>COMMUNICATIONS, NONRECORD</b>	Communications not related to state government transactions or activities and are not included in another agency specific schedule.	<b>No retention required</b>	Also see NONRECORD MATERIAL, Item 024-060
024-027-000-000-000-000-000	<b>COMMUNICATIONS, SHORT-TERM</b>	Communications related to work/agency but has no documentary or evidentiary value. May include but not limited to: generic request for replies to information, notices including memoranda and other records that do not serve as the basis of official actions or professional interest materials retained for short-term reference.	<b>6 months</b>	
024-028-000-000-000-000-000	<b>COMPLAINT FILE</b>	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.	<b>COMPLAINTS (INVOLUNTARILY TERMINATED EMPLOYEES):</b> 1 years after termination <b>DISCIPLINARY RECORDS RELATED TO WORKPLACE HARASSMENT:</b> 4 years <b>COMPLAINTS (NO ACTION):</b> 3 years <b>COMPLAINTS (RESULTING IN ACTION):</b> 3 years after action and appeals are complete and final	
024-029-000-000-000-000-000	<b>COMPUTER DATA ENTRY FORMS</b>	Form used to enter information into electronic storage media.	<b>Immediately after information verified</b>	
024-030-000-000-000-000-000	<b>COMPUTER ERROR LISTING</b>	Computer reports indicating errors in inputs, processing or output.	<b>Immediately after error correction</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
024-031-000-000-000-000-000	<b>CONTRACTS AND AGREEMENTS</b>	Contracts, leases and agreements that may include general obligation, land lease, utilities, consultants, services, software, IT systems and construction <i>except buildings</i> . Documents may include specifications, requests for proposals or information (RFP/RFI), affidavits of publication for calls for bids, accepted and rejected bids, contracts, letters of agreements, purchase orders, inspection reports, performance bonds and correspondence.	<b>ACCEPTED:</b> 5 years after completion, fulfillment, or voiding of contract; subject to review by the State Archives for possible accession <b>REJECTED:</b> 5 years	<ul style="list-style-type: none"> <li>•BUILDINGS: See BUILDING CONSTRUCTION CONTRACTS AND RECORDS, Item 024-012</li> <li>•NOTE: Agreement and contracts may have language/conditions included in award that allows for alternative disposition.</li> <li>•Neb. Rev. Stat. §25-205</li> <li>•Contact State Archives to negotiate transfer</li> </ul>
024-032-000-000-000-000-000	<b>CONTRACTUAL INTEREST STATEMENT LEDGER</b>	Ledger of contractual interest statements made by certain officers disclosing an interest in a contract with the officer's governing body. Includes names of the contracting parties, nature of the interest of the officer in question, date that the contract was approved by the governing body, amount of the contract and the basic terms of the contract.	<b>5 years after interested officer's last day in office</b>	NE Political Accountability and Disclosure Act, Section 49-14, 103.02, R.R.S. 1943
024-033-000-000-000-000-000	<b>DAILY BALANCE RECORDS</b>	Records of daily receipts and disbursements including balances of cash on hand, disbursements for various funds, bank deposits, and daily account balances.	<b>5 years or maximum of 10 years if no audit has been performed</b>	
024-034-000-000-000-000-000	<b>DIRECTIVES</b>	Document used to issue orders or policy for local government.	<b>State Archives after no longer pertinent to the operations of the agency</b>	Contact State Archives to negotiate transfer
024-035-000-000-000-000-000	<b>EMPLOYEE DIRECT DEPOSIT AGREEMENT</b>	Form signed by an employee to authorize or cancel direct deposit of the employees net pay into his/her checking or savings account.	<b>After superseded or 4 years after termination of employment (whichever is sooner)</b>	
024-036-000-000-000-000-000	<b>EMPLOYEE PAYROLL DEDUCTION INFORMATION</b>	Records may include, but are not limited to, deduction forms, vendor reports of employees contributions to charity campaigns and benefit plans.	<b>DEFERRED COMPENSATION:</b> Transfer form to EMPLOYMENT HISTORY FILE, item 024-041, upon separation/termination of employment <b>ALL OTHERS:</b> 5 years after superseded or obsolete	
024-037-000-000-000-000-000	<b>EMPLOYEES INSURANCE FILE</b>		<b>3 years after termination of employment</b>	
024-038-000-000-000-000-000	<b>EMPLOYEES WITHHOLDING EXEMPTION CERTIFICATE (W-4 FORM)</b>	Copy of W-4 forms retained by the agency.	<b>4 years after superseded or termination (whichever is sooner)</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
024-039-000-000-000-000-000	EMPLOYERS QUARTERLY REPORT	Statistical report of employee's wages during a calendar quarter which is sent to the Nebraska Department of Labor Unemployment Insurance Division. Report includes contribution report and wage schedule.	CONTRIBUTORY AGENCY REPORTS: 5 years REIMBURSABLE AGENCY REPORTS: 1 year	
024-040-000-000-000-000-000	EMPLOYERS QUARTERLY TAX STATEMENT		5 years or maximum of 10 years if no audit has been performed	
024-041-000-000-000-000-000	EMPLOYMENT HISTORY FILE	May include application for employment, employment contract, performance reports, notices of promotion or demotion, commendations or reprimands, termination of employment, etc. <i>The defined benefit retirement plans include the Judges, School Employees and Douglas County Retirement Plans, while the defined Contribution Retirement Plans include the County Employees Retirement Plan administered by the Nebraska Public Employees Retirement System, Lancaster County and City of Lincoln Retirement Plan.</i>	EMPLOYEES IN A DEFINED BENEFIT PLAN: 50 years after termination EMPLOYEES IN A DEFINED CONTRIBUTION RETIREMENT PLAN: 10 years after termination FOR OTHER PLANS: Contact plan administrator for determination EMPLOYEES NOT IN A RETIREMENT PLAN: 10 years after termination	•NOTE: Retention for Employment History Files depends on the type of retirement plan the employee is in, if any, because verification and retention requirements are different
024-042-000-000-000-000-000	ENCUMBRANCE RECORDS	All records related to encumbrance of funds for future expenditures.	5 years or maximum of 10 years if no audit has been performed	
024-043-000-000-000-000-000	EQUIPMENT HISTORY FILE		5 years	
024-044-000-000-000-000-000	EQUIPMENT OPERATING COST RECORDS		5 years	
024-045-000-000-000-000-000	EXECUTIVE ORDERS, OR MAYOR'S PROCLAMATIONS		ORIGINAL RECORD: Permanent; OR microfilm and transfer originals to the State Archives; OR transfer originals to the State Archives SECURITY MICROFILM: State Archives MICROFILM WORK COPY: Permanent	•Microfilm for security annually •Record may <u>NOT</u> be destroyed after microfilming •Contact State Archives to negotiate transfer
024-046-000-000-000-000-000	EXTENSION OF EMPLOYMENT RECORDS	Authorizations for one year extension of employment beyond the normal age of retirement.	File with EMPLOYMENT HISTORY FILE, Item 024-041	
024-047-000-000-000-000-000	FAX (FACSIMILE) TRANSMISSIONS	Facsimile transmissions sent or received.	Retain and dispose of with appropriate record series to which they pertain	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
024-048-000-000-000-000-000	FIRST REPORT OF ALLEGED ACCIDENT OR OCCUPATIONAL DISEASE OR FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS		MEDICAL EXAMINATIONS AND REPORTS OF EMPLOYEE EXPOSURES TO TOXIC SUBSTANCES OR BLOOD BORNE PATHOGENS: 30 years after separation/termination of employment OCCUPATIONAL AND ILLNESS RECORDS: 5 years after case is closed COMPLAINT OR CHARGE FILED AFTER RECORDS RETENTION PERIOD: 5 years after all actions are complete	
024-049-000-000-000-000-000	GARNISHMENTS	Court orders calling for the employer to testify on the salary of employees for the purpose of withholding a percentage of their salaries for the payment of personal debts.	2 years after settlement of debts or termination of employment (whichever is sooner)	
024-050-000-000-000-000-000	GRANTS	Records that document the application, evaluation, award, administration, monitoring and status of grants which may come from federal or state governments or foundations and other private funding sources. May include but not limited to: applications, proposals, activities, budgets, award notification, grant evaluations, reports, project plans, expenditure reports, related correspondence and documentation.	AWARDED: 5 years after final expenditure report date of submission or as required by grant or program (whichever is later) SUPERFUND: 10 years after final expenditure report date of submission or as required by grant or program (whichever is later) NON-AWARDED: When no longer of reference value	<ul style="list-style-type: none"> <li>•24 CFR §84.85(c) (2)</li> <li>•40 CFR §30.53(b)</li> <li>•40 CFR §31.42</li> <li>•40 CFR §35-6705</li> </ul>
024-051-000-000-000-000-000	GRIEVANCE RECORDS	Reports submitted by employees of an alleged grievance.	3 years after actions and appeals are complete OR when no longer of reference value (whichever is later)	
024-052-000-000-000-000-000	INS FORM I-9 AND EMPLOYMENT ELIGIBILITY VERIFICATION FORM	Forms signed by employees and employers attesting to employment eligibility and verification.	5 years after date of hire or 1 year after separation/termination (whichever is later)	<ul style="list-style-type: none"> <li>•Immigration Reform &amp; Control Act 8 U.S.C. §1101</li> <li>•Information kept separate from Employment History File</li> </ul>
024-053-000-000-000-000-000	INSURANCE POLICIES	Liability, theft, fire, accident, and other policies for agency property and personnel.	5 years after lapse of the policy when all claims have been settled (whichever is later)	
024-054-000-000-000-000-000	INVENTORY RECORDS	Records of various inventories taken; including equipment inventory, supply inventory and copies of the personal property inventory statement.	5 years	Neb. Rev. Stat. §23-347 R.R.S. 1943
024-055-000-000-000-000-000	LEGAL OPINIONS AND ADVICE		5 years or when no longer pertinent to the operation of the agency (whichever is later)	

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024-056-000-000-000-000-000	LOGBOOKS AND OTHER LOGS	Logbooks are maintained in a variety of formats and can also be used to document registration of visitors, non-agency personnel, etc. Information may include but is not limited to sender/name, subject matter/reason, date(s), time(s), etc.	<b>SECURITY AND LAW ENFORCEMENT:</b> 5 years <b>ALL OTHERS:</b> 2 years	
024-057-000-000-000-000-000	MEETING MINUTES AND MATERIALS	Official minutes, agenda and other information that may include, but are not limited to: presentation and supplemental meeting materials.	<b>OPEN MEETING ACT DEFINED GROUPS:</b> Retain permanently, subject to review by the State Archives for possible accession <b>ALL OTHER COPIES:</b> When no longer of reference value <b>SECURITY MICROFILM:</b> State Archives <b>MICROFILM WORK COPY:</b> Permanent <b>VIDEO/AUDIO RECORDINGS:</b> 1 year after minutes approved <b>OTHER INFORMATION:</b> When no longer of reference value, subject to review by the State Archives for possible accession <b>ALL OTHER MINUTES:</b> When no longer of reference value, subject to review by the State Archives for possible accession	<ul style="list-style-type: none"> <li>•Neb. Rev. Stat. §84-1409</li> <li>•Neb. Rev. Stat. §84-1413</li> <li>•Microfilm for security annually</li> <li>•Records may NOT be destroyed after microfilming</li> <li>•Contact State Archives to negotiate transfer</li> </ul>
024-058-000-000-000-000-000	MICROFILM PROJECT REGISTRATION (FORM RMA 03004A)	Form used to register microfilm projects with Records Management.	<b>Superseded or 1 year after project is discontinued (whichever is sooner)</b>	
024-059-000-000-000-000-000	MONTHLY FINANCIAL STATEMENTS		<b>5 years or maximum of 10 years if no audit has been performed</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
024-060-000-000-000-000-000	NONRECORD MATERIAL	<p>The following materials are declared to be nonrecord material, regardless of media on which they reside:</p> <ul style="list-style-type: none"> <li>a. Books, periodicals, newspapers, and catalogues acquired and saved as a general reference resource;</li> <li>b. Extra copies of documents saved only for convenience or reference for which no action is recorded or taken (i.e. reading files);</li> <li>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;</li> <li>d. Stocks of publications, reproduced documents, or other printed materials preserved for supply purposes;</li> <li>e. Blank forms;</li> <li>f. Junk mail, spam, tickler files "to-do" and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected;</li> <li>g. Materials received documenting employee fringe activities (carpool locators, employee recreation and welfare activities, blood donors, charitable funds, community notices, holiday and social meetings, etc.).</li> </ul>	NONRECORD MATERIAL may be destroyed at any time by the agency	<ul style="list-style-type: none"> <li>•Neb. Rev. Stat. §84-1215</li> <li>•No RECORDS DISPOSITION REPORT (RMA 03006B) is required</li> </ul>
024-061-000-000-000-000-000	PAYROLL OR PAYMENT RECORDS	<p>May include, but is not limited to payroll deduction register, payroll register, pre-payroll register, and payroll year-to-date register. Master Payroll List contains: pay periods, names of employee, social security number, gross salary, withholding and other deductions, pension payments and net salary.</p>	<p><b>MASTER PAYROLL LIST, ORIGINAL RECORD:</b> 75 years OR microfilm and destroy originals pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, Item 024-005</p> <p><b>SECURITY MICROFILM:</b> Transfer to secure location; 75 years</p> <p><b>MICROFILM WORK COPY:</b> 75 years</p> <p><b>OTHER PAYROLL RECORDS:</b> 5 years or maximum of 10 years if no audit has been performed</p>	
024-062-000-000-000-000-000	PER DIEM COST, MONTHLY		<b>5 years or maximum of 10 years if no audit has been performed</b>	
024-063-000-000-000-000-000	POSTAGE METER RECORDS	Includes registered mail receipts.	<b>5 years or maximum of 10 years if no audit has been performed</b>	
024-064-000-000-000-000-000	PRESS RELEASES	Prepared material for dissemination to the news media.	<b>1 year, subject to review by the State Archives for possible accession</b>	Contact State Archives to negotiate transfer

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
024-065-000-000-000-000-000	<b>PUBLIC NOTICES</b>	Records documenting compliance with laws requiring public notice of governmental activities. May include, but not limited to: public or legal notices, proof (affidavits) of publication, notice of public hearings, meetings, solicitation of bids, auctions, delinquent taxes etc.	<b>5 years</b>	
024-066-000-000-000-000-000	<b>PUBLICATION AND PUBLICATION FILES</b>	Records for publication may include background material, copy (drafts), original art work, photo negatives, prints, flats, and final publications in any format including, but not limited to, video, audio, electronic, and Internet based publications. Copies of state publications in any format. State publications are maintained, indexed and made available for lending through the Publications Clearinghouse.	<b>ORIGINAL ART WORK:</b> When no longer of reference value; subject to review by the State Archives for possible accession <b>FINAL PUBLICATIONS:</b> Deposit 4 copies with the NE Publication Clearinghouse <b>ELECTRONIC PUBLICATIONS: Notify State Documents Librarian before removal from agency internet sites</b> <b>ALL OTHER DOCUMENTS:</b> When no longer of reference value	•Neb. Rev. Stat. §51-411 to 51-418 •Contact State Archives to negotiate transfer
024-067-000-000-000-000-000	<b>REPORTS AND STUDIES</b>	Monthly, special and other STUDIES AND REPORTS of agencies, officials, committees, or consultants which are not listed separately.	<b>FINAL REPORT:</b> When no longer of administrative value; subject to review by the State Archives for possible accession <b>OTHER COPIES:</b> When no longer of reference value	•RAW DATA: See WORKING PAPERS, Item 024-089 •Contact State Archives to negotiate transfer
024-068-000-000-000-000-000	<b>REPORTS-ANNUAL</b>	Annual report of any local agency or official.	<b>5 years, subject to review by the State Archives for possible accession</b>	Contact State Archives to negotiate transfer
024-069-000-000-000-000-000	<b>REPORTS-AUDIT</b>	Annual and special audits of all agencies	<b>3 years</b>	
024-070-000-000-000-000-000	<b>REPORTS-INVESTMENT</b>	Reports of investments of funds.	<b>10 years</b>	
024-071-000-000-000-000-000	<b>REPORTS-RECORDS DISPOSITION (FORM RMA 03006D)</b>	Agency copy of "Records Disposition Report" used for the disposition of records based upon an approved records retention schedule.	<b>10 years</b>	Neb. Rev. Stat. §84-1212.02
024-072-000-000-000-000-000	<b>REPORTS-WORKER'S COMPENSATION</b>		<b>4 years after date of report</b>	
