

Schedule 24

LOCAL AGENCIES

GENERAL RECORDS

December 20, 2019

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

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

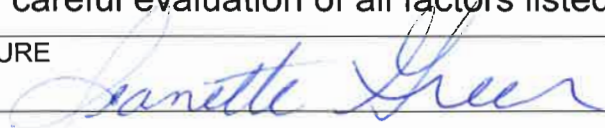
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|---------------------------------------|------------------------|
| SCHEDULE | 24 |
| AGENCY, BOARD OR COMMISSION | LOCAL AGENCIES |
| DIVISION, BUREAU OR OTHER UNIT | GENERAL RECORDS |
| Supersedes Edition of January 5, 2015 | |

**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

Records Management Division Manager

DATE

12/3/19

PART II – APPROVAL OF STATE ARCHIVES:

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



DATE

12/10/2019

PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

SIGNATURE



DATE

12/17/19

PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

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

SIGNATURE



DATE

12/20/2019

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. 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
3242 Salt Creek Circle
Lincoln, NE 68504
402-471-2559**

**SCHEDULE 24
LOCAL AGENCIES
GENERAL RECORDS
December 20, 2019**

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

Supersedes Edition of January 5, 2015

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|-----------------------------|---|--|--|
| 24-1 | 1099 FORMS | Forms sent to entities where charges for services exceed \$600. Information included vendor FTIN and payments. | 6 years | |
| 24-2 | 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. May include, but 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 | |
| 24-3 | ACCOUNTS RECEIVABLE | Any supporting record received or generated by an agency for billing state or 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 | |
| 24-15 | ADDRESS AND TELEPHONE FILES | Address books or telephone number files. | After superseded | |
| 24-31 | AGREEMENTS AND CONTRACTS | 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. | ACCEPTED: 5 years after completion, fulfillment, or voiding of contract REJECTED: 5 years | <ul style="list-style-type: none"> •BUILDINGS: See BUILDING CONSTRUCTION CONTRACTS AND RECORDS, item 24-12 •NOTE: Agreement and contracts may have language/conditions included in award that allows for alternative disposition. •Neb. Rev. Stat. §25-205 •Contact State Archives to negotiate transfer |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|--|---|--|
| 24-4 | APPLICATIONS AND OTHER SUPPLEMENTAL MATERIAL USED TO HIRE AND NOT HIRE PERSONS | May include internal job postings, application, 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. An Interstate Identification Index (III) name based background check may be done at a local law enforcement level and does not require the use of fingerprints. | HIRED: APPLICATION, RESUME, COVER AND LETTER: Transfer to EMPLOYMENT HISTORY FILE, item 24-41 SCREENING/SCORING RECORDS: 4 years after date of personnel action to which record relates NOT HIRED-ALL RECORDS: 4 years after date of personnel action to which record relates FINGERPRINT CARDS/TRIPLE III BACKGROUND CHECKS: See FBI FINGERPRINT CARDS AND BACKGROUND CHECK FOR APPLICANTS REQUIRED BY STATE AGENCIES, item 24-94 | <ul style="list-style-type: none"> • Complaints under ADEA (American Disability Employment Act) may be filed for a period up to 4 years after a personnel action is made •29 CFR 1602.14 |
| 24-5 | AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING | 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. | | <ul style="list-style-type: none"> •430 NAC Ch. 7, § 001.04 •No RECORDS DISPOSITION REPORT is required |
| 24-6 | AUTHORITY FOR DISPOSAL OF RECORDS FOLLOWING A DURABLE MEDIUM PROCESS CONVERSION | 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. | | <ul style="list-style-type: none"> •430 NAC Ch. 1, § 001.18 •No RECORDS DISPOSITION REPORT is required |
