

Schedule 6

STATE PATROL

May 9, 2018

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 | 6 |
| AGENCY, BOARD OR COMMISSION | STATE PATROL |
| DIVISION, BUREAU OR OTHER UNIT | |
| Supersedes Edition of March 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.

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| SIGNATURE |  |
| TITLE | <i>Superintendent</i> |
| DATE | <i>4-26-18</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.

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| SIGNATURE |  | DATE | <i>5/3/2018</i> |
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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.

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| SIGNATURE |  | DATE | <i>5/9/18</i> |
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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.

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| SIGNATURE |  | DATE | <i>5/9/18</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 State Agencies General Records Schedule #124 contains those records common to most state 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 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 State Agencies General Records Schedule #124 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** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. 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 the 2nd to 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. If you wish, you may receive this form electronically by contacting the Records Management Division. 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 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 6
NEBRASKA STATE PATROL**

May 9, 2018

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

Supersedes Edition of March 27, 2017

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|---|--|--|
| 6-1-1 | ACCIDENT RECONSTRUCTION - CASE FILE REPORTS | | REPORTS FOR CRIMINAL PROSECUTION: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case REPORTS FOR CIVIL PROSECUTION: Transfer to SWORN PERSONNEL-CASE FILE, NON-CRIMINAL, item 6-41-4, and follow the disposition schedule which applies to that case | |
| 6-2-1 | ACCOUNTING - ACCOUNTS PAYABLE | Any supporting record received or generated by the agency that provides support for payments made to vendors for goods and services, employees for reimbursement of expenses, and any other situation where a warrant or electronic payment is issued. May include, but are not limited to: invoices, reports, disbursement documents, purchase orders, packing slips, requisitions, employee expense reimbursement forms, etc. | | See ACCOUNTS PAYABLE, item 124-1 |
| 6-2-2 | ACCOUNTING - ACCOUNTS PAYABLE WARRANT CANCELLATION FORM | Form used to cancel a warrant. | | See ACCOUNTS PAYABLE WARRANT CANCELLATION FORM, item 124-2 |
| 6-2-3 | ACCOUNTING - ACCOUNTS RECEIVABLE | Any supporting record received or generated by an agency for billing non-state agencies or institutions for supplies, services, or repairs provided by an agency. May include, but are not limited to: invoices, reports, etc. | | See ACCOUNTS RECEIVABLE, item 124-3 |
| 6-2-4 | ACCOUNTING - ALLOTMENT STATUS REPORT | Report that indicated our appropriation approved by the Legislature, allotment amount, expenditures, encumbrances, and remaining allotment by division and fund. | 6 years | |
| 6-2-5 | ACCOUNTING - APPLICANT FEE DAILY INTAKE TALLY | Document used to track proceeds received for fingerprints for specific types of applications. | 5 years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|--|--|---|
| 6-2-6 | ACCOUNTING - AUDIT REPORTS | All Auditor of Public Accounts (APA) prepared state agency audit reports, and attestation reports are maintained on microfilm or original paper copy by the Auditor of Public Accounts Office. CAFR (Combined Annual Financial Reports) audit reports and single audit reports are maintained by both the AS Accounting Division and the Auditor of Public Accounts Office, both on-line and original paper copy. Department of Justice (DOJ) records pertaining to participation in DOJ Equitable Sharing Program. | RECORDS OF ADVERSE IMPACT: 2 years after adverse impact eliminated AUDIT REPORTS OF GRANT PROJECTS: 3 years after audit OR as required by grant or program (whichever is later) ALL OTHER RECORDS: 3 years DOJ Equitable Sharing Documents: 5 years | Auditor of Public Accounts does not maintain audit reports received by state agencies from outside contractors. |
