

Schedule 8

DISTRICT COURT

August 4, 2010

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

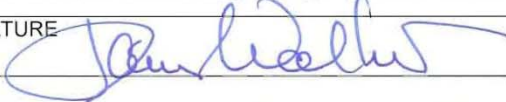
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

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

SCHEDULE	8
AGENCY, BOARD OR COMMISSION	DISTRICT COURT
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of April 17, 2008	

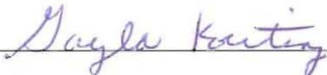
PART I – AGENCY STATEMENT:

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 July 21, 2010

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 7/21/2010
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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 7/30/10
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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 8/4/10
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RMA 01005D

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. 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 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 and negotiate the transfer. Additionally, **once the records are accessioned to 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 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**

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SCHEDULE 8 – DISTRICT COURT

8-1 CHILD SUPPORT ENFORCEMENT (CSE) REPORTS

8-1-1 ARREARAGE RECONCILIATION REPORT (OBSOLETE 2001)

Report used to record/report arrearage used by CSE in tax offset and reporting programs.

Immediately dispose of obsolete records.

8-1-2 ARREARAGE REPORT (OBSOLETE 2001)

Report used to record/report arrearage for tax offset and reporting programs after September, 1989.

Immediately dispose of obsolete records.

8-1-3 CLERK OF DISTRICT COURT DAILY LOG ACTIVITY (OBSOLETE 2001)

Report used to determine Title IV-D activity for reimbursement of salaries and expenses.

Immediately dispose of obsolete records.

8-1-4 CLERK OF DISTRICT COURT TIME STUDY (OBSOLETE 2001)

Report used to determine Title IV-D time for reimbursement of salaries and expenses.

Immediately dispose of obsolete records.

8-1-5 MONTHLY REPORT OF SUPPORT COLLECTIONS (OBSOLETE 2001)

Reporting document for collections on ADC and non-ADC cases.

Immediately dispose of obsolete records.

8-1-6 NDSS CHILD SUPPORT INTERCEPT SYSTEM DATA ENTRY DOCUMENT (OBSOLETE 2001)

Report used to add new cases for the offset and reporting programs to the CSE-978.

Immediately dispose of obsolete records.

8-1-7 PAYMENT TRANSMITTAL FOR ADC RECIPIENTS (OBSOLETE 2001)

Report used to report collections for ADC cases.

Immediately dispose of obsolete records.

8-1-8 QUARTERLY BILLING DOCUMENT

Document used for reimbursement of CSE related expenses.

Dispose of 3 years after the end of the federal fiscal year to which the records pertain, provided audit has been completed.¹

8-1-9 REIMBURSEMENT CLAIM FOR CSE APPROVED MEETING OR SEMINAR

Document used for reimbursement of expenses for attending a CSE meeting.

Dispose of 3 years after the end of the federal fiscal year to which the records pertain, provided audit has been completed.¹

8-2 CIVIL CASES

8-2-1 CIVIL ACTION CASE FILES

Contents include original papers: motions, replies, petitions, answers, briefs, pleas, nature of case, depositions, affidavits, subpoenas, summons, proof of service and notice of appeal, jury lists, witness list, fee bills, executions, continuances, charge of the court, and decrees. For documents electronically filed, the records may be stored as an electronic image accessed through JUSTICE Add Actions Screen (ADDACTS).

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to secure location; retain permanently.

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC RECORD: Retain permanently.³

8-2-2 ENCUMBRANCE RECORD (OBSOLETE 2004)

Contains Sheriff's statements of levy of each attachment or execution on real estate. Includes an index stating defendants and plaintiff's names, orders of attachments, orders of sale, and orders of execution.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to secure location; retain permanently.

MICROFILM WORK COPY: Retain permanently.

8-2-3 EQUITY DOCKET (OBSOLETE 2004)

Includes cases concerning subjects of divorce, quit title, mortgage foreclosure, injunctions, partition of real estate, license to sell real estate, change of name, and declaratory judgments (where restraining order is issued).

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to secure location; retain permanently.

MICROFILM WORK COPY: Retain permanently.

8-2-4 JUDGMENT INDEX (JDGINDX)

Determinations in civil actions, instituted for the redress of injury, contains names of judgment debtor and judgment creditor in alphabetical order, date of judgment, amount, costs, and book and page or roll and frame where same may be found. Judgment Index (JDGINDX) and related function keys provide the judgment record.