| 24-7 | BANK RECORDS | 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. | 5 years or maximum of 10 years if no audit has been performed | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|--|---|---|
| 24-8 | BIDS/EQUIPMENT AND SUPPLY PROCUREMENT RECORDS | 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. | REJECTED: 5 years ACCEPTED BIDS AND RELATED INFORMATION: 5 years after fulfillment of contract | CONSTRUCTION BIDS: See BUILDING CONSTRUCTION CONTRACTS AND RECORDS, item 24-12 |
| 24-9 | BONDS (FOR OFFICIALS) | | 10 years after release, replacement, or expiration of the bond | |
| 24-10 | BONDS AND BOND COUPONS | Revenue bonds as returned by the county clerk to a political subdivision when complete issue has been satisfied and statutory compliance has been met. | Verification of complete redemption of issue | Neb. Rev. Stat. §10-209 |
| 24-11 | BUDGET REQUEST | The actual budget request and all related material used in preparing the budget. | 3 years | |
| 24-12 | BUILDING AND LAND IMPROVEMENT PROJECT PLANS AND SPECIFICATIONS | Includes project plans and specifications of building and land operated and maintained by local government entities. Records may include, but are not limited to: plans, specifications, blueprints, drawings & renderings, major remodeling and upgrades to buildings, construction contracts and records, photographs (including digital photos), slides, filmstrips, email and other forms of correspondence. | ACCEPTED: 5 years after building/improvement demolition OR sale date (whichever is sooner), subject to review by the State Archives for possible accession REJECTED: 5 years | <ul style="list-style-type: none"> •Neb. Rev. Stat. §72-808 •Neb. Rev. Stat. §72-810 (Historic structure notification and alterations) •Neb. Rev. Stat. §72-814 & §72-815 •Contact the State Archives to negotiate transfer |
| 24-13 | BUILDING GROUNDS AND MAINTENANCE | All grounds keeping activities, including but not limited to assignments, work responsibilities, checklists, inspections, reports and other related documents. | 5 years | |
| 24-14 | BUILDING MAINTENANCE RECORDS | 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. | NON-HISTORIC: 5 years HISTORIC: 5 years; subject to review by the State Archives for possible accession | <ul style="list-style-type: none"> •Neb. Rev. Stat. §72.809 Historic structure shall mean any building significant in American History or Architecture on a local, state or national level •Contact State Archives to negotiate transfer |
| 24-16 | CALENDARS | Desk and pocket calendars, appointment books, and planners, both paper and electronic, including but not limited to Lotus, Exchange, PDAs and similar devices. | 2 years | |
| 24-17 | CASH REGISTER RECORDS | 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. | 5 years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|--|--|--|
| 24-18 | CASH/FEE BOOKS | Accounting of cash paid and fees collected. May include name of party involved in the transaction, date of payment, amount, and reason for payment. | ORIGINAL RECORD: 5 years or maximum of 10 years if no audit has been performed EXCEPTION: 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 24-5 SECURITY MICROFILM: Transfer to Secure Storage MICROFILM WORK COPY: Permanent | Record may be computer generated |
| 24-19 | CITIZENSHIP ATTESTATION FORM | 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. | Retain and dispose of with appropriate record series to which they pertain | <ul style="list-style-type: none"> •EMPLOYMENT: See INS FORM I-9 AND EMPLOYMENT ELIGIBILITY VERIFICATION FORM, item 24-52 •CONTRACTS: See CONTRACTS AND AGREEMENTS, item 24-31 •Neb. Rev. Stat. §4-111 (R.R.Supp. 2009) |
| 24-20 | CLAIMS AND REGISTERS | Claims against the agency by vendors for goods or services rendered. | 5 years or maximum of 10 years if no audit has been performed | |