024-073-000-000-000-000-000	<b>REVENUE SHARING RECORDS</b>	May include: public notices, waivers, records of band accounts, expenditure records and reports, studies and reports, construction or other project reports and reviews, payroll forms, Affirmative Action or Equal Opportunity correspondence, requests for determination and determinations of compliance, trust fund records, vouchers, ledgers, financial statements, audit reports and checklists.	<b>5 years or maximum of 10 years if no audit has been performed</b>	
024-074-000-000-000-000-000	<b>SAVINGS ACCOUNT BOOKS</b>		<b>5 years or maximum of 10 years if no audit has been performed</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
024-075-000-000-000-000-000	SAVINGS BOND DEDUCTION LIST		5 years or maximum of 10 years if no audit has been performed	
024-076-000-000-000-000-000	SOCIAL NETWORKING SITES			See WEB SITES, Item 024-087
024-077-000-000-000-000-000	SOCIAL SECURITY RECORDS	Including employer's copies of W-2 forms.	4 years after due date of taxes for the period involved, or 4 years after such taxes are paid (whichever is later)	
024-078-000-000-000-000-000	STATE/COUNTY TREASURERS DEPOSITS/RECEIPTS	Records received or created by Agencies for funds deposited with the State or County Treasurer's office.	5 years or maximum of 10 years if no audit has been performed	
024-079-000-000-000-000-000	STATEMENT OF ACCOUNTS		5 years or maximum of 10 years if no audit has been performed	
024-080-000-000-000-000-000	SURVEY OF GOVERNMENT EMPLOYMENT	Voluntary survey form sent to government agencies by the Federal Census Bureau which is used to conduct a yearly census of governments. Agencies retain a copy of the completed form which contains information regarding employment and pay, labor-management relations and costs for selected employee benefits.	1 year after form is submitted	
024-081-000-000-000-000-000	TELEPHONE CALL FORM	Form indicates to whom and when telephone calls are made.	5 years	
024-082-000-000-000-000-000	TIME CARDS AND TIME SHEETS		5 years or maximum of 10 years if no audit has been performed	
024-083-000-000-000-000-000	TIME OFF REQUESTS	Any form used to request time off for vacation, illness, civil leave, or any other reason.	5 years or maximum of 10 years if no audit has been performed	
024-084-000-000-000-000-000	VALIDATING TAPES	Paper tapes from validating machine which numbers, stamps, and validates receipts.	5 years or maximum of 10 years if no audit has been performed	
024-085-000-000-000-000-000	VENDOR DIRECTORY	Information on vendors used for purchases, services, etc. Record may include Federal Taxpayer Identification Number (FTIN), vendor name and address.	Superseded	
024-086-000-000-000-000-000	VOUCHERS/ VOUCHER REGISTER		5 years or maximum of 10 years if no audit has been performed	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
024-087-000-000-000-000-000	WEB SITES	Internet web sites established and maintained by local agencies including posts to social networking web sites such as blogs, wikis, Facebook, Twitter, etc.		<ul style="list-style-type: none"> <li>•Follow stated retention and disposition requirements already in place in Schedule 24 or agency specific schedules</li> <li>•Contact the Nebraska Records Management Division if web site records are not found in agency specific schedule or Schedule 24.</li> </ul>
024-088-000-000-000-000-000	WORK ORDERS		5 years or maximum of 10 years if no audit has been performed	
024-089-000-000-000-000-000	WORKING PAPERS	Raw data, research materials and drafts used when creating reports, studies, etc.	<b>COMPLETED:</b> completion of final report, study, etc. <b>NOT COMPLETED:</b> When no longer of reference value	

# RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	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.)**

<b>Container</b>	<b>Cubic Feet</b>	<b>Weight (lbs)</b>	<b>Sheets of Paper (8.5" x 11")</b>	<b>Electronic Data Equivalent</b>
			<b>1</b>	<b>20 Kb</b>
			<b>52</b>	<b>1 Mb (1024 Kb)</b>
			<b>53,687</b>	<b>1 Gb (1024 Mb)</b>
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
<b>Records center carton</b>	<b>1 Cu. Foot</b>	<b>16.66 lbs</b>	<b>1,667</b>	<b>32 Mb</b>
<b>Vertical File Cabinet, 4 drawer letter-size</b>	<b>6 Cu. Feet</b>	<b>100 lbs</b>	<b>10,000</b>	<b>190 Mb</b>
<b>Vertical File Cabinet, 4 drawer legal-size</b>	<b>8 Cu. Feet</b>	<b>133.3 lbs</b>	<b>13,333</b>	<b>254 Mb</b>
<b>About a pickup load</b>	<b>50 Cu. Feet</b>	<b>7,500 lbs</b>	<b>748,638</b>	<b>14 Gb</b>