ORIGINAL RECORD: Scan to the JUSTICE Case Management system; retain original permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC RECORD: Retain permanently.³

8-2-5 LAW DOCKET (OBSOLETE 2004)

Includes cases such as prayer for money judgment, mandamus, declaratory judgments, (where no restraining order has been issued), petition in error, and injury and damage cases. Contains an alphabetical listing of defendants with reference to the name of the plaintiff and location of the case in **DOCKETS**. Individual cases are numerical by docket and sheet number. Contains a brief record under major headings "Petitions, Answers, Replies," Attorney's name, Title of case, Motions, Demurrers, etc., Nature of case and Judge's Minutes.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to secure location; retain permanently.

MICROFILM WORK COPY: Retain permanently.

8-2-6 REGISTER OF ACTIONS (UPDROA)/RECORD BASIC JUDGMENT INFORMATION (RCDBJDG)/RECORD COMPLEX JUDGMENT INFORMATION (RCDCJDG)/RECEIPT/DISBURSEMENT HISTORY (RDHIST)

Transcripts of lien, amount of judgment, time filing judgment, judgment information, writs and execution information, confirmation of sale in regard to writs or executions, financial activity associated with post judgment enforcement.

ORIGINAL RECORD: Scan to the JUSTICE Case Management system; retain original permanently OR microfilm and destroy originals.

SECURITY MICROFILM: Transfer to secure location; retain permanently.

MICROFILM WORK COPY: Retain permanently.

8-3 CONCILIATION COURT RECORDS

8-3-1 CONCILIATION CASE FILES (OBSOLETE 2004)

Cases are filed numerically by conciliation case number and a typical case file may contain: Petition for Conciliation, Order for Conciliation Hearing, minute sheet, inquiry sheet completed by the parties of their differences and problem areas, and correspondence consisting of form letters for hearing dates, etc. These files contain confidential material. See Neb. Rev. Stat §84-712.05, 1943.

Dispose of 3 years after last activity.

8-3-2 CONCILIATION DOCKET BOOK (OBSOLETE 2004)

Book lists the number of the case, parties' names, and attorneys for the parties, dates of filing, types of filings, and the opening and closing dates of conciliation hearings. Docket number and page number correspond to the case number.

IF INFORMATION IS RECORDED IN THE APPEARANCE DOCKET AND/OR EQUITY DOCKET: See Item 8-7-15 (Register of Actions) and Item 8-2-3 (Equity Docket) for disposition.

CONCILIATION DOCKET: Dispose of 3 years after last activity.

8-3-3 INDEX/CONCILIATION CASES (OBSOLETE 2004)

Parties are listed or filed alphabetically listing the name and case number along with the docket number and page number.

Dispose of 3 years after last activity.

8-4 CRIMINAL CASES

8-4-1 CRIMINAL CASE FILES

Original papers in each criminal case. For documents electronically filed, the records may be stored as an electronic image accessed through JUSTICE Add Actions Screen (ADDACTS).

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals pursuant to Item 8-19.

PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives.

SECURITY MICROFILM:

PRIOR TO 1920: Transfer to the State Archives.

AFTER 1920: Transfer to secure location; retain permanently.

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC RECORD: Retain permanently.³

8-4-2 CRIMINAL DOCKET

All cases involving criminal offenses; includes title, attorneys, nature of case, petitions, motions, dates and judge presiding, (may contain Judge's Minutes). Individual cases are numerical by docket and sheet number.

ORIGINAL RECORD: Microfilm for security; retain permanently.

PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives.

SECURITY MICROFILM:

PRIOR TO 1920: Transfer to the State Archives.

AFTER 1920: Transfer to secure location; retain permanently.

MICROFILM WORK COPY: Retain permanently.

8-6 FISCAL RECORDS

8-6-1 AUDIT REPORTS

State Auditor's reports of various county offices.

ORIGINAL RECORD: Dispose of after 5 years.

ALL OTHER COPIES: Dispose of extra copies at the discretion of the court clerk.

8-6-2 CONSTRUCTION LIENS/MECHANIC'S LIENS (OBSOLETE 2004)

Copies of liens placed on real estate by individuals who have a claim on the real estate. The lien is also filed with the register of deeds. Lien includes real estate description, name of owner, name and address of claimant, description of the services performed, amount unpaid, and the time last materials or services were furnished. Liens are enforceable 2 years after being recorded.