| 24-21 | COMMUNICATIONS - PUBLIC RECORD REQUESTS | Requests received by agencies for access to or copies of records maintained by them under the public records statutes. May include, but not limited to: responses and/or correspondence and related documentation, copy of information released and billing documentation. | COMPLETED: 2 years after request is completed or when no longer of administrative value (whichever is later) DENIALS: 10 years | •Neb. Rev. Stat §84-712 through §84-712.09 |
| 24-90 | COMMUNICATIONS - PUBLIC RECORD REQUESTS-ROUTINE | Routine requests for information which require no administrative action, policy decision, or special compilation or research. | 6 months after request is completed | NOTE: Excludes formal requests filed under the NE Public Records Statutes |
| 24-22 | COMMUNICATIONS, EVENT-DRIVEN | Communication with open ended, event-driven retention periods which occur at some future date. | MAYORS, COUNTY ELECTED OFFICIAL: State Archives after 5 years OTHER AGENCY HEADS, OTHER ELECTED OFFICIALS, CEO'S: 5 years; subject to review by the State Archives for possible accession COUNCIL & BOARD MEMBERS, CITY & VILLAGE CLERKS, ETC: 5 years ALL OTHER LOCAL EMPLOYEES: 5 years | Contact State Archives to negotiate transfer |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|-----------------------------|---|--|--|
| 24-23 | COMMUNICATIONS, FISCAL | Communications created or received documenting purchases, financial obligations, fiscal revenues, etc. which are not included in your agency specific schedules. | 5 years or maximum of 10 years if no audit has been performed | |
| 24-24 | COMMUNICATIONS, LONG-TERM | 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. | MAYORS, COUNTY ELECTED OFFICIAL: State Archives after 8 years OTHER AGENCY HEADS, OTHER ELECTED OFFICIALS, CEO'S: 8 years; subject to review by the State Archives for possible accession COUNCIL & BOARD MEMBERS, CITY & VILLAGE CLERKS, ETC: 8 years ALL OTHER LOCAL EMPLOYEES: 8 years | Contact State Archives to negotiate transfer |
| 24-25 | COMMUNICATIONS, MEDIUM-TERM | 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. | 2 years | |
| 24-26 | COMMUNICATIONS, NONRECORD | Communications not related to government transactions or activities and are not included in another agency specific schedule. | No retention required | Also see NONRECORD MATERIAL, item 24-60 |
| 24-27 | COMMUNICATIONS, SHORT-TERM | 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. | 6 months | |
| 24-29 | COMPUTER DATA ENTRY FORMS | Form used to enter information into electronic storage media. | Immediately after information verified | |
| 24-30 | COMPUTER ERROR LISTING | Computer reports indicating errors in inputs, processing or output. | Immediately after error correction | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|---|---|---|
| 24-32 | CONTRACTUAL INTEREST STATEMENT LEDGER | 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. | 5 years after interested officer's last day in office | NE Political Accountability and Disclosure Act, Section 49-14, 103.02, R.R.S. 1943 |
| 24-96 | CREDIT CARD RECORDS | Records related to credit cards. Does not include accounts payable records. | Superseded or use is terminated | |
| 24-33 | DAILY BALANCE RECORDS | Records of daily receipts and disbursements including balances of cash on hand, disbursements for various funds, bank deposits, and daily account balances. | 5 years or maximum of 10 years if no audit has been performed | |
| 24-34 | DIRECTIVES | Document used to issue official orders or policy for local government. | Subject to Archival Review-after no longer pertinent to the operations of the agency | Contact State Archives to negotiate transfer |
| 24-97 | DRUG TEST RESULTS | Pre-employment drug testing results or employee drug testing results. | 4 years after date of personnel action to which record relates | Drug tests should be kept separate from employee files and treated as medical records |
