

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

# **Schedule 120**

## **PLANNING/ZONING/BUILDING AGENCIES**

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

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

SCHEDULE NUMBER	120
AGENCY, BOARD OR COMMISSION	PLANNING/ZONING/BUILDING AGENCIES
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of October 20, 1988	

**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>Richard M. Spizniak</i>	
TITLE <i>PRESIDENT - NACO PLANNING &amp; ZONING AFFILIATES</i>	DATE <i>8/23/89</i>

**PART II — ARCHIVAL APPROVAL**

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>Shirley L. Danick</i>	DATE <i>25 August 1989</i>
STATE ARCHIVIST	

**PART III — APPROVAL BY 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>Allen J. Beerman</i>	DATE <i>August 31, 1989</i>
ADMINISTRATOR	

## **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](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  
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402-471-2559**

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## **SCHEDULE 120 – RECORDS OF PLANNING/BUILDING/ZONING AGENCIES**

### **120-1      GENERAL RECORDS**

#### **120-1-1      ANNEXATION REVIEWS**

Annexations are those items which add land to the corporate limits. Review records may include requests, referrals, studies, findings, recommendations and actions.

**ORIGINAL RECORD: Retain permanently or microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **120-1-2      BOARDS OF ADJUSTMENT/APPEAL BOARDS (VARIANCES)**

Records resulting from applications to a Board of Appeals for a variance to zoning or building regulations. May include advertisements, minutes, maps or plans, findings and actions.

**ORIGINAL RECORD: Retain permanently or microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **120-1-3      BUILDING/ZONING/USE PERMITS (NO HEARING INVOLVED)**

General permits issued in which no hearing is required. May include blueprints, permit applications and permits issued, occupancy permits, demolitions and inspection reports.

**Dispose of 10 years after work is completed, 10 years after permit expires, or 1 year after denial, whichever applies, subject to review by the State Archivist before disposal for possible accession.**

#### **120-1-4      CAPITAL IMPROVEMENTS PLANS/ITEMS**

Plan and listing of projects to be completed in the future. May include plans, proposals, studies, recommendations and actions.

**ORIGINAL RECORD: Retain permanently or microfilm and destroy originals.**

**OTHER COPIES: Dispose of when no longer of reference value.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **120-1-5      CENSUS INFORMATION AND REPORTS**

Any various census information reported or received. May include maps, counts and estimates for comparison with preliminary census data.

**Dispose of after receipt of Official Census from Federal Bureau of Census.**

#### **120-1-6      CONDITIONAL/SPECIAL USE PERMITS**

Permit records resulting from applications for conditional/special use permits as defined in zoning regulations. Public hearings may be held when conditional/special use permits are applied for. May include advertisements, plans or maps, findings, recommendations and actions.

**ORIGINAL RECORD: Retain permanently or microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**120-1-7 MASTER/COMPREHENSIVE/GENERAL PLANS**

Approved plan for future growth. May include advertisements and notices, plans, maps, supporting or associated text material, findings, recommendations and actions.

**ORIGINAL RECORD: Retain permanently or microfilm and destroy originals.**

**OTHER COPIES: Dispose of when no longer of reference value.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**120-1-8 PLANNED UNIT DEVELOPMENTS/SPECIAL DISTRICTS**

An approved site plan whereby the developer is granted certain uses not usually allowed by the district provided certain conditions are met. May include advertisements and notices, plans or maps, supporting material, studies, findings, recommendations and actions.

**ORIGINAL RECORD: Retain permanently or microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**120-1-9 PLANNING COMMISSION RECORDS**

Records resulting from planning commission meetings. May include notices, requests, references, studies, minutes, maps, plans, findings, recommendations and actions.

**ORIGINAL RECORD: Retain permanently or microfilm and destroy originals.**

**OTHER COPIES: Dispose of when no longer of reference value.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**120-1-10 SUBDIVISIONS/PLATTING**

The division of land into individual lots which meet the zoning requirements. May include plans or maps, notices, agreements, opinions or findings, studies, recommendations and actions.

**ORIGINAL RECORD: Retain permanently or microfilm and destroy originals.**

**OTHER COPIES: Dispose of when no longer of reference value.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**120-1-11 ZONING DISTRICTS RESOLUTION/ORDINANCE AND MAPS**

Designation of various land masses as to the particular type of land uses allowed. May include advertisements and notices, amendments, plans or maps, studies, findings, recommendations and actions.

**AGENCY RECORD: Retain permanently or microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**120-1-12 TRADE LICENSE RECORDS**

Records of individuals who are licensed to practice certain trades (electricians, heating contractors, plumbers, etc.). Not all planning/zoning/building agencies are involved with licensing such trades.

**Retain the current licensing information; dispose of renewal applications and expired license information 1 year after expiration, provided audit has been completed.<sup>1</sup>**