Immediately dispose of obsolete records.

**8-6-3 COSTS WORKSHEET (COST WORKSHEET)
RECEIPTS/DISBURSEMENT HISTORY (RDHIST)**

Itemized list of fees received for each item, showing date, case number, type of case, name of party from whom received, time, and amount received. Costs Worksheet (COST WORK) will display all fees and replace the cash and fee book. RDHIST will also show all receipts for fees and judgments.

FEE BOOKS USED AS INDEX TO MICROFILM:

ORIGINAL RECORD: Microfilm for security; retain permanently.²

SECURITY MICROFILM: Transfer to secure location; retain permanently.

MICROFILM WORK COPY: Retain permanently.

OTHER FEE BOOKS: Dispose of after 5 years, provided audit has been completed.¹

ELECTRONIC RECORD: Dispose of after 3 years, provided audit has been completed.^{1, 3}

8-6-4 JOINT CUSTODY RECEIPTS (OBSOLETE 2004)

Receipts for investment of public funds (in savings institutions, public bonds, etc.) redeemable upon signature of holder, notation of receipts returned to the institution with who said public funds are invested.

Immediately dispose of obsolete records.

**8-6-5 RECEIPT/DISBURSEMENT HISTORY (RDHIST)/PAYMENT
HISTORY (PAYHIST) (OBSOLETE 2004)**

List entries by case number. Entries indicate the date, amount received, name of individual making payment, the amount paid out, and the name of the individuals receiving payment. These payments are for the judgment made in a case

Dispose of 10 years after settlement, provided audit has been completed.¹

8-6-6 RECEIPT LEDGER (OBSOLETE 2004)

Lists receipts for money received from particular cases, including fees and legal fees, alimony and child support fees turned over to the County Treasurer.

Immediately dispose of obsolete records.

8-6-7 REPORT OF JUDGES RETIREMENT FUND FEES

Copies of reports sent to the Director of the Judges Retirement System accompanied by a check payable to the State Treasurer for judge's retirement. Report includes the number of cases or proceedings and amount collected for judge's retirement.

Dispose of after 3 years.

8-6-8 UNCLAIMED FEES AND FUNDS: YEARLY FINANCIAL REPORT

Dispose of after 5 years, provided audit has been completed.¹

8-7 GENERAL COURT RECORDS

8-7-1 BOND RECORD (OBSOLETE 2004)

Includes cost bonds, bondsmen (must be covered by property), cash bonds, property bonds, appeal bonds, real estate bonds, and long restraining orders.

Dispose of 5 years after release, replacement, or expiration of bond or restraining order.

8-7-2 CASES FILED REPORT (RPTFILED)/CIVIL DISPOSITIONS REPORT (RPTCIDSP)/CRIMINAL/TRAFFIC/JUVENILE DISPOSITIONS (RPTCRDSP)

Copy of statistical report which is sent to the Supreme Court. Report includes number of civil cases filed, number of criminal cases filed, number of juvenile cases filed, number of cases pending, number of juries impaneled, number of civil and criminal cases decided, and names of district judges of other districts who have presided and the number of days each presided.

Dispose of after 3 years.

8-7-3 CHILD SUPPORT DELINQUENCY RECORD

Record of individuals by case number. Lists the defendant, plaintiff, provisions of the decree, amount to be paid, frequency, date of decree, amount of payment due 30 days prior, amount received, delinquent amount, and the last date of payment.

Dispose of 30 years after the date of the decree.

8-7-4 COMPLETE RECORD

A COMPLETE RECORD includes the petition, process, return, pleadings subsequent thereto; reports, verdicts, orders, judgments, all journal entries, and all such filings as are required to be entered in full in the REGISTER OF ACTIONS. This record is to be created per Neb. Rev. Stat. §25-2209 and 25-1319--25-1323; 1943. This record may be compiled and filed directly on microfilm.

ORIGINAL RECORD: Scan to the JUSTICE Case Management system and retain originals permanently OR microfilm and destroy originals.

BOUND VOLUMES PRIOR TO 1960: Transfer to the State Archives.

SECURITY MICROFILM: Transfer to State Archives.

MICROFILM WORK COPY: Retain permanently.

