

Schedule 103

LANCASTER COUNTY JUVENILE DETENTION CENTER

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

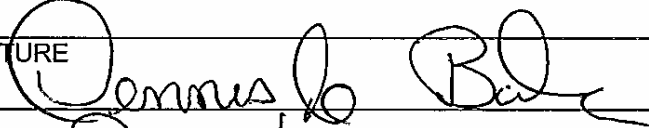
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE	103
AGENCY, BOARD OR COMMISSION	LANCASTER COUNTY
DIVISION, BUREAU OR OTHER UNIT	JUVENILE DETENTION CENTER
Supersedes Edition of May 7, 1997	

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

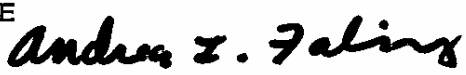
PART I -- AGENCY STATEMENT

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 	
TITLE Director	DATE 6-17-03

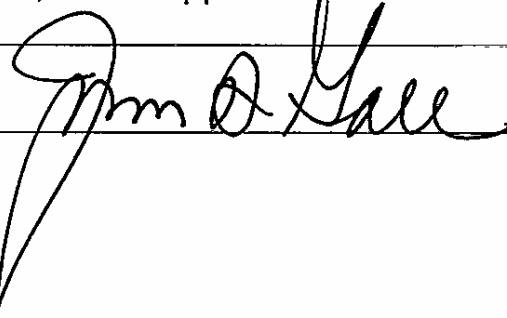
PART II - ARCHIVAL APPROVAL

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 	
STATE ARCHIVIST	DATE June 20, 2003

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 	
ADMINISTRATOR	DATE 6/26/03

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your 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. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was done in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in the Records Management Division 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 local government entity to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that 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 a Records Management Consultant in the Records Management Division. We will help you with any questions the schedule may present.

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

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SCHEDULE 103 - LANCASTER COUNTY JUVENILE DETENTION CENTER

103-1 STATISTICAL REPORTS

Information about youth detained, may include but not limited to: age, race, date and time of admission, reasons(s) for admission, approving agency for admission, name of the approving agency's representative, date and time of discharge with the name and agency of authorizing discharge, court activity, jurisdiction and schedule dates of hearings.

PAPER: Dispose of after 5 years.

ELECTRONIC DATA: Backup daily; dispose of 20 years after the juvenile reaches the age of majority.

SECURITY BACKUP: Dispose of 20 years after the juvenile reaches the age of majority.

103-2 RECIDIVISM CARD - NAME, DOB, SEX, RACE (OBSOLETE 2003)

Type of court jurisdiction (city, county, state), date and time of admission, intake court, court transfer status, charges, age, discharge dates and time, discharge to, and length of stay.

Dispose of 20 years after the juvenile reaches the age of majority.

103-3 RESIDENT FILE/DATA

Paper file and database information on each current and discharged resident. Includes incident reports.

PAPER: Dispose of 20 years after the juvenile reaches the age of majority.

ELECTRONIC DATA: Backup daily; dispose of 20 years after the juvenile reaches the age of majority.

SECURITY BACKUP: Dispose of 20 years after the juvenile reaches the age of majority.

103-4 DAILY AND MONTHLY LOGS

May include but not limited to: daily shift log recording intakes and discharges; number of youth present in the building; description of the shift and special remarks to succeeding shifts; transportation logs, visitor logs, daily perimeter inspection logs, tour guard reports, privileged mail forms, key control, monthly chronological logs, and other operating records.

Dispose of after 7 years.

103-5 FACILITY SECURITY AND SAFETY INSPECTIONS

Regular interval safety inspections that insure equipment related to safety and security are maintained in good working order as mandated in the Nebraska Juvenile Detention Standards.

Dispose of after 7 years.

103-6 EMPLOYEE HANDBOOK REVISIONS

Includes any revisions to the Employee Handbook and the approval of the said revisions.

Dispose of 5 years after superseded.

103-7 NUTRITION SERVICES PROGRAM

Includes agreement with the Dept. of Education, claims filed for reimbursement, production sheets and other food service records.

Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

103-8 WEEKLY WORK SCHEDULE

Schedule outlining the work hours of each full and part time employee. Information includes: shift hours, names, special information and students working.

Dispose of after 1 year.

DELETED RECORDS

103-5 Incident Report

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.
RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size	8 cubic feet
Lateral File, 4 drawer/shelf letter-size.....	9 cubic feet
Lateral File, 4 drawer/shelf legal size	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet