

Schedule 11

COUNTY REGISTER OF DEEDS

August 22, 2022

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

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

SCHEDULE

11

AGENCY, BOARD OR COMMISSION
COUNTY REGISTER OF DEEDS

DIVISION, BUREAU OR OTHER UNIT

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

Supersedes Edition of January 13, 1988

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

Kellie John

TITLE

Buffalo County Register of Deeds

DATE

July 27, 2022

*Register of Deeds Committee Chairperson on Behalf of
Nebraska Association of County Clerks, Register of Deeds & Election Commissioners
With Executive Officers Approval*

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

Ann...

DATE

8/8/22

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

Pat Reding

DATE

8/16/22

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

Adam...

DATE

8/22/2022

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.

**Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
402-471-2559**

**SCHEDULE 11
COUNTY REGISTER OF DEEDS**

August 22, 2022

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

Supersedes Edition of January 13, 1988

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
11-1-2	BANKRUPTCY PROCEEDINGS, NOTICE OF	Record and alphabetical index contains certified copies of petitions commencing bankruptcy proceedings, certified copies of decrees of adjudication, or orders approving the bonds of trustees appointed in bankruptcy proceedings, showing name of bankrupt, address, date of filing, assets, and liabilities.	ORIGINAL RECORD: 60 years after filing or microfilm and destroy SECURITY MICROFILM: Transfer to offsite security storage facility; destroy 60 years after last filing MICROFILM WORK COPY: 60 years after last date of filing INDEX: 60 years after last recorded case	•Neb. Rev. Stat. §23-1517.01 •Neb. Rev. Stat. §23-1517.02 Index files may be kept in a computerized system
11-2-2	FIELD NOTES OF IRREGULAR TRACTS	Original field notes and index for survey of irregular tracts of land indicating tract number, description of size and location of property, and location in deed books or microfilm roll and frame number.	ORIGINAL RECORD: Permanent or microfilm and destroy SECURITY MICROFILM: Transfer to offsite security storage facility; permanent OR transfer to State Archives MICROFILM WORK COPY: Permanent	•Neb. Rev. Stat. §23-1517.01 •Neb. Rev. Stat. §23-1517.02 Index files may be kept in a computerized system
11-2-4	SUBDIVISIONS, INDEX TO	Index to subdivisions showing block, lot, by whom platted, instrument number, book and page or role and frame where filed; lot number, and instrument number, book and page or roll and frame where indexed.	ORIGINAL RECORD: Permanent or microfilm and destroy SECURITY MICROFILM: Transfer to offsite security storage facility; permanent OR transfer to State Archives MICROFILM WORK COPY: Permanent	Neb. Rev. Stat. §23-1517.01 Neb. Rev. Stat. §23-1517.02 Index files may be kept in a computerized system
11-2-5	PLATS AND PLATBOOKS	Maps and plats of all developments in the county including urban subdivisions, cities and villages therein.	ORIGINAL RECORD: Permanent; microfilm complete set for security OR permanent SECURITY MICROFILM: transfer to State Archives or Transfer to offsite security facility MICROFILM WORK COPY: Permanent	•Neb. Rev. Stat. §23-1517.01 •Microfilm one complete set of all surveys for security
11-3-1	FEE BOOKS (CASHIER REPORT)	Itemized list of all fees received showing date, grantor-grantee, documentary tax if required, filing fee, type of instrument, and where instrument is.	INDEX TO FEES: Permanent ALL OTHER FEE BOOKS: 10 years	•Neb. Rev. Stat. §23-1517.02 May be kept in a computerized system
11-4-2	FEDERAL TAX LIEN	Record of tax lien index, notices, and discharges against property owner for nonpayment of federal taxes showing the name and residence of the property owner or his place of business, the class of tax, period for which tax is due and the unpaid balance of assessment due.	ORIGINAL RECORD: Microfilm and return originals to appropriate agency. Microfilm for security. SECURITY MICROFILM: Transfer to State Archives; permanent or Transfer to offsite secure facility MICROFILM WORK COPY: Permanent	•Neb. Rev. Stat. §23-1517.01 •Neb. Rev. Stat. §23-1517.02 Index files may be kept in a computerized system