8-7-5 CUSTODY FILES - DOMESTIC COURTS

In accordance with Neb. Rev. Stat. §43-1201--43-1225; 1943, clerk of district courts shall maintain:

1. Pleadings
2. Orders and Decrees
3. Hearing Records
4. Any Social Studies done
5. Other correspondence concerning case.

Dispose of 20 years after final decree or finding.

8-7-6 CUSTODY FILES - OUT-OF-STATE COURT DECREES

In accordance with Neb. Rev. Stat. § 43-1201--43-1225; 1943, clerks of district courts shall maintain a registry of:

1. Certified copies of custody decrees of other states received for filing.
2. Correspondence or documents concerning custody proceedings in another state which may affect the jurisdiction of a court of Nebraska or disposition made by it in a custody proceeding or concerning a finding of inconvenient forum.

Dispose of 20 years after final decree or finding.

8-7-7 DEPOSITIONS

Written declarations made under oath, notice having been given to the adverse party, thus allowing the same to cross examine or submit written interrogations.

Dispose of after 10 years if no unfinished matter is pending.

8-7-8 EXCEPTIONS, BILLS OF

Contains an index showing each witness in the order called, witnesses direct, cross or further examinations. Also contains DEPOSITIONS and EXHIBITS, and page where identified, offered, ruled and found; stipulation, motions to dismiss or to instruct a verdict, together with rulings thereon, and page where found; and Certificate of Court Reporter.

CIVIL AND EQUITY CASES: Dispose of one year after the records of the court show no unfinished matter pending in the case.

CRIMINAL CASES: Dispose of one year after the records of the court show no unfinished matter pending in the case, including payment of fine, service of sentence, and release from probation or parole, whichever is later.

JUVENILE RECORDS: See Schedule 80, Juvenile Courts, Item 80-1-1.

8-7-9 EXHIBITS

Exhibits offered or received in evidence in the trial of any action, or materials which have been substituted for such exhibits pursuant to the rules of the Nebraska Supreme Court, and which remain in the custody of the court after the trial of such action. Any release or substitution of exhibits shall be pursuant to the rules of the Nebraska Supreme Court, and the below disposition shall apply only to those materials which have not been released and to those materials which have been placed with the court as substitutes for original exhibits, and which have therefore remained in the custody of the court.

CIVIL AND EQUITY CASES: Dispose of in accordance with the rules of the Nebraska Supreme Court one year after the date when the records of the court show no unfinished matter pending in the action.

CRIMINAL CASES: Dispose of in accordance with the rules of the Nebraska Supreme Court one year after the date when the records of the court show no unfinished matter pending in the action, including payment of fine, service of sentence, and release from probation or parole, whichever is later.

JUVENILE RECORDS: See Schedule 80, Juvenile Courts, Item 80-1-2.

8-7-10 GENERAL INDEX (GENINDX)

Information contains cases by alphabetical order, location in the *APPEARANCE DOCKET*, *FEE BOOK*, *COMPLETE RECORD*, and witness docket.

ORIGINAL RECORD: Scan to the JUSTICE Case Management system; retain originals permanently OR microfilm and destroy originals.²

PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC RECORD: Retain permanently.³

8-7-11 JOURNAL

Records all proceedings of the District Court including date and number of each case, parties involved, action taken, a resume of proceedings, and the court officials involved. When an action is entered on JUSTICE, enter the identifying information for the journal (book and page) on the text line of the action.

ORIGINAL RECORD: Scan to the JUSTICE Case Management system; retain originals permanently OR microfilm and destroy originals.

BOUND VOLUMES PRIOR TO 1940: Transfer to the State Archives.

SECURITY MICROFILM:

PRIOR TO 1940: Transfer to the State Archives.

AFTER 1940: Transfer to a secure location, retain permanently.

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC RECORD: Retain permanently.³

8-7-12 JUDGES' WORK SHEETS

Includes title, attorneys, nature of case, petitions, motions, dates, and judge presiding.

Dispose of after 10 years.

8-7-13 JURY SELECTION RECORDS

Includes questionnaires, answers, lists, computer tapes, and other records pertaining to jury selection.

Dispose of after 5 years.

8-7-14 RECEIPT/DISBURSEMENT HISTORY (RDHIST) (OBSOLETE 2004)

Ledger lists entries by case number. Entries indicate the date, amount received, name of individual making payment, and individual receiving payment.

Dispose of 75 years after the decree, provided audit has been completed.¹

8-7-15 REGISTER OF ACTIONS (UPDROA)

Records all actions in chronological order, dates of issuance and return of summons, dates of filing of petitions and subsequent pleadings, includes fees and names of parties and attorneys involved. May be used as index to microfilm.

ORIGINAL RECORD: Scan to the JUSTICE Case Management system; retain originals permanently OR microfilm and destroy originals.

BOUND VOLUMES PRIOR TO 1940: Transfer to the State Archives.

SECURITY MICROFILM:

PRIOR TO 1940: Transfer to the State Archives.

AFTER 1940: Transfer to a secure location; retain permanently.

MICROFILM WORK COPY: Retain permanently.

ELECTRONIC RECORD: Retain permanently.³

8-7-16 SEARCH WARRANT RECORDS

Search records of searches that are not kept as part of the case file. May include Affidavit & Application, Search Warrant, and Return & Inventory.

Dispose of after 10 years.

8-7-17 STENOGRAPHIC REPORTS

Court reporters' notes.

CRIMINAL CASES: Dispose of after 50 years.

CIVIL CASES: Dispose of after 10 years.

8-7-18 UPDATE JUDGES NOTES (UPDJNOTE)

Sets cases in order of entry with set date for trial. Creation of this docket specified by Neb. Rev. Stat. §25-2209; 1943.

Dispose of after 10 years if no unfinished matter is pending.²

8-8 GRAND JURY RECORDS

No release or destruction of notes or transcripts shall occur without prior court approval, Nebr. Rev. Stat. §29-1406-29-1412; 1943.

8-8-1 RECORD OF PROCEEDINGS

Record of each case from commencement to adjournment, including court reporter's certifications and court approvals for release of Grand Jury Files.

Retain permanently OR dispose of pursuant to Nebr. Rev. Stat. §29-1407(1) with prior court approval.

8-8-2 REPORTER'S NOTES AND TRANSCRIPTS

These records are to be sealed, filed and preserved by the court. No release is authorized without prior court approval pursuant to Nebr. Rev Stat. §29-1407(1).

NOTES: Dispose of after transcribed with prior court approval.

TRANSCRIPTS: Retain permanently OR dispose of pursuant to Nebr. Rev. Stat. §29-1406 – 29-1412 and §84-12; 1943 with prior court approval.

8-9 JUSTICE REPORTS

(Based upon your Court's batch scheduler, reports may be printed out daily, weekly or monthly.)

8-9-1 DAILY REPORTS

JUSTICE generated reports that are generally ran daily.

8-9-1-1 ACTION REPORTS

Daily JUSTICE reports that are used to correct records and may include, but are not limited to:

Compare/Update Remote Scanned Images – JUSB4836

Inbound Records Detail – JUSB4546

Overdue Actions – JUSB0220

PAPER RECORD: Dispose of after all actions have been resolved.³

ELECTRONIC RECORD: Dispose of after 7 days.³

8-9-1-2 FISCAL REPORTS

Daily JUSTICE reports dealing with transactions, action & financial responsibilities of the courts. List may include, but is not limited to:

ACH Activity – JUSB4509

Correspondence – JUSB4618

Courtwide Receipt/Disbursement History – JUSB0116

Daily Account Totals – JUSB0216

Daily Balance – JUSB3455

Direct Deposit & Automatic Withdrawal – JUSB4019

Receipts by Cash Drawer

Receipts History – Processed/Errors/ Held – JUSB4614

Transaction Report Automated Inbound – Interchange – JUSB4611
PAPER RECORD: Dispose of after 3 years, provided audit has been completed.^{1,3}
ELECTRONIC RECORD: Dispose of after 7 days.³

8-9-2 DMV (DEPARTMENT OF MOTOR VEHICLES) REPORTS

JUSTICE generated reports that are DMV related that may include, but are not limited to the following reports:

Create DMV Abstract for Netview/Dm Pickup – JUSB3836
Extract DMV Records for Pickup by Netview/DM – JUSB3835
Non Compliance Report – Failure to Appear – JUSB3832
Non Compliance Report – Failure to Pay – JUSB3831

PAPER RECORD: Dispose of after 6 months.³
ELECTRONIC RECORD: Dispose of after 7 days.³

8-9-3 END OF FISCAL YEAR

JUSTICE generated reports at the end of the fiscal year that may include, but are not limited to:

Statement of Cash – JUSB4619

PAPER RECORD: Dispose of after 3 years, provided audit has been completed.^{1,3}
ELECTRONIC RECORD: Dispose of after 7 days.

