

Updated address 12/2022
No changes were made to records retention

Schedule 99-1

CITY OF LINCOLN

GENERAL RECORDS

April 2, 2020

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

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

SCHEDULE	99-1
AGENCY, BOARD OR COMMISSION	CITY OF LINCOLN
DIVISION, BUREAU OR OTHER UNIT	GENERAL RECORDS
Supersedes Edition of June 27, 2017	

**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>Jeffrey R. Hartzler</i>	
TITLE	DATE
<i>City attorney</i>	<i>1/30/20</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>Gayle Koutang</i>	
DATE	
<i>3/9/2020</i>	

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 Hauffman</i>	
DATE	
<i>3/31/20</i>	

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>Nora Bowen</i>	
DATE	
<i>4/2/2020</i>	

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.
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
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

**SCHEDULE 99-1
CITY OF LINCOLN
GENERAL RECORDS
April 2, 2020**

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

Supersedes Edition of June 27, 2017

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-1	1099 FORM	Forms sent to entities where charges for services exceed \$600. Information included vendor FTIN and payments.	6 years or maximum of 10 if no audit has been completed	
99-1-2	ACADEMY, APPRENTICE OR FIELD TRAINING PROGRAM RECORDS AND DOCUMENTS	Exams, Keys, outlines, lesson plans, schedules, sign-in sheets, assignments, evaluations, critiques, or observation reports, checklists, power points, practical exercises performance, etc.	5 years after completion of academy or program	
99-1-3	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, Pay estimates, etc.	5 years or maximum of 10 if no audit has been completed	Department copies when no longer of reference value
99-1-4	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. Includes bills that the City submits for the services the City provides. For example: wastewater use sent to heavy usage customers, bills for electricity, gas, sewer and water property; weed mowing; and others not specifically listed here Includes invoices for services performed, time/activity for specific individual.	5 years or maximum of 10 if no audit has been completed	Department copies when no longer of reference value
99-1-5	ACCREDITATION DOCUMENTS	Documentation of all licenses, certifications, affiliations, and/or accreditation of programs or departments. Includes Application documents and fees, inspections records, final determination of status, and documents which details the agency complies with accreditation standards.	5 years	
99-1-6	ACTUARY REPORTS	Annual valuation of defined benefit retirement plan detailing assets, liabilities, actual member data and assumptions.	20 years	
99-1-7	AGENCY STATEMENTS OF MONTHLY CASH RECEIPTS		5 years or maximum of 10 if no audit has been completed	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-8	ALCOHOL PROGRAM ANNUAL MANAGEMENT INFORMATION SYSTEM REPORTS	Federal department of transportation management information system reports.	5 years	49 CFR 655.71
99-1-9	ALCOHOL PROGRAM CALIBRATION DOCUMENTATION	Including but not limited to documents specifying the machine calibrated, the date of calibration, the certified technician calibrating the equipment, and the results of the calibration. Signed by the calibrating technician, manufacturer's calibration schedule for the model of equipment used, and certification record for the calibrating technician.	5 years	
99-1-10	ALCOHOL PROGRAM RECORDS OF EMPLOYEE EVALUATION AND REFERRAL	Including, but not limited to, records pertaining to a determination by a substance abuse professional concerning a safety-sensitive employee's need for assistance, and records concerning a safety-sensitive employee's compliance with the recommendations of the substance abuse professional.	5 years	49 CFR 655.71
99-1-11	ALCOHOL PROGRAM RECORDS OF TEST RESULTS LESS THAN 0.02	Employer's copy of the alcohol test form, including results of the test	1 year	49 CFR 655.71
99-1-12	ALCOHOL PROGRAM RECORDS RELATED TO THE COLLECTION PROCESS EXCEPT CALIBRATION OF EVIDENTIARY BREATH TESTING DEVICES	Including, but not limited to collection log books (if used), documents relating to the random selection process, verification of Breath Alcohol Technician training, documents generated in connection with decisions to administer reasonable suspicion alcohol tests, documents in connection with decisions of post-accident tests and documents showing existence of medical explanation of inability of safety-sensitive employee to provide enough breath for test.	2 years	49 CFR 655.71
99-1-13	ANNUAL REPORTS	Any report conducted on an annual basis	5 years; Annual report of any local agency or official are subject to review by the State Archives for possible accession after 5 yrs.	
99-1-14	AUDIT	Annual and special audits of all agencies.	3 years	
99-1-15	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.		430 NAC Ch. 1, § 001.18 430 NAC Ch. 7, § 001.04 No RECORDS DISPOSITION REPORT

