

Schedule 99-4

CITY OF LINCOLN

CLERK

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	99-4
AGENCY, BOARD OR COMMISSION	CITY OF LINCOLN
DIVISION, BUREAU OR OTHER UNIT	CLERK
Supersedes Edition of July 24, 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>Teresa J Meier</i>	
TITLE <i>City Clerk</i>	DATE <i>Jan. 30, 2020</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	DATE
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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>Jocya Koutay</i>	DATE <i>3/9/2020</i>
<i>Dawn Hayburn</i>	<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>Mark Boman</i>	DATE <i>4/2/2020</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.
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 99-4
CITY OF LINCOLN
CLERK
April 2, 2020**

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

Supersedes Edition of July 24, 2017

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-4-1	AFFIDAVITS OF MAILING OF NOTICE OF SPECIAL ASSESSMENT	Proof of mailing of special assessment notices for weed control, for Dutch elm disease control, snow removal, etc.	10 Years	
99-4-3	CHANGE OF ZONE FILES	Contain petitions to amend zoning ordinances, maps of property in question, recommendations of Planning Commission.	Permanent	
99-4-4	CITY CHARTER	Copies of original City Charter.	Retain permanently or microfilm and destroy, transfer security copy to State Archives or offsite storage	
99-4-5	CITY CHARTER AMENDMENTS	Certified copies of proposed amendments to City Charter and petitions for amendment.	Retain permanently or microfilm and destroy, transfer security copy to State Archives or offsite storage	
99-4-6	CITY COUNCIL RESOLUTIONS	Original resolutions with seal and signatures; directives and other requests and orders for action or permission for actions.	Retain permanently or microfilm and destroy, transfer security copy to State Archives or offsite storage	
99-4-7	CITY ORDINANCES	Original ordinances signed by mayor and clerk. Also ordinances of annexed municipalities.	Retain permanently or microfilm and destroy, transfer security copy to State Archives or offsite storage	
99-4-9	DISTRICT FILES	Files for paving, water, sewer, gravel, grading and other utility districts; includes petitions, calls for bids, recommendations of bids, contracts, inspectors' reports and bond issuance files.	If district is included in a bond issue or if special assessments have been levied, after paid in full. Otherwise, 3 years after completion of contract, unless duplicated in the office of the city engineer, in which case dispose of after completion of the contract ABANDONED PETITIONS: 2 years	
99-4-10	EASEMENTS	Easements for construction and maintenance of sewers, electric lines, etc.	Retain permanently or microfilm and destroy.	
99-4-11	INDEX TO COUNCIL PROCEEDINGS INDEX	Giving volume and page or roll and frame numbers of actions taken by council.	Retain permanently or microfilm and destroy, transfer security copy to State Archives or offsite storage	
99-4-12	INDEX TO RECORDS OF ANNEXED MUNICIPALITIES		Retain permanently or microfilm and destroy, transfer security copy to State Archives or offsite storage	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-4-13	INITIATIVE PETITIONS	Petitions to enact ORDINANCES. Includes papers related to petitions such as Withdrawals of names from petitions, denials of signature, statement of presence of witness to signature, etc.	Retain permanently or microfilm and destroy.	
99-4-14	LIABILITY AGREEMENTS	Involves special use agreements with merchants to excavate and use area under sidewalks, who in turn accept liability for damage or injury.	2 years after expiration, replacement or cancellation of agreement, provided no CLAIM is pending	
99-4-15	ANNEXATION EXHIBITS	Requests for annexation by civic groups, expression of confidence in city government, reports relative to contracts, franchises and licenses of annexed municipalities.	Retain permanently or microfilm and destroy.	
99-4-16	ELECTION RECORDS	Various records related to the elections. May include, but not limited to, public notices, election results, certification of votes cast, elections supplies, ballots, applications etc. Includes supplies, applications, voters books abstracts, nomination papers, amendments, initiative and referendum ballots, summary of votes, and notices, etc.	2 years after election results have been certified by the County and State Canvassing Boards.	
99-4-17	MISCELLANEOUS PETITIONS	Petitions expressing the opinions of the signers but having no official or legal significance, such as petitions against rezoning and for a change in parking patterns on city streets. Includes papers related to petitions such as Withdrawals of names from petitions, denials of signature, statement of presence of witness to signature, etc.	2 years after action is terminated.	
99-4-18	MONTHLY OCCUPATION TAX RECORDS	Includes reports and financial statements for public utility corporations.	3 years	
99-4-19	OATHS OF OFFICE	Official oaths signed by elected or appointed officials and public officers.	2 years after end of term or employment.	
99-4-20	ORDINANCE BOOKS AND PAMPHLETS	not original ordinances, but bound record of them, for reference use.	When no longer of reference value.	
99-4-21	RAILWAY SAFETY REPORTS	Notices from Public Service Commission concerning safety of railways in city.	5 years.	
99-4-22	RECALL PETITION RECORDS	The actual petition papers and related records demanding that the question of removing an official be submitted to the registered voters. Includes papers related to petitions such as Withdrawals of names from petitions, denials of signature, statement of presence of witness to signature, etc.	10 years.	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-4-23	REFERENDUM PETITIONS	PETITIONS protesting passage of certain ordinances and asking for a vote on the issue. Includes papers related to petitions such as Withdrawals of names from petitions, denials of signature, statement of presence of witness to signature, etc.	Retain permanently or microfilm and destroy.	
99-4-24	REPORTS OF ZONING BOARD	Annual reports, definitions and general recommendations.	Retain permanently or microfilm and destroy, transfer security copy to State Archives or offsite storage	
99-4-25	SIGN PERMITS	Applications for permission to erect signs within the zoning jurisdiction of the city. May include drawings, specifications, etc.	10 years after work is completed or 1 year after denial.	
99-4-26	SPECIAL OR CONDITIONAL USE PERMIT FILE	Applications for conditional or special use of property, maps, recommendations of Planning Board.	Retain permanently or microfilm and destroy, transfer security copy to offsite storage DIVISION COPY: when no longer of reference value	
99-4-27	WEED OR NUISANCE NOTICES	Notice to abate and remove such weeds or nuisance given to owner or owner's duly authorized agent and to the occupant, if any, by personal service or certified mail (see 22-6-1).	WEEDS OR NUISANCE REMOVED: 1 year SPECIAL ASSESSMENT LEVIED: Dispose of after paid in full	
99-4-28	ZONING APPLICATIONS	Requests for change in zone or for permission for action contrary to zoning laws. Includes application for change in zoning classification, appeal from ruling of Building Inspector and application for permit beyond city limits.	Retain permanently or microfilm and destroy, transfer security copy to offsite storage	