| 6-2-7 | ACCOUNTING - BANK RECORDS | Documents created or received related to the Agency's checking accounts. Records may include, but are not limited to: bank statements, deposit slips, cancelled checks, returned checks, and check registers. | | See BANK RECORDS, item 124-014 |
| 6-2-8 | ACCOUNTING - BILLING RECORDS FROM ADMINISTRATIVE SERVICES MATERIEL DIVISION | Monthly computer reports used to bill agencies for services provided. Billing reports include: printing billing, copy services billing, postage billing distribution, office supply bureau billing, contractual advertising and subscriptions, etc. | | See BILLING RECORDS, MATERIAL DIVISION, item 124-15 |
| 6-2-9 | ACCOUNTING - BILLING RECORDS FROM OFFICE OF THE CIO | Monthly computer reports that provide agency billing information for IT, telecommunications and network charges. Reports may include work orders, billing codes, descriptions, current month and period to date totals or other details for agencies. IT reports may include alternative formats prepared at the request of an agency. | | See BILLING RECORDS, OFFICE OF THE CIO, item 124-16 |
| 6-2-10 | ACCOUNTING - BUDGET FILES FOR PLANNED PROJECTS | Spreadsheets, communication, and memos related to planned projects that indicate the amount budgeted for the project. | | See BUDGET FILE (FOR PLANNED PROJECTS), Item 124-18 |
| 6-2-11 | ACCOUNTING - BUDGET REQUEST DOCUMENTS FOR AGENCY AND DIVISIONS | Forms and all back-up material which shows the real and projected agency budget for a six-year period and is a complete listing of the operating and construction fund requests of the agency as well as annual budget requests by division. | | See BUDGET REQUEST DOCUMENTS, item 124-19 |
| 6-2-12 | ACCOUNTING - BUILDING CONSTRUCTION CONTRACTS AND RECORDS | Documents include specifications, affidavits of publication of calls for bids, accepted and rejected bids, contracts, purchase orders, inspection reports and correspondence relating to building construction projects; may include performance bonds. | | See BUILDING CONSTRUCTION CONTRACTS AND RECORDS, item 124-20 |
| 6-2-27 | ACCOUNTING - BUSINESS UNIT LISTING | Itemized list of all agency business units. | After superseded | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|---|--|--|
| 6-2-13 | ACCOUNTING - 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. | | See CASH REGISTER RECORDS, item 124-26 |
| 6-2-14 | ACCOUNTING - CREDIT CARD RECORDS | Records of issuance of credit cards. | | See CREDIT CARD RECORDS, item 124-39 |
| 6-2-15 | ACCOUNTING - DEPOSIT RECORDS | Records received and/or created by agencies when depositing funds with the State Treasurer. | | See DEPOSIT RECORDS, item 124-40 |
| 6-2-16 | ACCOUNTING - DRUG CONTROL CASH FUND DISTRIBUTION REPORTS | Information on funds expended and deposited into the Drug Cash Fund Account. | 5 years | |
| 6-2-17 | ACCOUNTING - EMPLOYEE PAYROLL FILE | May include, but are not be limited to: payroll documents, insurance documents, employment eligibility forms, pay status, military orders, moving expenses, retirement forms, withholding forms, catastrophic illness donations, benefit plan documents, garnishments, and direct deposit agreements. | 10 years after separation of employment | |
| 6-2-18 | ACCOUNTING - HOLIDAY COMP RECORDS | Documents hours earned and used by sworn personnel on actual or designated holidays. | 5 years | |
| 6-2-19 | ACCOUNTING - INTRASTATE BILLING TRANSACTIONS (IBT) INVOICE | Form records the revenues and expenditures associated with goods and/or services provided by one state agency to another state agency or department and amounts owed by the applicable department. May include supporting documentation. | | See INTRASTATE BILLING TRANSACTIONS (IBT) INVOICE, item 124-66 |