| 24-35 | EMPLOYEE DIRECT DEPOSIT AGREEMENT | Form signed by an employee to authorize or cancel direct deposit of the employees net pay into his/her checking or savings account. | After superseded or 4 years after termination of employment (whichever is sooner) | |
| 24-37 | EMPLOYEE INSURANCE FILE | | 10 years | Keep separate from EMPLOYMENT HISTORY FILE, item 24-41 |
| 24-36 | EMPLOYEE PAYROLL DEDUCTION INFORMATION | Records may include, but are not limited to, deduction forms, vendor reports of employees contributions to charity campaigns and benefit plans. | DEFERRED COMPENSATION: Transfer form to EMPLOYMENT HISTORY FILE, item 24-41, upon separation/ termination of employment ALL OTHERS: 5 years after superseded or obsolete | |
| 24-38 | EMPLOYEES WITHHOLDING EXEMPTION CERTIFICATE (W-4 FORM) | Copy of W-4 forms retained by the agency. | 4 years after superseded or termination (whichever is sooner) | |
| 24-39 | 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 | |
| 24-40 | EMPLOYERS QUARTERLY TAX STATEMENT | | 5 years or maximum of 10 years if no audit has been performed | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|--|---|--|
| 24-41 | 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 |
| 24-28 | EMPLOYMENT INVESTIGATION RECORD (FORMERLY COMPLAINT FILE) | Complaints filed by employees or by persons concerning the decisions or actions of a specific state agency regarding employment. Examples include unfair or discriminatory employment practices lawsuits. | DISCIPLINARY RECORDS RELATED TO WORKPLACE HARASSMENT: 4 years according to current labor contracts COMPLAINTS (NO ACTION): 3 years COMPLAINTS (RESULTING IN ACTION): 3 years after action and appeals are complete and final | 29 CFR 1602.14 |
| 24-42 | 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 | |
| 24-43 | EQUIPMENT HISTORY FILE | | 5 years after equipment is surplus or destroyed | |
| 24-44 | EQUIPMENT OPERATING COST RECORDS | | 5 years | |
| 24-98 | EVACUATION PLANS | Current plans for building evacuation. | Superseded | |
| 24-45 | EXECUTIVE ORDERS OR MAYOR'S PROCLAMATIONS | | ORIGINAL RECORD: Permanent; records not microfilmed may be transferred to the State Archives when no longer of reference value SECURITY MICROFILM: Transfer to the State Archives OR off-site security storage MICROFILM WORK COPY: Permanent | •Microfilm for security annually •Record may <u>NOT</u> be destroyed after microfilming •Contact State Archives to negotiate transfer; SA will only accept one format |
| 24-46 | EXTENSION OF EMPLOYMENT RECORDS | Authorizations for one year extension of employment beyond the normal age of retirement. | File with EMPLOYMENT HISTORY FILE, item 24-41 | |
| 24-47 | 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 |
|-------------|---|--|--|--|
| 24-94 | FBI FINGERPRINT AND BACKGROUND CHECK FOR APPLICANTS REQUIRED BY STATE AGENCIES | Fingerprint cards used by agencies to request Criminal History Reports and Information through the Nebraska State Patrol (NSP) in the National Automated Fingerprint Identification System (AFIS). The reports are disseminated by the NSP to the requesting agency. | FBI FINGERPRINT CARD: PRIOR TO 9/1/2013: Cards returned to agencies; shredded by agencies when application process completed AFTER 9/1/2013: Transfer to Nebraska State Patrol; destroyed by NSP when final dissemination report issued to agency (See CRIMINAL IDENTIFICATION-FINGERPRINT BACKGROUND CHECK FILE FOR APPLICANTS REQUIRED BY OTHER AGENCIES, Item 6-12-7) CRIMINAL HISTORY REPORT: Dispose of after all appeals and there is no unfinished matter pending; shred record | <ul style="list-style-type: none"> ●Note: No third party, company or contractor should ever receive the dissemination reports ●FBI (Federal Bureau of Investigation) CHRI (Criminal History Report & Information) Manual |
| 24-48 | 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 | |
| 24-49 | 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) | |
| 24-50 | 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 | |