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-16	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.		430 NAC Ch. 1, § 001.18 430 NAC Ch. 7, § 001.04 No RECORDS DISPOSITION REPORT
99-1-17	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 if no audit has been completed	
99-1-18	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	
99-1-19	BONDS	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	
99-1-21	BUDGET DOCUMENTS	The actual budget request and all related material used in preparing the budget.	3 years	
99-1-22	BUILDING,FACILITIES, INFRASTRUCTURE, AND LAND IMPROVEMENT PROJECT PLANS AND SPECIFICATIONS	Includes project plans and specifications of building, systems and land operated and maintained by local government entities. Records may include, but are not limited to: plans, specifications, blueprints, drawings & renderings, <u>major</u> remodeling and upgrades to buildings, construction contracts and records, photographs (including digital photos), slides, filmstrips, inspections, 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 LANDFILL: 30 years after site closure REJECTED: 5 years	Neb. Rev. Stat. §72-808 -72-815
99-1-23	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	
99-1-24	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 or maximum 10 if not audit has been performed	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-25	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 10 if not audit has been preformed EXCEPTION: If books are used as an index to microfilm: permanent, or microfilm and destroy originals	
99-1-26	CITATIONS	Includes citations for parking and animal violations. Also includes motor vehicle towing records.	3 years NON-TRAFFIC WARNING CITATIONS: 30 days after issuance DEFECT CITATIONS: after issue is remediated or 6 months if not remediated	
99-1-27	CITIZEN COMPLAINTS	Includes those that go directly to department or division, to the neighborhood hotline, or the action center.	2 years	
99-1-20	CITY OFFICIALS BONDS	Bonds for City Officials.	10 years after release, replacement, or expiration of the bond	
99-1-28	CIVIL LITIGATION	Confidential case files of those civil actions involving the City of Lincoln which are brought by or defended by the City Attorney. Includes law enforcement liability claims, tort actions, contract actions, etc.....	15 years after final disposition of case; subject to review and discretion of City Attorney	
99-1-29	CLAIMS AND REGISTERS	Claims against the agency by vendors for goods or services rendered.	5 years or maximum 10 if not audit has been performed.	
99-1-30	CLASS DESCRIPTIONS	The official classification descriptions.	10 years	
99-1-161	CLIENT MEDICAL OR PATIENT CARE REPORTS	All patient care and incident information, including files, reports, tests. Confidential medical records of every client receiving wellness, EDSC, or medical services. The records will contain, when applicable, the following information: Patient demographics, Patient (parent) consent forms, Release of Information forms, Intake Forms Presenting problems/conditions, Copies of existing medical records for program eligibility and monitoring, Physical exam finding, FS plan, Diagnoses and treatment Referrals, follow-up, results/recommendations, Lab reports, Police Reports, Housing Reports, Laboratory Reports, General Correspondence. May, on occasion, contain some records not specifically listed here. Includes vaccination and immunization records.	7 years after last client contact or 2 years after the client reaches the age of 21 years, whichever is later	42 USC 300aa-1 42 USC 300aa-14 (c) 42 CFR 485.721 (d) 42 CFR 482.24 EMS 172 NAC 12-004.09
99-1-31	CLIENT REPORTS	Reports from the Employee Assistance Program regarding the clients' program participation where client signs a release of information.	1 year	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-32	COLLECTIONS ON BEHALF OF CITY	Demand letter; correspondence; settlement agreement; final outcome of collection.	6 years after final collection or deemed uncollectible. If lawsuit filed, see item 99-1-1, Civil Litigation Case Files	
99-1-33	COMMISSION ON INDUSTRIAL RELATIONS (CIR) DOCUMENTS	Documents provided to or for CIR proceedings, including comparable, notes, correspondence, including comparable class descriptions and salary surveys, etc.	20 years	
99-1-34	COMMUNITY SERVICE RECORDS	Documents, paper or other data related to community service programs such as D.A.R.E., volunteer workers schedules, security surveys or other programs.	1 year	
99-1-35	COMPUTER DATA ENTRY FORMS	Form used to enter information into electronic storage media.	Immediately after information verified	
99-1-36	COMPUTER ERROR LISTING	Computer reports indicating errors in inputs, processing or output.	Immediately after error correction	
99-1-37	COMPUTER SYSTEMS DOCUMENTATION	Includes documentation of systems development, design, manuals, etc....	2 years after system is no longer in use	
99-1-38	CONTRACTS AND AGREEMENTS	Contracts, leases and agreements that may include general obligation, land lease, utilities, consultants, services, software, IT systems and construction <u>except buildings</u> . 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, citizen attestation forms. Includes Each review file contains information regarding a city contract of more employ than \$10,000.00 with a business, prime contractor, supplier, manufacturer, vendor subcontractor or consultant. Files will include Affirmative Action forms. Files may also include but not limited to employment records, employment statistical reports, form EEO-1 and Office of Federal Contract Compliance Program review results.	ACCEPTED: 5 years after completion, fulfillment, or voiding of contract; REJECTED: 5 years IF PAID FOR WITH FEDERAL FUNDS: 7 years	Neb. Rev. Stat. 25-205 NOTE: Agreement and contracts may have language/conditions included in award that allows for alternative disposition
99-1-39	CONTRACTUAL INTEREST STATEMENT LEDGER	Filings made to disclose potential officers of governing body. May include, but not limited to: Conflict of Interest, Contractual Interest and Employment of a Family Member statements. This record is not duplicated in the Accountability and Disclosure Commission. Includes Ledgers 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