8-9-4 ERROR REPORTS

JUSTICE generated reports that may include, but are not limited to:

BALDUE Interest Rate Error – JUSB4629
Billing Exceptions – JUSB3823

PAPER RECORD: Dispose of after 1 year.³
ELECTRONIC RECORD: Dispose of after 7 days.³

8-9-5 JUDGES REPORTS

JUSTICE generated reports that may include, but are not limited to:

Assignment Summary Report – JUSB4042
Overdue Activity Report – JUSB0231

PAPER RECORD: Dispose of after 1 year.³
ELECTRONIC RECORD: Dispose of after 7 days.³

8-9-6 MONTHLY REPORTS

JUSTICE generated reports that are generally ran monthly.

8-9-6-1 FISCAL REPORTS

Monthly JUSTICE reports dealing with transactions, action & financial responsibilities of the courts. List may include, but is not limited to:

Forfeited Bonds Over 90 Days – JUSB3520
Monthly Fee/Fine – JUSB3482
Overdue Case Account – JUSB3470
Overdue Case Account Restitution – JUSB3476
Overdue Case Account Summary – JUSB3472
Time Study Report for Month End – Summary – JUSB4010

PAPER RECORD: Dispose of after 3 years, provided audit has been completed.^{1,3}
ELECTRONIC RECORD: Dispose of after 7 days.³

8-9-6-2 MISCELLANEOUS REPORTS

Monthly JUSTICE reports that are used to correct records and may include, but are not limited to:

Active Warrant – JUSB3486
Age of Case Pending Detail – JUSB0225
Age of Case Pending Summary – JUSB0224
Bonds Held - JUSB4522
Cases Exceeding Progression Standards – JUSB3474
Cases Filed – JUSB0222
Cases/Motion Under Advisement – JUSB4622
Child Report Guidelines Report – JUSB4009
Civil/Criminal Cases at Issue – JUSB3477
Civil Dispositions – JUSB0223
Continuance – JUSB3480
Criminal Convictions – JUSB3475
Dismissals/No Service – JUSB4038
Dismissals/Supreme Court Rule – JUSB4037
Disposition Detail – JUSB1223
Percent Case Dispositions – JUSB0226
Protection Orders Outstanding – JUSB4718
Statistical – unexpired JUSB3478
Submitted Actions – JUSB0221
Unborn Child – JUSB4523
Weighted Caseload – JUSB3473

PAPER RECORD: Dispose of after 1 year.³

ELECTRONIC RECORD: Dispose of after 7 days.³

Protection Orders Unexpired – JUSB4719

PAPER RECORD: Dispose of after protection order expiration date.³

ELECTRONIC RECORD: Dispose of after 7 days.³

8-9-7 ON DEMAND FISCAL REPORTS

Daily and weekly JUSTICE generated fiscal reports that can be 'recreated' and printed as needed 'on demand':

Daily Deposit – JUSB3808
Daily G/L Account Balances – DLYACTOT
Court Wide Receipt/Disbursement History – JUSB0116
Fee Forecast – Summary/Detail – JUSB3416
Monthly Case Balance – JUSB0219
Month-to-Date Account Balances – JUSB0215
Monthly Report of Non-Case Receipts – JUSB0228

PAPER RECORD: Dispose of when no longer of administrative value.

ELECTRONIC RECORD: Dispose of after 7 days.³

8-9-8 WEEKLY REPORTS

Weekly JUSTICE generated reports that may include, but are not limited to:

Holding Account – JUSB4525
Overdue Case Account – JUSB3470

PAPER RECORD: Dispose of after 3 years, provided audit has been completed.^{1,3}

ELECTRONIC RECORD: Dispose of after 7 days.³

**80-5 JUVENILE RECORDS (TRANSFERRED SCHEDULE
80-JUVENILE COURTS)**

8-16 MENTAL HEALTH RECORDS

8-16-1 MENTAL HEALTH CASE FILES

Includes affidavits of mental illness, commission of physician, warrant of arrest, certificate of acceptance for treatment and warrant of admission.