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
11-4-5	STATE TAX LIENS NOTICES	Record of state tax lien notices, discharges and index of tax liens filed against property owner for nonpayment of state taxes showing the name and residence of the property owner, and the unpaid balance of assessment due.	ORIGINAL RECORD: Microfilm and return originals to appropriate agency, microfilm for security SECURITY MICROFILM: Transfer to State Archives or Transfer to offsite secure storage facility;; permanent MICROFILM WORK COPY: Permanent	•Neb. Rev. Stat. §23-1517.01 •Neb. Rev. Stat. §23-1517.02 Index files may be kept in a computerized system
11-4-8	STATE CORPORATE OCCUPATION TAX LIENS	Record of corporation occupation tax liens filed by the Secretary of State against the property of foreign and domestic corporations for violation of corporate occupation tax laws showing the name of the corporation, principal place of business, amount of assessment and penalty, date of filing and discharge.	ORIGINAL RECORD: Microfilm and return originals to appropriate agency, microfilm for security SECURITY MICROFILM: Transfer to State Archives; permanent MICROFILM WORK COPY: Permanent	•Neb. Rev. Stat. §23-1517.01 •Neb. Rev. Stat. §23-1517.02 Index files may be kept in a computerized system
11-4-10	MECHANICS AND CONSTRUCTION LIEN RECORD	Record and index of liens for labor, materials, machinery or fixtures showing the name of the person imposing lien, name of property owner, date of filing, dates of first and last days of service, value of the labor and/or goods furnished, description of the property under lien, and the release of lien.	ORIGINAL RECORD: Microfilm and return originals to filer, microfilm for security SECURITY MICROFILM: Transfer to State Archives or transfer to offsite secure storage facility ; permanent MICROFILM WORK COPY: Permanent	•Neb. Rev. Stat. §23-1517.01 •Neb. Rev. Stat. §23-1517.02 Index files may be kept in a computerized system
11-5-2	MORTGAGE RECORD	Record and index of Numerical and Grantor-Grantee, including daily recordings, of mortgages and securities showing name of mortgagor and mortgagee, terms of mortgage, dates of filings, property description, extension agreements, release of mortgage, and assignment of rents.	ORIGINAL RECORD: Microfilm and return originals to filer after film verification SECURITY MICROFILM: Transfer to State Archives OR Transfer to offsite security storage facility; permanent MICROFILM WORK COPY: Permanent	Neb. Rev. Stat. §23-1517.01 •Neb. Rev. Stat. §23-1517.02 Index files may be kept in a computerized system
11-6-1	BLANKET DOCUMENTS, GENERAL INDEX TO	Index to documents filed in the office of register of deeds that do not have reference to a specific piece of land ("without legal description") including such documents as death certificates, powers of attorney, etc. Shows type of document, name of each party, date of filing, and date of instrument.	ORIGINAL RECORD: Permanent or microfilm and destroy SECURITY MICROFILM: Transfer to State Archives Or Transfer to offsite secure storage facility MICROFILM WORK COPY: Permanent	•Neb. Rev. Stat. §23-1517.01 •Neb. Rev. Stat. §23-1517.02 Index files may be kept in a computerized system
11-6-2	CEMETERIES, NUMERICAL INDEX TO	Index to all cemeteries in the county showing name of cemetery, section, lot number, book and page or roll and frame where recorded, name of grantee, and date of filing.	ORIGINAL RECORD: Permanent or microfilm and destroy SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent	•Neb. Rev. Stat. §23-1517.01 •Neb. Rev. Stat. §23-1517.02 Index files may be kept in a computerized system

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
11-6-4	MISCELLANEOUS RECORD	Record and index of Numerical and Grantor-Grantee, including daily recordings, of all instruments not specifically provided for in the statutes showing name of each party, date of filing, date of instrument, includes such instruments as notification of purchase of property by tax sale, notice to redeem from tax sale, affidavits of publication, notice of lis pendens, agreements, assignment of contract for warranty deed, easement for right-of-way, appointment of registered agent and designation of registered office for corporations, discharge of severance agreement, report of appraisers, certificate of death, and water service contracts.	ORIGINAL RECORD: Microfilm and return originals to filer after film verification SECURITY MICROFILM: Transfer to State Archives OR Transfer to offsite secure storage facility MICROFILM WORK COPY: Permanent	•Neb. Rev. Stat. §23-1517.01 •Neb. Rev. Stat. §23-1517.02 Index files may be kept in a computerized system
11-7-1	DEED RECORD	Recorded Original of absolute conveyances of real property showing name of grantor and grantee, including daily recordings, date of instrument, location and description of property, consideration, terms of payments, register of deed's seal, Sheriff deed records, survivorship deed records and all deed types for daily recordings. Includes Grantor-Grantee Index, Numerical Index, Power of Attorney Index, and Register of Instrument filed.	ORIGINAL RECORD: Microfilm and return originals to filer after film verification SECURITY MICROFILM: Transfer to State Archives OR Transfer to offsite secure storage facility MICROFILM WORK COPY: Permanent CERTIFICATE OF EXEMPTION: 5 years or 10 if no audit has been performed	•Neb. Rev. Stat. §23-1517.01 •Neb. Rev. Stat. §23-1517.02 Index files may be kept in a computerized system
11-7-9	WILL RECORD	Record and index of last will and testament containing inventory of estate (real and personal property), decree of judgment for execution of will, appointment of conservator, final decree, certificate of transcript, last will and testament, certificate of proof of will, and inheritance tax decree, and decree of heir ship. Wills are filed with registers of deeds when real estate is conveyed.	ORIGINAL RECORD: Microfilm and return originals to filer after film verification, Microfilm for security SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent	•Neb. Rev. Stat. §76-248 •Neb. Rev. Stat §23-1517.01 •Neb. Rev. Stat. §23-1517.02 Index files may be kept in a computerized system
11-8-2	UNIFORM COMMERCIAL CODE	Record and index of secured transactions where the goods have or will become fixtures, containing: affidavit of vendor or seller certifying authenticity and accuracy of financing statement; financing statement with name of debtor or assignor and secured party/assignee and their addresses; list of the property secured (crops or goods) and location; statement of continuation; release of collateral; assignment of security/interest under an additional financing statement; termination statement.	LAPSED: 10 years after filing of financing statement; OR, 10 years after filing of last continuation statement (whichever is later) TERMINATED: Upon receipt of a termination statement, mark all previous statements "terminated" and send to the secured party INDEX: Permanent; OR microfilm and destroy INDEX SECURITY MICROFILM: Transfer to offsite security storage facility; permanent OR transfer to State Archvies INDEX MICROFILM WORK COPY: Permanent	NOTE: In the event of refiling; attach the original filing to the refile and reindex to new location so original equity is not lost