

Schedule 120

PLANNING/ZONING/BUILDING AGENCIES

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 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 & ZONING ASSOCIATES</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 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 performed 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 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 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 your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
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.¹

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH 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.

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