Dispose of after 20 years.

8-16-2 MENTAL HEALTH DOCKET (MENTAL HEARING RECORD)

Includes Board Minutes, including name of individual committed, name of examining physician, attorney's name, name of clerk of court, witness' testimony and testimony of State Hospital.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

8-16-3 VOLUNTARY COMMITTAL RECORDS

Includes notices of dismissal of voluntary patients. Used to compile hospital charges to county for indigent patients.

Dispose of 2 years after dismissal.

8-17 MISCELLANEOUS RECORDS

8-17-1 ANNUAL REPORTS (OBSOLETE 2004)

Includes county official's annual fiscal report, originals of clerk of the district court reports, and fee reports to county treasurer.

ORIGINAL RECORD: Retain one copy permanently.

ALL OTHER COPIES: Dispose of other copies at clerk's discretion.

8-17-2 BANK RECEIVERSHIPS

This record may include information on declaration of insolvency, notice of insolvency, inventory, and certificate of preparing inventory, proof of publication, notice of file claims, receiver's reports, and bank names.

Dispose of after 20 years or when no unfinished matter is pending.

8-17-3 SHERIFF'S JAIL REPORT (OBSOLETE 2004)

Annual report filed with the court giving reasons for inmates' commitments, dates, number of prisoners, etc.

Immediately dispose of obsolete records.

8-17-4 WIRETAP RECORDS

Applications, Orders, Oaths or Affirmations, Statements of Procedures, Extensions, wire or tape recording, and judges' reports. See Neb. Rev. Stat §86-705 (8), 1943.

Dispose of one year after the date when the records of the court show no unfinished matter is pending in the action.

8-18 STATE TAX SUITS (OBSOLETE 2004)

8-18-1 CASE FILES (OBSOLETE 2004)

Includes affidavits of publication and final notice of sale.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

8-18-2 CONFIRMATION RECORD (OBSOLETE 2004)

Records confirmation of the sale of real property for settlement of tax debt.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

8-18-3 FINAL NOTICE RECORD (OBSOLETE 2004)

Records tract and final notice (demand satisfaction of debt by specific date). Failure results in Confirmation of Sale.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

8-18-4 INDEX TO STATE TAX SUITS (OBSOLETE 2004)

Records tract and location in the DOCKET.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

8-18-5 STATE TAX SUITS (OBSOLETE 2004)

Records attorneys, tracts, filings, orders, locations in court, journals, fees, and appropriate dates.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy originals.

PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

8-19 AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING

Unless specifically prohibited under a separate record series listing, all records of the court 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 430 NAC 7, Micrographics Standards.
3. A sample of the micrographics system shall have been inspected and approved by the State Records Administrator before such document disposal.

Records Management Division
440 S 8th Street
Suite 210
Lincoln, NE 68508-2294
(402) 471-2559

NOTE

1. *These records may be disposed of after the required retention period provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.*

2. *Pursuant to Neb. Rev Stat. §25-2209: "The clerk of the district court shall keep records to be called the appearance docket, the trial docket, the journal, the complete record, the execution docket, the fee book, the general index, and the judgment index. Such records may be compiled, filed, and maintained on a computer system. Effective not later than October 1, 1992, provision for dockets and records of the district courts shall be established by rule of the Supreme Court. The journal and complete record may be compiled and filed on microfilm. The recording of all instruments by the roll form of microfilm may be substituted for the method of recording instruments in books. If this method of recording instruments on microfilm is used, a security copy on silver negative microfilm in roll form must be maintained and filed off premises under safe conditions to insure the protection of the records. The internal reference copies or work copies of the instruments recorded on microfilm may be in any photographic form to provide the necessary information as may be determined by the official in charge, and shall meet the microfilm standards as prescribed by the State Records Administrator."*

3. *Electronic Records: The JUSTICE Case Management system contains the official index and records of the court. Scanned images are stored on the CIO Mid Range Systems and are backed up as part of the OCIO Disaster Recovery item, 124-8. JUSTICE and the CIO Mid Range Systems allow Courts to manually remove records as they meet the end of their lifecycle and each individual Court is responsible for this function. Courts are instructed to perform backup of computer records daily, or monthly depending upon system usage, etc. These backups may be disposed of after a subsequent backup is performed.*

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
------	-----------

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

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