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-40	CORRESPONDENCE- DRUG AND ALCOHOL TESTING CORRESPONDENCE	Correspondence relating to the administration of the drug and alcohol programs. Includes faxes, emails, text messages, written letters, etc.	5 years	49 CFR 655.71
99-1-41	CORRESPONDENCE 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. Include correspondence related to class and compensation issues. Communication includes faxes, emails, text messages, written letters, etc.	2 years	
99-1-42	CORRESPONDENCE-EVENT DRIVEN	Communication with open ended, event-driven retention periods which occur at some future date. Communication includes faxes, emails, text messages, written letters, etc.	MAYOR: State Archives 5 years after the event OTHER AGENCY HEADS, CITY COUNCIL, OTHER ELECTED OFFICIALS: 5 years after the event; subject to review by the State Archives for possible accession ALL OTHER LOCAL EMPLOYEES: 5 years after the event	Retention on event should shift to a specific retention after the event such as fiscal, long term or medium term. There could be some long term retention items as part of a long term task that may require longer than 5 years after the event.
99-1-43	CORRESPONDENCE-FISCAL	Communications created or received documenting purchases, financial obligations, fiscal revenues, etc. which are not included in your agency specific schedules. Communication includes faxes, emails, text messages, written letters, etc.	5 years	
99-1-44	CORRESPONDENCE-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, including mayoral executive orders. Includes any attachments to the correspondence. Communication includes faxes, emails, text messages, written letters, etc.	MAYOR: State Archives after 8 years after the event OTHER AGENCY HEADS, CITY COUNCIL, OTHER ELECTED OFFICIALS: 8 years after the event; subject to review by the State Archives for possible accession ALL OTHER LOCAL EMPLOYEES: 8 years after the event	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-45	CORRESPONDENCE-SHORT TERM	Communications related to work/agency but has no documentary or evidentiary value. May include but not limited to: routine correspondence, Routine requests for information which require no administrative action, policy decision, or special compilation or research, 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. Communication includes faxes, emails, text messages, written letters, etc.	6 months	
99-1-46	CORRESPONDENCE-TRANSITORY	Created primarily for informal communication. Communications not related to city government transactions or activities and are not included in another agency specific schedule. Communication includes faxes, emails, text messages, written letters, etc....	When no longer of reference value	No Record Disposition report required
99-1-47	CRITICAL INCIDENT STRESS POLICIES	Including, but not limited to, Critical Incident Stress Policies pertaining to Fire, Police, 911, Corrections, and Parks and Recreation.	Superseded	
99-1-48	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 if no audit has been completed	
99-1-49	DIRECTIVES	Document used to issue official orders or policy for local government.	Subject to review by State Archives	Contact State Archives to negotiate transfer
99-1-147	DIRECTORY INFORMATION OF VENDORS, CONTRACTORS, AND USERS	Registration or Information on vendors used for purchases, services, etc. Record may include Federal Taxpayer Identification Number (FIN), vendor name and address. Includes performance reports and registration form and information.	Superseded	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-50	DISASTER RECOVERY BACK-UPS FOR OPEN SYSTEMS	Back-ups will be performed by Information Services (IS) for the purpose of disaster recovery. These back-ups are to be maintained for system restoration in the event of a disaster or system failure. They are never to be used or considered for records access or management purposes. "Open Systems" are the systems maintained by IS utilizing the Windows and Linux operating systems and related products.	<p>For Virtualized Systems: Daily back-ups: Back-ups occur every day. Back-up media will be reused, recycled or deleted after thirty days. Monthly Back-ups: Back-ups occur early in every month. Back-up media will be reused, recycled or deleted after six months. Off-Site Back-ups: Off-Site system is a mirror of the production system. All Back-ups are replicated off-site daily. Backup media will be reused, recycled or deleted based off daily and monthly retention schedules.</p> <p>For Physical Systems: Daily back-ups: Back-ups occur every day. Back-up media will be reused, recycled or deleted after five days. Weekly Back-ups: Back-ups occur weekly on various days. Back-up media will be reused, recycled or deleted after four weeks. Monthly Back-ups: Back-ups occur early in every month. Back-up media will be reused, recycled or deleted after six months. Off-Site Back-ups: Current copy of backup media is rotated to a secure off-site location for safekeeping. Backup media will be reused, recycled or deleted based off daily, weekly and monthly retention schedules.</p>	
99-1-51	DISCRIMINATION COMPLAINTS; INVESTIGATION FILES	Initial complaint; full response; findings by Federal, State and/or City investigating agency. Files may include, but not limited to: "Charges of Discrimination", complaints, investigation data, filings pleadings, decision letters, recommendation orders, rulings, transcripts, miscellaneous forms, public hearings, civil actions, District Court proceedings, and "Final Investigation Reports." Also includes non-City employee investigations for HUD, LMC Title XI, or NEOC/EEOC.	6 years after final disposition from NEOC/EEOC or when employee leaves City employment, whichever is later. If lawsuit filed see Civil Litigation Case Files.	29 CFR 1602.14