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|-------------|--|--|--|--|
| 24-51 | GRIEVANCE RECORDS | Grievances filed by citizens against a government agency or employee of an alleged grievance not covered in 24-28 or 24-41. | 3 years after actions and appeals are complete OR when no longer of reference value (whichever is later) | |
| 24-52 | INS FORM I-9 AND EMPLOYMENT ELIGIBILITY VERIFICATION FORM (E-VERIFY) | Original form (<i>not a copy</i>) signed by employees and employers attesting to employment eligibility and verification. | After employee termination, dispose of 3 years after date of hire OR 1 year after date employment ended (whichever is later) | <ul style="list-style-type: none"> •Immigration Reform & Control Act 8 U.S.C. §1101 •Original I-9's must be kept on file for all employees hired after November 6, 1986 •Forms should be kept separate from Employment History File |
| 24-53 | INSURANCE POLICIES | Liability, theft, fire, accident, and other policies for agency property and personnel. | 5 years after lapse of the policy OR when all claims have been settled (whichever is later) | |
| 24-54 | 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 |
| 24-55 | LEGAL OPINIONS AND ADVICE | | 5 years or when no longer pertinent to the operation of the agency (whichever is later) | |
| 24-56 | 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. | SECURITY AND LAW ENFORCEMENT: 5 years ALL OTHERS: 2 years VISITOR LOGS: Until no longer useful then destroy | |
| 24-57 | MEETING MINUTES AND MATERIALS | Official minutes, agenda and other information that may include, but are not limited to: presentation and supplemental meeting materials. | OPEN MEETING ACT DEFINED GROUPS: Retain permanently, subject to review by the State Archives for possible accession ALL OTHER COPIES: When no longer of reference value SECURITY MICROFILM: Transfer to the State Archives OR off-site security storage* MICROFILM WORK COPY: Permanent DIGITAL/VIDEO/AUDIO RECORDINGS: 1 year after minutes approved OTHER INFORMATION AND HANDOUTS: When no longer of reference value, subject to review by the State Archives for possible accession ALL OTHER MINUTES: When no longer of reference value, subject to review by the State Archives for possible accession | <ul style="list-style-type: none"> •Neb. Rev. Stat. §84-1409 •Neb. Rev. Stat. §84-1413 •Microfilm for security annually •Records may NOT be destroyed after microfilming •Contact State Archives to negotiate transfer; SA will only accept one format* |

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|-------------|---|---|---|---|
| 24-58 | MICROFILM PROJECT REGISTRATION (FORM RMA 03004A) | Form used to register microfilm projects with Records Management. | Superseded or 1 year after project is discontinued (whichever is sooner) | |
| 24-59 | MONTHLY FINANCIAL STATEMENTS | | 5 years or maximum of 10 years if no audit has been performed | |
| 24-60 | NONRECORD MATERIAL | The following materials are declared to be nonrecord material, regardless of media on which they reside: a. Books, periodicals, newspapers, and catalogues acquired and saved as a general reference resource; b. Extra copies of documents saved only for convenience or reference for which no action is recorded or taken (i.e. reading files); 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; d. Stocks of publications, reproduced documents, or other printed materials preserved for supply purposes; e. Blank forms; 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; 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.). | NONRECORD MATERIAL may be destroyed at any time by the agency | <ul style="list-style-type: none"> •Neb. Rev. Stat. §84-1215 •No RECORDS DISPOSITION REPORT is required |
| 24-91 | ORGANIZATION CHARTS | Documents the organizational structure and serves as a representation of changes within local government over time. May include, but not limited to: date, agency, divisions, branches, sections, names of unit heads and individuals responsible for activities. | Superseded, obsolete or no longer of administrative value (whichever is later); subject to review by the State Archives for possible accession | Contact State Archives to negotiate transfer |
| 24-61 | PAYROLL OR PAYMENT RECORDS | 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. | MASTER PAYROLL LIST, ORIGINAL RECORD: 75 years OR microfilm and destroy originals pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to off-site security storage; 75 years MICROFILM WORK COPY: 75 years OTHER PAYROLL RECORDS: 5 years or maximum of 10 years if no audit has been performed | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|-----------------------------------|---|--|--|
| 24-62 | PER DIEM COST, MONTHLY | | 5 years or maximum of 10 years if no audit has been performed | |
| 24-92 | POLICY AND PROCEDURE MANUALS | Policy and procedures manuals created by local government to govern the behavior of their employees and procedures related to job tasks or database systems. May include, but not limited to: internal personnel policies (dress codes, employee conduct) and department procedures on answering phones, reporting maintenance problems and employee absences. | 6 years after superseded | Also see DIRECTIVES, item 24-34 OR EXECUTIVE ORDERS OR MAYOR'S PROCLAMATIONS, item 24-45 |
| 24-63 | POSTAGE METER RECORDS | Includes registered mail receipts. | 5 years or maximum of 10 years if no audit has been performed | |
| 24-64 | PRESS RELEASES | Prepared material for dissemination to the news media. | 1 year | Contact State Archives to negotiate transfer |
| 24-65 | PUBLIC NOTICES | 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. | 5 years | |
| 24-66 | PUBLICATION AND PUBLICATION FILES | 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. | ORIGINAL ART WORK: When no longer of reference value; subject to review by the State Archives for possible accession FINAL PUBLICATIONS: Deposit 4 copies with the NE Library Commission Publication Clearinghouse ELECTRONIC PUBLICATIONS: Notify State Documents Librarian before removal from agency internet sites ALL OTHER DOCUMENTS: When no longer of reference value | •Neb. Rev. Stat. §51-411 to 51-418 •Contact State Archives to negotiate transfer |
| 24-99 | RECEIPTS | Receipts issued documenting the amount of money received. | 5 years | |
| 24-67 | REPORTS AND STUDIES | Monthly, special and other STUDIES AND REPORTS of agencies, officials, committees, or consultants which are not listed separately. | FINAL REPORT: When no longer of administrative value; subject to review by the State Archives for possible accession OTHER COPIES: When no longer of reference value | •RAW DATA: See WORKING PAPERS, item 24-89 •Contact State Archives to negotiate transfer |
| 24-68 | REPORTS-ANNUAL | Annual report of any local agency or official. | 5 years, subject to review by the State Archives for possible accession | Contact State Archives to negotiate transfer |
| 24-69 | REPORTS-AUDIT | Annual and special audits of all agencies. | 3 years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|---|--|--|
| 24-70 | REPORTS-INVESTMENT | Reports of investments of funds. | 10 years | |
| 24-71 | REPORTS-RECORDS DISPOSITION (FORM RMA 03006D) | Agency copy of "Records Disposition Report" used for the disposition of records based upon an approved records retention schedule. | 10 years | Neb. Rev. Stat. §84-1212.02 |
| 24-72 | REPORTS-WORKER'S COMPENSATION | | | See FIRST REPORT OF ALLEGED ACCIDENT OR OCCUPATIONAL DISEASE OR FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS, item 24-48 |
| 24-73 | REVENUE SHARING RECORDS | May include: public notices, waivers, records of bank 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. | 5 years or maximum of 10 years if no audit has been performed | |
| 24-74 | SAVINGS ACCOUNT BOOKS | | 5 years or maximum of 10 years if no audit has been performed | |
| 24-75 | SAVINGS BOND DEDUCTION LIST | | 5 years or maximum of 10 years if no audit has been performed | |
| 24-76 | SOCIAL NETWORKING SITES | | | See WEB SITES, item 24-87 |
| 24-77 | 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) | |
| 24-78 | 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 | |
| 24-79 | STATEMENT OF ACCOUNTS | | 5 years or maximum of 10 years if no audit has been performed | |
| 24-80 | 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 | |
| 24-93 | SURVEYS - OTHER | Method used for collection of information, data and/or opinions. | When no longer of reference value | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|-----------------------------------|---|---|--|
| 24-95 | SURVIELLENCE VIDEO | Video records captured from security or surveillance cameras | ROUTINE: 30 days OR until determined no incident has occurred RECORDINGS OF INCIDENTS: Transfer and retain concurrently with incident file | |
| 24-81 | TELEPHONE CALL FORM | Form indicates to whom and when telephone calls are made. | 5 years | |
| 24-82 | TIME CARDS AND TIME SHEETS | | 5 years or maximum of 10 years if no audit has been performed | |
| 24-83 | 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 | |
| 24-84 | 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 | |
| 24-85 | VENDOR DIRECTORY | Information on vendors used for purchases, services, etc. Record may include Federal Taxpayer Identification Number (FIN), vendor name and address. | Superseded | |
| 24-86 | VOUCHERS/ VOUCHER REGISTER | | 5 years or maximum of 10 years if no audit has been performed | |
| 24-87 | WEB SITES | Internet web sites established and maintained by local agencies including posts to social networking web sites such as blogs, wikis, Face book, Twitter, etc. | | •Follow stated retention and disposition requirements already in place in Schedule 24 or agency specific schedules |
| 24-88 | WORK ORDERS | | 5 years or maximum of 10 years if no audit has been performed | |
| 24-89 | WORKING PAPERS | Raw data, research materials and drafts used when creating reports, studies, etc. | COMPLETED: completion of final report, study, etc. NOT COMPLETED: When no longer of reference value | •No RECORDS DISPOSITION REPORT is required |