

Updated Disposition Report instructions and address 11/2022
No changes were made to records retention

Schedule 132

LANCASTER COUNTY

RECORDS AND INFORMATION MANAGEMENT DEPARTMENT

July 1, 2010

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

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

SCHEDULE	132
AGENCY, BOARD OR COMMISSION	LANCASTER COUNTY RECORDS AND INFORMATION DEPARTMENT
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of February 15, 2006	

**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 <i>Brian Pillard</i>	
TITLE <i>Records Manager</i>	DATE <i>6-24-10</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 <i>Dayna Kocot</i>	DATE <i>6/24/2010</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 <i>Deann Hoffman</i>	DATE <i>6/24/10</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 <i>Jim A. Galt</i>	DATE <i>July 1, 2010</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 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. Unless there is pending or on going, legal action, records request, or audit.
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.

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SCHEDULE 132 – LANCASTER COUNTY – RECORDS AND INFORMATION MANAGEMENT DEPARTMENT

132-1 CONFIDENTIAL INFORMATION STATEMENTS

Includes statements signed by Records Center employees and employees of service providers acknowledging their obligations regarding confidential information.

Dispose of 2 years after termination of employment or service.

132-2 MONTHLY ACTIVITY REPORTS

Includes things such as monthly activity reports from camera operators, records center, and imaging services.

Dispose of after 2 years.

132-3 PROJECT CERTIFICATES

Includes things such as operator's certificates, retake certificates and certificates of addition for each microfilm project.

Dispose of after 2 years.

132-4 PROCESSOR CONTROL LOG

Record of date and equipment setting for each control strip run through the processors (NOTE: dispose of the microfilm control strip after posting to the log).

Dispose of after 2 years.

132-5 RECORDS REQUESTS OUT CARDS (FORMERLY RECORDS REQUESTS DAILY ACTIVITY)

Printed out cards of files returned and printed out cards of requests made but not able to be filled each day.

Dispose of after 2 years.

132-6 PROJECT INSTRUCTIONS AND PROCEDURES

Includes detailed internal instructions for prepping and filming, and signed agreements between agencies and Records & Information Management detailing transportation, prepping, filming, processing, duplicating, and disposition of records for each project.

Dispose of after completion, supersession or discontinuance of project.

132-7 RECORDS ACCESS AUTHORIZATION LIST

List of persons authorized for access to the records of each agency.

Dispose of after superseded.

132-8 RECORDS CENTER DATABASE

Computerized index of records center holdings and records requests.

Retain permanently.

132-9 MICROFILM DATABASE

Database of microfilm produced by Records and Information Management. Includes specific details for each roll including, department, record type, dates, roll contents, etc.

Retain permanently.

132-10 RECORDS DELIVERED SIGNATURE SHEETS

Log sheets signed by recipients of requested files.

Dispose of after 1 year.

NOTES

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.