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-165	DISPATCH COMMUNICATION RECORDS	Includes recordings of radio dispatch and telephone calls.	IF CASE IS INITIATED: Copied or transcribed and kept in accordance with PROPERTY AND PROPERTY REPORTS LFR: 1 year ALL OTHER RECORDS: Erase or reuse after 30 days	
99-1-52	DISPATCH RECORDS	CAD (Computer Aided Dispatch) records or paper documents of a call for service from a PSAP (Public-Safety Answering Point) dispatch center.	5 years	
99-1-159	DRONE DOCUMENTS	utilization records or forms, flight area, certificate of authorizations, airspace waivers, telemetry; Does NOT include photographs or videos taken with a drone, debriefing documents or reports	2 years	
99-1-53	DRUG PROGRAM ANNUAL MIS REPORT	Federal Department of Transportation Management Information System Reports.	5 years	49 CFR 655.71
99-1-54	DRUG PROGRAM RECORDS OF COVERED EMPLOYEE REFERRALS TO SUBSTANCE ABUSE PROFESSIONAL AND RETURN TO DUTY AND FOLLOW-UP	Including, but not limited to, records pertaining to a determination by a substance abuse professional concerning a safety-sensitive employee's suitability to return to work as a safety-sensitive employee and records concerning a safety-sensitive employee's entry into and completion of the program of rehabilitation recommended by the substance abuse professional.	5 years	49 CFR 655.71
99-1-55	DRUG PROGRAM RECORDS OF COVERED EMPLOYEE VERIFIED POSITIVE DRUG TEST RESULTS	Including, but not limited to, Employer's copy of the chain-of-custody form, documents related to the refusal of any safety-sensitive employee to dispute the result of a drug test administered under 49 CFR part 653. Also includes pre-employment testing.	5 years	
99-1-56	DRUG PROGRAM RECORDS RELATED TO THE COLLECTION PROCESS	Including, but not limited to, collection log books (if used), documents relating to the random selection process, documents generated in connection with decisions to administer reasonable suspicion drug tests, documents generated in connection with decisions on post-accident tests, and MRO documents showing existence of medical explanation of inability of safety-sensitive employee to provide enough urine.	2 years	49 CFR 655.71
99-1-57	EEO-4 REPORTS	Federally mandated annual statistical reports documenting the demographics of the workplace.	5 years	29 CFR 1602.30
99-1-58	EMERGENCY OR CONTINUITY OPERATIONS PLANS	Plans of action for emergency situations developed as needed by each individual division and master copy maintained by that division.	Superseded	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-62	EMPLOYEE ACCESS DOCUMENTS	Documents related to employee parking permits, access to parking lots and buildings.	1 year after termination or superseded	
99-1-59	EMPLOYEE DIRECT DEPOSIT AGREEMENT	Form signed by an employee to authorize or cancel direct deposit of the employee's net pay into his/her checking or savings account.	superseded or 4 years after termination of employment (whichever is sooner)	
99-1-60	EMPLOYEE GRIEVANCES RECORDS	Records regarding employees' report of an alleged grievance.	3 years after actions and appeals are complete OR when no longer of reference value (whichever is later)	
99-1-61	EMPLOYEE INSURANCE FILE		10 years	Keep separate from EMPLOYMENT HISTORY FILE
99-1-63	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 ALL OTHERS: 5 years after superseded or obsolete	
99-1-64	EMPLOYEE TRAINING DOCUMENTS	Includes: Attendance Training Records, summary or listing of employee's training. Records may include, but are not limited to: schools, seminars, in-service training programs, and continuing education courses; apprentice documents and files, training checklists. Does not include completion certificates or licenses or drug/alcohol training.	5 years after training is completed by employee	
99-1-65	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)	
99-1-67	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	
99-1-68	EMPLOYERS QUARTERLY TAX STATEMENTS		5 years or maximum of 10 if no audit has been completed	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-66	EMPLOYMENT 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, polygraphs, psychological evaluations, fitness assessments, 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. Includes Interview questions for vacant positions posted to internal candidates only in accordance with LMC 2.76.235.	Hired: Initial application, resume, cover letter Transfer to EMPLOYMENT HISTORY FILE; ALL OTHER DOCUMENTS: 5 years NOT HIRED: All Records: 5 years after date of personnel action to which record relates See Also: FBI fingerprint cards and background check for applicants required by state agencies	29 CFR 1602.14; The Fair Credit Reporting Act (FCRA)
99-1-69	EMPLOYMENT HISTORY FILE	May include application for employment, employment contract, performance reports, notices of promotion or demotion, commendations or reprimands, termination of employment, accident reports, polygraph, diplomas, transcripts, military info, birth certificates, release of information's, physical abilities forms, background forms, etc. Includes Extension Of Employment Records and alcohol program education and training records.	10 years after termination	29 CFR 1602.14 49 CFR 655.71
99-1-70	EMPLOYMENT TESTS	Examples of tests used to determine an applicant's qualification for certain positions.	10 years	
99-1-71	ENCUMBRANCE RECORDS	All records related to encumbrance of funds for future expenditures.	5 years or maximum of 10 if no audit has been completed	
99-1-72	EQUIPMENT AND VEHICLE HISTORY OR LOGS	Reports or logs showing each vehicles mileage, maintenance, repairs, washes, and gasoline and oil used during reporting period. History for each piece of equipment. Records of how a particular vehicle is used and the account number to which to charge.	1 year after vehicle or equipment is sold, traded or otherwise disposed of or replaced	172 NAC 12-004.05A & 12-004.09B
99-1-73	EQUIPMENT OR VEHICLE OPERATING COST RECORDS	Summary of all costs for the entire fleet broken down for each piece and class of equipment. Includes costs for any warranty and service agreements.	5 years	
99-1-74	EXIT INTERVIEWS	Forms or documents completed by employees who have terminated employment.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-75	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 CRIMINAL HISTORY REPORT: after all appeals and there is no unfinished matter pending; shred record	
99-1-76	FEBA ELECTION FORMS	Flexible employee benefit account election forms.	6 years	26 USC sec. 125, 26 USC sec. 6039D Section 107 of ERISA requires 6 years
99-1-77	FEBA REPORTS	Reports detailing deductions taken by employee by pay period.	2 years	
99-1-78	FHWA,FTA, NON-DOT POLICY	Policies concerning the administration of the Federal Highway Administration, Federal Transit Authority and Non-Department of Transportation substance abuse and drug and alcohol testing programs.	50 years	
99-1-79	FIRST REPORTS	First Reports 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 or 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	
99-1-80	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 (which ever is sooner)	
99-1-81	GENERAL TREASURER'S LEDGER	Record of collections, disbursements and account balances for all city funds.	5 years or maximum 10 if not audit has been performed	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-82	GRANTS	Records that document the application, evaluation, award, administration, monitoring and status of grants which may be issued by the City to recipients or received by the City 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. Also, includes scholarships awarded by City and it's supporting documentation.	AWARDED: 5 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 URBAN DEVELOPMENT FEDERAL GRANTS: 7 years	
99-1-83	HAZMAT DOCUMENTS	Incident documents.	Permanent	
99-1-84	HEARINGS	Hearings on taxi cab, peddlers, food handlers, building and safety issues. Includes the complaint, follow-up, resolution, minutes.	4 years	Neb. Rev. Stat. §25-207
99-1-85	HISTORICAL RECORDS	A variety of documents and other items which pertain to the history of the Division and the Department as a whole.	Permanent	
99-1-86	INFORMATION SERVICES DISASTER RECOVERY BACK-UPS FOR ENTERPRISE EMAIL	Information Services Disaster Recovery Back-ups for Enterprise Email.	Daily back-ups: Back-ups occur every day. Back-up media will be reused, recycled or deleted after thirty days. Off-Site Back-ups: Off-Site system is a mirror of the production system. All Back-ups are replicated off-site daily. Backup media will be reused, recycled or deleted based off daily retention schedules.	
99-1-87	INFORMATION SERVICES DISASTER RECOVERY BACK-UPS FOR ENTERPRISE Z/OS MAINFRAME SYSTEM	IS, acting on behalf of all city mainframe users, purchases mainframe services from the State of Nebraska.	See 99-1-92(Investigation documents or files)	
99-1-88	INS FORM I-9 AND EMPLOYMENT ELIGIBILITY VERIFICATION FORM(EVERIFY)	Original form (not a copy) 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)	Immigration Reform & Control Act 8 U.S.C. §1101
99-1-89	INSPECTION DOCUMENTS	Includes reports, notes, recommendations.	5 years or when superseded by next report, whichever is later	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-90	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)	
99-1-91	INVENTORY RECORDS	Records of various inventories taken; including equipment inventory, supply inventory and copies of the personal property inventory statement. Includes inventory of vaccines, emergency kits, medications, medical equipment, etc.	5 years	
99-1-92	INVESTIGATION DOCUMENTS OR FILES	Files may include, but not limited to: incident reports, complaints, investigation data, reports, notes, filings pleadings, decision letters, recommendation orders, rulings, transcripts, miscellaneous forms, public hearings, civil actions, District Court proceedings, "Final Investigation Reports," recommendations made, pictures, statements, etc.	6 years after incident or case is closed	
99-1-93	JOB ANNOUNCEMENTS OR ADVERTISEMENTS	Public or media announcements of vacant jobs – may include information regarding title, salary, required qualifications.	5 years	
99-1-94	JOB AUDITS	Paperwork completed by employees in process of job audit.	7 years	
99-1-95	JOB REQUISITIONS	Requisitions to fill vacant positions.	5 years	
99-1-96	LAYOFF FILES	Summary of past layoffs and all paperwork associated with the layoffs.	10 years	
99-1-97	LICENSES	Includes animal, bicycle, trade license records.	1 year after expiration date	
99-1-98	LIQUOR AND BEER	May include copies of licenses, petitions concerning granting of license, correspondence and health and police reports.	4 years after expiration of license.	
99-1-99	LOG BOOKS & OTHER LOGS	Log books are maintained in a variety of formats and can be used to document registration of visitors, non-agency personnel, employee's or contractors' daily activity or events, access logs, citizen complaints or inquiries, repairs or maintenance completed, etc. Includes logs showing employee's individual mileage each shift, details given throughout shift, types and times of incidents, actions taken on activity, tickets and warnings issued, work completed, etc., performed in the discharge of municipal business by the employee. Records of customer complaints and/or investigations. Does not include vehicle mileage or maintenance log books or records.	LAW ENFORCEMENT OFFICER ACTIVITY: 5 years HIPAA: 6 YEARS OTHERS: 2 years	21 CFR 1301 (NARCOTICS LOGS) 45 CFR 164.316 (HIPAA)
99-1-158	LOSS REPORTS	non-employee injury forms, property loss reports, incident reports, City Accident Reports	4 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-100	MAINTENANCE RECORDS	All maintenance, repairs and <u>minor</u> remodels to any property, <u>excluding equipment and vehicles</u> , owned or leased by the City. Including but not limited to location, work completed, materials used, personnel completing work, authorization, dates and related information, assignments, work responsibilities, checklists, inspections, reports and other related documents.	NON-HISTORIC: 5 years HISTORIC PROPERTY: 5 years; subject to review by the State Archives for possible accession 5 years	Neb. Rev. Stat. §72-808 -72-815
99-1-101	MANAGEMENT PROCESS FILES	Records documenting the process used to recruit and select certain management or unique positions.	Superseded	
99-1-102	MAYOR'S AWARD OF EXCELLENCE DOCUMENTS	Includes committee agendas, minutes, nomination and winner logs, policies, criteria, etc.	50 years	
99-1-103	MEETING MINUTES AND MATERIALS	Official minutes, agenda and other information that may include, but are not limited to: presentation and supplemental meeting materials. Includes zoning appeal board meetings.	OPEN MEETING ACT DEFINED GROUPS: Retain permanently, subject to review by the State Archives for possible accession ALL OTHER DEPARTMENT OR DIVISION COPIES: When no longer of reference value 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	Boards or Committees Neb. Rev. Stat. 84-1409 & 84-1413 Records may NOT be destroyed after microfilming or scanning
99-1-105	MONTHLY FINANCIAL STATEMENTS		5 years or maximum of 10 if no audit has been completed	
99-1-107	NEGOTIATION MATERIALS	Proposals, costing, correspondence, audio, transcripts, or minutes related to respective unions. This is the supporting documentation which forms the eventual contract language.	20 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-108	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 (such as EOs and DOs, etc.) 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.).	May be destroyed at any time by the agency	Neb. Rev. Stat. §84-1215 NO RECORDS DISPOSITION REPORT required
99-1-109	OPEN ENROLLMENT MISCELLANEOUS RECORDS	Memos, calendars, schedules, etc.	2 years	
99-1-110	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	
99-1-111	OUTSIDE EMPLOYMENT REQUEST FORMS	Forms or requests filled out by employees who work jobs outside their city employment.	4 years	
99-1-157	PATRON BANNING LETTERS/REPORTS	Records related to banning of patrons.	7 years after the banning period has expired	
99-1-112	PAY PLANS	Annual published pay plans.	10 years	
99-1-113	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; payroll authorizations.	MASTER PAYROLL LIST, ORIGINAL RECORD: 75 years DIVISION COPY: 5 years OTHER PAYROLL RECORDS: 5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-114	PERMITS	Food handler, refuse, body art, special waste, liquid waste, installer, salvage/recycling, for occupations (plumbers, electricians, etc.), sale of tobacco, public amusements, dining and dancing, house moving, billiards, hobbyist, and others. Burn permits, operating, noise variances. Does not include liquor or beer licenses or child care certificate of compliance.	2 years after expiration or closure	
99-1-160	PHOTOGRAPHS OR VIDEOS TAKEN BY DRONES	Photographs, videos	if used only for training: 1 week If used for investigation: 2 years if used for media release/planning/GIS: 90 days See also Item Number 99-1-92 (investigations) and 99-10-15 (LPD property)	
99-1-156	PHOTOGRAPHY RELEASES	Release and photograph used.	2 years after no longer using the photograph	
99-1-104	POLICE & FIRE PENSION MEMBER FILES	Individual files for each pension member containing plan election documents, beneficiary designation, and account information.	10 years after death of employee or surviving beneficiary.	
99-1-115	POLICIES AND PROCEDURES	Departmental policies, procedures, general orders, standards, guidelines, forms, safety rules & regulations, department mission statement, best practices. These do not include any policies and/or procedures needed to document compliance with federal or state statutes, regulations, or guidelines. 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	General Administration 45 CFR 164.316
99-1-116	POSTAGE METER RECORDS	Includes registered mail receipts	5 years or maximum of 10 if no audit has been completed	
99-1-117	PRESS RELEASES	Prepared material for dissemination to the news media.	1 year	
99-1-118	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	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-121	PUBLIC RECORD REQUESTS OR SUBPOENAS	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. Also includes subpoenas requesting information on cases not involving the city.	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
99-1-119	PUBLIC SAFETY CAMERA SYSTEM	Audio or video recordings for use in public areas and city-owned property.	If evidence in criminal case offense: keep in accordance with Police property and property reports If evidence in civil case: keep in accordance with legal hold non-evidentiary: 3 days	Exec. Order 086746
99-1-120	PUBLICATIONS 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 Nebraska 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	General Administration Neb. Rev. Stat. §51-411 to 51-418
99-1-122	RECORDS DISPOSITION FORM	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
99-1-123	RECORDS OF VERIFIED NEGATIVE DRUG TEST RESULTS	Employer's copy of custody and control form.	1 year	
99-1-164	REGISTRATION FORMS	Participant registrations that do not include waivers. Does not include Title XX registration forms	2 years	
99-1-124	REPORTS	Monthly, quarterly, special reports of departments, officials, committees, or consultants which are not listed separately. Does not include Department's annual report, reports with a specified retention schedule, or reports resulting from a study.	Superseded or no longer of administrative value	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-125	REPORTS-INVESTMENT	Reports of investments of funds. Includes endowment investment reports.	10 years	
99-1-126	RETIREMENT AND DEFERRED COMPENSATION REPORTS	Reports from vendors containing YTD contributions, balances, vesting, etc.	7 years	
99-1-127	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 if no audit has been completed	
99-1-128	SELF-EVALUATIONS OR ANALYSIS	A department's or division's self-monitoring records or reports including internal reviews and investigations assessing compliance with regulations and laws.	3 years	
99-1-129	SOCIAL NETWORKING SITES		See Correspondence	
99-1-130	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	
99-1-162	SPECIAL ASSESSMENTS & CITIZEN DRIVEN APPLICATIONS TO VACATE	include applications and paperwork that does not go to city council and is abandoned by the applicant	2 years	
99-1-131	STATEMENT OF ACCOUNTS		5 years or maximum of 10 if no audit has been completed	
99-1-132	STUDIES	Studies and any resulting reports such as Water Rights and Facilities Master Plans. May also include, but not limited to publications initiated by other organizations and received as resources and references by the Division such as the Platte River Water Diversion, Lower Platte Valley Water Group, Mead Groundwater Contamination, Omaha MUD Well fields, UNL Studies, etc.	RAW DATA: SEE WORKING PAPERS FINAL REPORT: When no longer of administrative value; subject to review by the State Archives for possible accession	
99-1-133	SURPLUS PROPERTY DOUCMENTS	Disposition/sale of City property declared to be surplus. May include titles, plans, appraisals, records of negotiations, payment verifications, related legal documents and correspondence.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-134	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	
99-1-135	SURVEYS-OTHER	Method used for collection of information, data and/or opinions.	When no longer of reference value	
99-1-136	TAX INCREMENT FINANCING (TIF) PROJECTS	Any supporting document received or generated by the city that provides support for the receipts or payments associated with a tax increment financing project. This may include invoices, reports, claims, contracts, etc.	3 years following the end of the fiscal year in which the last ad valorem tax is collected	
99-1-137	THIRD PARTY DRIVER RECORDS	Application forms and test papers of a driver taking a test for a Commercial Driver's License.	2 years after date of test	
99-1-138	THIRD PARTY EXAMINER RECORDS	Including, but not limited to, driving records, examination score sheets, and Examiner identification cards pertaining to the FHWA Third Party Examiner Programs.	2 years after termination of examiner	
99-1-139	TIME CARDS AND TIME SHEETS		5 years or 10 years if no audit has been performed	
99-1-140	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 if no audit has been completed	
99-1-141	TORT CLAIMS AGAINST THE CITY	Claims against the City; investigative reports; and final disposition.	6 years after final disposition; if lawsuit filed, see item Civil Litigation Case Files	
99-1-142	TRAINING COURSE FILE AND MATERIALS	May include course outline, curriculum, instructor info, check-off sheets, lesson plans, videotapes, CD's used during training, attendance or sign-in sheets, flyers for the event. Includes materials for conferences hosted by City.	5 years after completion of the training course	
99-1-143	UNION CONTRACTS	Contracts between labor unions and city covering wages and benefits.	50 years	
99-1-144	VALIDATING TAPES	Paper tapes from validating machine which numbers, stamps, and validates receipts.	5 years or maximum of 10 if no audit has been completed	
99-1-145	VEHICLE DATA RECORDER	Information obtained from the vehicle data recording device when the city-owned vehicle is involved in an accident.	VEHICLE INVOLVED IN A CRASH: data captured or downloaded; 5 years ALL OTHER DATA: Immediately overwritten	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-146	VEHICLE OR ON-BODY RECORDINGS	Non-Body Cameras: Video or audio recordings from any city-owned vehicle, including police cruiser, bus, or fire engine; Body cameras: any audio or visual recordings captured from any on body recording devices	NON-BODY CAMERA RECORDINGS: If evidence in criminal case offense, keep in accordance with Police property and property reports evidence/traffic infraction: 6 months from date of violation or 30 days after court disposition (whichever applies) non-evidentiary: 7 days BODY CAMERA RECORDINGS: PERTINENT TO CLAIM/LAWSUIT COPY: 2 years OR when no longer of administrative value as determined by the employee's immediate supervisor (whichever is later) IF CASE IS INITIATED: Transfer a copy to CASE REPORTS item 281 and follow the disposition schedule which applies to that case ALL OTHER COPIES: 90 Days	Exec. Order 086746 Neb.Rev.Stat. 81-1454
99-1-155	VOLUNTEER DOCUMENTS	waivers, sign-in sheets, applications	4 years	
99-1-148	WAIVERS AND RELEASES	Includes liability waivers, HIPAA release forms, authorization forms	4 years or if signed by a minor, 4 years after the minor's 19th birthday	
99-1-149	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.	See Correspondence	
99-1-150	WELLS AND HYDRANTS	Hydrant and Wells Permits & records including Electronically stored data on well history, testing, static and pumping levels. Includes permits and water analysis and sampling information.	Permanent	
99-1-151	WORK ORDERS		5 years	
99-1-152	WORKER'S COMPENSATION	Referral information; medical reports; negotiation materials; draft documents; final settlement.	15 years after settlement or when employee leaves City employment, whichever is later. If lawsuit filed, see item Civil Litigation Case Files	
99-1-163	WORKFORCE DEVELOPMENT CLIENT FILES (WIOA)	Includes I-9s, SAVE, applications.	3 years after hire date; or 1 year after employment ended, whichever is later	See generally 8 USC 1101
99-1-153	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 Record Disposition report required

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-1-154	YEAR-END SICK LEAVE REPORTS	Sick leave usage report.	20 years	