| 6-2-20 | ACCOUNTING - INVESTMENT AUTHORIZATION FORMS | Form used to provide data for distributing interest earnings. | | See INVESTMENT AUTHORIZATION, item 124-69 |
| 6-2-21 | ACCOUNTING - IRS AND STATE TAX DOCUMENTS | Forms required by the Internal Revenue Service and State of Nebraska Department of Revenue to be completed and issued to/for vendors and contractors. May include, but are not limited to: IRS forms, quarterly tax reports, and vendor/contractor tax information forms. | 6 years | IRS Forms 1096 & 1099 |
| 6-2-22 | ACCOUNTING - OUTSTANDING WARRANTS PREVIOUS TO DATE | Quarterly report provided for agencies by AS Accounting which lists warrants still outstanding that were issued through the end of the second month of the prior quarter. The purpose of this report is to identify warrants which have been outstanding for a considerable length of time which require follow-up and possible cancellation. | | See OUTSTANDING WARRANTS PREVIOUS TO DATE, item 124-84 |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|--|---|---|
| 6-2-23 | ACCOUNTING - PAYROLL RECORDS | Any supporting records received or generated by an agency used to review, correct, or adjust and certify agency payroll records. May include, but are not limited to: timesheets, reports, etc. | | See PAYROLL - AGENCY RECORDS, item 124-86 |
| 6-2-24 | ACCOUNTING - PETTY CASH FUND APPLICATION | Form used to create a petty cash fund or make changes to an existing petty cash fund. | | See PETTY CASH FUND APPLICATION, item 124-89 |
| 6-2-25 | ACCOUNTING - RECEIPTS | Notices issued or received to verify the transfer of monies. | | See RECEIPTS, item 124-98 |
| 6-2-26 | ACCOUNTING - VOYAGER SYSTEM DOCUMENTS | Records generated as the result of using the Voyager System. May include, but are not limited to: billing statements, invoices, receipts, etc. | | See VOYAGER SUMMARY DOCUMENT, Item 124-122 |
| 6-3-2 | ALL AGENCY - ADMINISTRATIVE DOCUMENTS | Forms, letters, correspondence used in the performance of day-to-day activities. | 3 years | CALEA (Commission of Law Enforcement & Accreditation) |
| 6-3-1 | ALL AGENCY - ADDRESS AND TELEPHONE FILES | Records listing contact information for agency employees, allied agencies, and persons required to conduct business. | | See ADDRESS AND TELEPHONE FILES, item 124-4 |
| 6-3-3 | ALL AGENCY - ANALYSIS DOCUMENTS | Documents prepared to compare elements to one another. May include, but are not limited to: biased based policing report, manpower allocation study, selective enforcement analysis, use of force analysis, etc. | FINAL REPORT: 10 years ALL OTHER RECORDS: When no longer of administrative value | |
| 6-3-4 | ALL AGENCY - AWARD NOMINATION AND SUBMITTAL FORM | Form used to document details of an incident when nominating someone for an award. | PAPER COPY: 5 years ELECTRONIC DATABASE: Update as needed | |
| 6-3-5 | ALL AGENCY - CALENDARS | Desk and pocket calendars, appointment books, and planners, both paper and electronic, including Lotus, Exchange, PDA's and similar devices. | 5 years | |
| 6-3-6 | ALL AGENCY - CERTIFICATIONS | Documents which demonstrate qualifications, proficiencies, or accuracy. May include, but are not limited to: accident reconstruction, RADAR, VASCAR, DRE, etc. | 2 years after separation of employment | |
| 6-3-7 | ALL AGENCY - CHAPLAIN PROGRAM RECORDS | Applications for participation as police chaplain, correspondence, etc. | When no longer of administrative value | |
| 6-3-8 | ALL AGENCY - COMMUNICATIONS, EVENT DRIVEN | Communications with open ended, event-driven retention periods which occur at some future date. | | See COMMUNICATIONS, EVENT-DRIVEN, item 124-30 |
| 6-3-9 | ALL AGENCY - COMMUNICATIONS, FISCAL | Communications created or received documenting purchases, financial obligations, fiscal revenues, etc. which are not included in your agency specific schedules. | | See COMMUNICATIONS, FISCAL, item 124-31 |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|--|---|---|
| 6-3-10 | ALL AGENCY - COMMUNICATIONS, 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 have other long-term ramifications to the operation of the agency. | | See COMMUNICATIONS, LONG-TERM, item 124-32 |
| 6-3-11 | ALL AGENCY - COMMUNICATIONS, MID-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 are not limited to: routine public communications, interoffice or interdepartmental communications related to work activities, request for replies to information and communication related to reports and research. | 3 years | CALEA (Commission of Law Enforcement & Accreditation) |
| 6-3-12 | ALL AGENCY - COMMUNICATIONS, NON-RECORD | Communications not related to state government transactions or activities and are not included in another agency specific schedule. | | See COMMUNICATIONS NON-RECORD, item 124-34 |
| 6-3-13 | ALL AGENCY - COMMUNICATIONS, SHORT-TERM | Communications related to work/agency but has no documentary or evidentiary value. May include, but are not be limited to: generic request for replies to information, 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. | | See COMMUNICATIONS, SHORT-TERM, item 124-35 |
| 6-3-14 | ALL AGENCY - CONFERENCE MATERIALS | Documents generated while planning conferences, trainings, etc. May include, but are not limited to: correspondence, agendas, memos, contracts, vendor lists, and attendees. | 5 years | |
| 6-3-15 | ALL AGENCY - DATABASES; ELECTRONIC AND PAPER PRINTOUTS | Collections of data organized for search and retrieval. May include, but are not limited to: access logs, incidents, case management forms, interdiction, missing persons, etc. | PAPER PRINTOUTS: Superseded OR when no longer of administrative value (whichever is later) ELECTRONIC DATABASE: Update as needed | |
| 6-3-16 | ALL AGENCY - DOCUMENT APPROVAL ROUTING FORM | Form used to track circulation and approval of forms/documents requiring approval from multiple persons. | Attach form to document and dispose of with appropriate record series to which it pertains | |
| 6-3-17 | ALL AGENCY - EMPLOYEE DRIVING ABSTRACTS | Documents details of an employee's license to operate a motor vehicle and any convictions of traffic offenses. | After superseded | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|--|--|--|
| 6-3-18 | ALL AGENCY - EMPLOYEE RECOGNITION RECORDS | Award committee reports, selection criteria, nominations, and similar administrative records of employee awards or incentive programs. | PAPER COPY: 5 years, subject to review by State Archives for possible accession ELECTRONIC DATABASE: Update as needed | Contact State Archives to negotiate transfer |
| 6-3-19 | ALL AGENCY - EQUIPMENT CALIBRATION AND FUNCTIONALITY RECORDS | Documents which verify that equipment is in proper working order. May include, but are not limited to: total station calibration, stop watch calibration, RADAR/VASCAR maintenance records, fit testing, weapon inspection documents, and polygraph functionality tests. | 2 years after equipment surplused, destroyed, or disposed | |
| 6-3-20 | ALL AGENCY - EQUIPMENT CHECKLISTS | Documents containing a list of items to be checked at specific intervals or for specific items. May include, but are not limited to: specialty trailers, SWAT equipment, etc. | 4 years | |
| 6-3-21 | ALL AGENCY - EQUIPMENT GENERAL RECORDS | Records used to track the issuance, maintenance, damage, etc. to agency owned equipment. | 5 years | |
| 6-3-22 | ALL AGENCY - EQUIPMENT SERVICE AGREEMENTS | Agreements or contracts between the agency and equipment vendor to provide maintenance service on equipment. | | See EQUIPMENT SERVICE AGREEMENTS, item 124-53 |
| 6-3-23 | ALL AGENCY - EQUIPMENT WARRANTIES | Documents containing warranty information on equipment. | 5 years after warranty expires | |
| 6-3-24 | ALL AGENCY - FAX (FACSIMILE) TRANSMISSIONS | Includes transmissions sent and received. | | See FAX (Facsimile) TRANSMISSIONS, item 124-57 |
| 6-3-25 | ALL AGENCY - FOREIGN LANGUAGE TRANSLATOR SERVICE BILLING FORM | Form used to document services of translator in order for them to receive payment. | 5 years | |
| 6-3-26 | ALL AGENCY - FUNERAL CHECKLIST | Form used to document agency actions at death of employee. | 3 years | |
| 6-3-27 | ALL AGENCY - GOALS & OBJECTIVES | Listing of tasks to be accomplished and the specific steps for completing the tasks. | 5 years | |
| 6-3-28 | ALL AGENCY - HISTORICAL ARTIFACTS | Records and items which define and/or illustrate significant events in the agency. | When no longer of historical value as determined by the Agency Director, subject to review by the State Archives for possible accession | Contact State Archives to negotiate transfer |
| 6-3-29 | ALL AGENCY - INVENTORY RECORDS | Itemized list of goods and/or materials. May include, but are not limited to: equipment, vehicles, explosives, drugs, etc. | After superseded | |
| 6-3-30 | ALL AGENCY - LABOR CONTRACTS | Copies of agreements on wages, hours and other terms and conditions of employment between the State of Nebraska and certified bargaining units and their agents. | Superseded | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|---|--|--|
| 6-3-31 | ALL AGENCY - LEAVE REQUESTS | Documents used to request time off, or use of leave. May include e-mails, notes, schedules, etc. (Vacation, Sick, Holiday, Comp, Military, etc.). | 90 days | |
| 6-3-32 | ALL AGENCY - LOGS | Records of events, activities, and vehicles. May include, but are not limited to: volunteer program logs, vehicle mileage logs, internet tracking logs, etc. | 3 years | |
| 6-3-33 | ALL AGENCY - MEETING MINUTES & MATERIALS | Official minutes, agendas, and other information that may include, but are not limited to: presentation and supplemental meeting materials. | | See MEETING MINUTES AND MATERIALS, items 124-78 |
| 6-3-34 | ALL AGENCY - MISCELLANEOUS STATE PATROL DOCUMENTS | Agency records not covered by an other section of the Nebraska State Patrol Records Schedule 6 or the State Agencies General Records Schedule 124. | 5 years, unless a different retention period is specifically required by a state or federal law or regulation | Most records created or received by the Nebraska State Patrol are subject to an existing section in either Schedule 6 or 124. This section <i>MAY NOT</i> be used as an alternative to an applicable section of Schedule 6 or 124. |
| 6-3-35 | ALL AGENCY - NON RECORD MATERIAL | The following materials are declared to be non-record material, regardless of media on which they reside: a: Books, periodicals, newspapers, and catalogs used as a reference resource; b: Extra copies of documents 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, documents, or printed materials for supply purposes; e. Blank forms; f. Junk mail, spam, tickler files, "to do" and task lists that serve as a reminder than an action is required or that a reply to action is expected; g. Materials received documenting employee fringe activities (carpool locators, employee recreation activities, blood drives, charitable funds, holiday and social meetings, etc.). h. Tags, labels, etc. placed on items or equipment which transfer with the item. | | See NONRECORD MATERIAL, item 124-82 |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|---|---|---|
| 6-3-36 | ALL AGENCY - ORGANIZATIONAL CHARTS | Records outlining a diagram form structure of the agency. | | See ORGANIZATIONAL CHARTS, item 124-83 |
| 6-3-37 | ALL AGENCY - OVERTIME AUTHORIZATION | Records which reflect approval for employees to earn and/or be compensated for overtime and/or comp time. | 90 days | |
| 6-3-38 | ALL AGENCY - POOL CAR TRAVEL LOGS | Form used to document use of agency pool cars. Information for each use may include: date of use, beginning and ending odometer readings, start and finish times, number of miles traveled, destination, purpose of trip, and driver's signature. | 2 years | |
| 6-3-39 | ALL AGENCY - PUBLICATIONS AND PUBLICATION FILES | Records for publication. May include, but are not limited to: background material, copy (drafts), original artwork, 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 are maintained, indexed, and made available for lending through the Publications Clearinghouse. | | See PUBLICATIONS AND PUBLICATION FILES, item 124-97 |
| 6-3-40 | ALL AGENCY - REFERENCE MATERIALS | Sources of information containing facts which are referred to by agency employees or provided to the public. May include, but are not limited to: pamphlets, guides, listings of data, etc. | After superseded OR when no longer of reference value (whichever is later) | |
| 6-3-41 | ALL AGENCY - REGISTERED MAIL RECEIPTS | Receipts for both sending and receiving registered mail. | IF RELATED TO CASE FILE: Transfer to appropriate case file (CRIME LABORATORY-CASE FILES, item 6-11-6 , CRIME LABORATORY-CASE FILES CODIS, item 6-11-7, INTERNAL AFFAIRS-CASE FILES, item 6-24-1, INVESTIGATIVE SERVICES-ATTORNEY GENERAL INVESTIGATIONS, item 6-25-3, NIAC-INFORMATION ANALYSIS CASE FILES, 6-29-4, POLYGRAPH EXAMINERS-CASE FILES, item 6-32-1, PUBLIC INFORMATION-FORENSIC VIDEO CASE FILES, ITEM 6-3-2, SWORN PERSONNEL-CASE FILES, CRIMINAL, item 6-41-3, OR SWORN PERSONNEL-CASE FILES, NON-CRIMINAL, item 6-41-4) and follow the disposition schedule which applies to that case ALL OTHERS: 5 years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|---|--|---|
| 6-3-45 | ALL AGENCY - REPORTS AND STUDIES | Annual, quarterly, monthly, weekly, and other special reports and studies not listed under a separate item number. May include, but are not limited: to materials and resources used for statistical, progress, evaluations, etc. | FISCAL AND GRANT REPORTS: 5 years ALL OTHERS: 3 years OR when no longer of reference value (whichever is later) | |
| 6-3-42 | ALL AGENCY - REPORTS, ADMINISTRATIVE | Reports compiled on a regular basis for submission to commanders or command staff. | 3 years OR when no longer of reference value (whichever is later) | CALEA (Commission of Law Enforcement & Accreditation) |
| 6-3-43 | ALL AGENCY - REPORTS, ANNUAL AND BIENNIAL | Reports of agency activities produced on an annual or bi-annual basis. | ORIGINAL RECORD: Deposit four copies with Nebraska Publications Clearinghouse ALL OTHER COPIES: 3 years OR when no longer of reference value (whichever is later) | Neb. Rev. Stat. §41-411 to 51-418 |
| 6-3-44 | ALL AGENCY - REPORTS, CONSULTANTS AND COMMITTEES | Studies, analyses and reports created by consultants or committees. | 2 years OR when no longer of reference value (whichever is later); subject to review by the State Archives for possible accession | Contact State Archives to negotiate transfer |
| 6-3-46 | ALL AGENCY - ROSTERS AND MASTER MAILING FILES | Any report, database, listing, etc. which is issued as needed and serves as an agency mailing list, contact list, phone rosters, etc. | | See MASTER MAILING FILE, item 124-77 |
| 6-3-47 | ALL AGENCY - SCHEDULES | Documents which indicate the time of specific operations and assignments. May include, but are not limited to: duty schedules, aircraft schedules, etc. | 2 years | |
| 6-3-48 | ALL AGENCY - SELF INSPECTION REPORTS, DIVISIONAL | Documents the review of policies, equipment, and the work area for compliance with policy and safety. | 5 years | |
| 6-3-49 | ALL AGENCY - STAFFING REPORTS, DIVISIONAL | Documents current staff, vacant positions, and basic composition. | 5 years | |
| 6-3-50 | ALL AGENCY - STATISTICAL REPORTS | Reports prepared for a specific purpose, or an on-going basis which summarize information. May include, but are not limited to: overtime, monthly costs sheets, selective enforcement, interdiction, vehicle stops, etc. | FISCAL: 5 years ALL OTHERS: 3 years OR when no longer of administrative value (whichever is later) | |
| 6-3-51 | ALL AGENCY - TIMESHEETS | Documents which record hours worked, leave taken, beginning and ending time of work, function code(s) for work performed, facility where work, etc. | 5 years | |
| 6-3-52 | ALL AGENCY - TRAINING MANUALS, POSITION SPECIFIC | Manuals, checklists, brochures, PowerPoint's, etc. developed by the agency designed for the training of agency employees for specific positions. (FTO , Dispatcher, Background Investigation, Volunteers, etc.) | 5 years after superseded | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|--|---|--|
| 6-3-53 | ALL AGENCY - TUITION ASSISTANCE REQUESTS | Documents used to request reimbursement and approval for tuition. | | See REQUEST FOR TUITION ASSISTANCE, item 124-110 |
| 6-3-54 | ALL AGENCY - VISITOR LOGS | Records maintained in a variety of formats and can be used to document registration of visitors, non-agency personnel, etc. Information may include, but is not limited to: name and address of sender and addressee, subject matter, reason, date(s), time(s), etc. | | See LOGBOOKS AND OTHER LOGS, item 124-75 |
| 6-3-55 | ALL AGENCY - VOLUNTEER PROGRAM ACTIVITY SHEETS | Forms which document the activities of persons performing volunteer services for the agency. This is for an individual in a Non-Intern status. | 3 years | |
| 6-3-56 | ALL AGENCY - WORK ORDERS | Form used to request repair or work on a building/office. | 2 years | |
| 6-3-57 | ALL AGENCY - WORKING PAPERS | Raw data research materials and drafts used when creating reports, studies, etc. | | See WORKING PAPERS, item 124-127 |
| 6-5-1 | ASD - AIRCRAFT MAINTENANCE LOGS AND SCHEDULES | ASD (Aviation Support Division) Form used to document repairs, inspections, and certifications of aircraft. | Life of aircraft and transfer with aircraft | 14 CFR; Chapter 43 of Federal Aviation Regulations |
| 6-5-2 | ASD - AIRCRAFT PATROL FLIGHT RECORDS AND STOPWATCH CERTIFICATION CHECKLISTS | Form used to document field notes of pilots during aircraft/traffic enforcement operations. | Active year + 2 years | |
| 6-5-3 | ASD - FLIGHT LOG | Document which records the flight operation history of an aircraft. | Life of aircraft and transfer with aircraft | 14 CFR; Chapter 43 of Federal Aviation Regulations |
| 6-5-4 | ASD - FLIGHT TRAINING RECORDS AND PILOT DOCUMENTS | Documents used to verify the competency of light aircraft operations, pilot fitness to operate an aircraft, current licenses and endorsements of pilots and form used to document completion of initial flight training and on-going training. | After officer is no longer assigned to Division, then transfer to officer | |
| 6-5-5 | ASD - INSURANCE DOCUMENTS | Documents verifying aircraft are insured. May include, but are not limited to: copies of policy, invoices, etc. | After expiration of policy from the previous year | |
| 6-4-4 | AUTO FRAUD - CERTIFIED INSPECTOR APPLICATIONS | Application to document individual is able to act as a Certified Inspector. | PAPER: Active year + 40 years ELECTRONIC RECORD: Active year + 50 years | Neb. Rev. Stat. §60-181 to §60-189 |
| 6-4-1 | AUTO FRAUD - FACIAL RECOGNITION REQUEST FORM | Form used to request permission from Department of Motor Vehicles to use digital photo for investigation. | Active year + 2 years | |
| 6-4-3 | AUTO FRAUD - MOTOR VEHICLE IDENTIFICATION CERTIFICATE | Records data of vehicle titled in another state to verify vehicle is not stolen. | ORIGINAL RECORD: Return to vehicle owner ALL OTHER COPIES: Active year + 2 years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|--|---|--------------------|
| 6-4-2 | AUTO FRAUD - WRECKER SALVAGE BUSINESS DOCUMENTS | Records which detail inspections of salvage yards and may include, but are not limited to: details of vehicles and vehicle parts. | NO VIOLATION: 4 years OR until next inspection (whichever is sooner) VIOLATION: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case | |
| 6-6-1 | CAPITOL SECURITY - ACCESS LOGS | Monitors use of equipment and persons accessing certain areas. | REQUESTS (PAPER COPY OR EMAIL): After creation of Access Card ELECTRONIC DATABASE: Update as needed; purge upon separation of employment from the State of Nebraska | |
| 6-6-2 | CAPITOL SECURITY - ADMINISTRATIVE PARKING TICKETS | Documents parking violations in state parking lots and garages. | PAPER COPY: Data entry into database and destroy ELECTRONIC DATABASE: 1 year | |
| 6-6-3 | CAPITOL SECURITY - KEY REQUEST FORM | Document requesting an individual be issued a metal key. | 1 year after key is issued | |
| 6-6-4 | CAPITOL SECURITY - SECURITY CAMERA VIDEO | Video recordings of specific areas. | DEPARTMENT OF REVENUE CAMERAS: 90 days PANASONIC: 14 days AVIGILON: 21 days | |
| 6-7-1 | CARRIER ENFORCEMENT - ADMINISTRATIVE DOCUMENTS | Forms and reports used to document activities of the division including, but are not limited to: DOT number applications, selective enforcement checklists, administrative disqualification forms, fit testing records, and records of seals issuance. | 5 years | |
| 6-7-2 | CARRIER ENFORCEMENT - COMPLIANCE AND AUDIT REPORTS | Documents which verify commercial motor carriers are within or outside of compliance with law and regulation. | 6 years | |
| 6-7-3 | CARRIER ENFORCEMENT - DYED FUEL PROGRAM RECORDS | Forms and records used to document activities of commercial motor vehicles for compliance with the fuel tax statutes. May include, but are not limited to: log sheets, forms for recording violations, etc. | PAPER COPY: 1 year ELECTRONIC DATABASE: 10 years | |
| 6-7-4 | CARRIER ENFORCEMENT - ENFORCEMENT DOCUMENTS | Forms used to document violation of laws and regulations for enforcement action. May include, but are not limited to: driver inspection reports, vehicle inspection reports, scale tickets, etc. | 5 years | |
| 6-7-5 | CARRIER ENFORCEMENT - FISCAL DOCUMENTS | Forms used to document and manage program finances. May include, but are not limited to: change money receipt and audit form, remittance summary, etc. | 10 years | |
| 6-7-6 | CARRIER ENFORCEMENT - FIT TESTING RECORDS | Documents showing masks are operational and employee is using them properly. | After next fit test has been administered | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|--|--|--------------------|
| 6-7-7 | CARRIER ENFORCEMENT - PERMIT RECORDS | Documents and forms used to apply and monitor permits issued to commercial motor carriers. May include, but are not limited to: application for 72 hour prorate and fuel permit, permit book issuance form, etc. | 10 years | |
| 6-7-8 | CARRIER ENFORCEMENT - RADIOACTIVE MATERIAL SHIPMENTS | Forms used to document inspections and information relating to commercial vehicles transporting radioactive materials across the state. | 10 years | |
| 6-7-9 | CARRIER ENFORCEMENT - VIDEO FOOTAGE OF PERMANENT SCALES | Video recordings of operations at permanent weigh stations. | IF RELATED TO CASE FILE: Transfer to SWORN PERSONNEL-CASE FILES, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case ALL OTHERS: 1 year | |
| 6-8-1 | CLANDESTINE LABORATORY - BUNKER RECORDS | Documents relating to storage bunkers for clandestine laboratories. May include, but are not limited to: inspection reports, record books, inventories, etc. | 5 years | |
| 6-8-2 | CLANDESTINE LABORATORY - EMPLOYEE FILE | Documents officer activities such as training, reports, certificates, exposure, etc. | MEDICAL AND EXPOSURE RECORDS: Transfer to HUMAN RESOURCES - EMPLOYEE CONFIDENTIAL FILE, item 6-21-3 after employee is no longer a member of Clandestine Laboratory Team ALL OTHER RECORDS: 5 years after employee is no longer member of Clandestine Laboratory Team | |
| 6-8-3 | CLANDESTINE LABORATORY - INVESTIGATIVE REPORTS | Forms used to document information regarding the investigation of clandestine laboratories. May include, but are not limited to: scene inventories, reporting form, seizure reports, etc. | IF RELATED TO CASE FILE: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case ALL OTHERS: 7 years | |
| 6-9-1 | CLEIN NETWORK - AGENCY AUDIT REPORTS | Combined Law Enforcement Intelligence Network (CLEIN) documents which summarize the review of agency terminals for compliance with regulations. | Retain three most current audits; dispose of all others | |
| 6-9-2 | CLEIN NETWORK - OPERATOR CERTIFICATIONS DATABASE | Listing of operators who are certified to operate terminals on the CLEIN Network. | Update as needed | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|--|--|--------------------|
| 6-10-2 | COMMUNICATION - AUDIO DUPLICATION REQUEST | Document used to request a copy of the audio recording of the dispatch center. | IF CASE IS INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE INITIATED: 1 year | |
| 6-10-3 | COMMUNICATIONS - CAD SYSTEM INCIDENT REPORTS | Computer Aided Dispatch (CAD) documents which detail the calls for service handled by the agency. | REPORTS: Transfer to the appropriate case file (SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3 OR SWORN PERSONNEL-CASE FILE, NON-CRIMINAL, item 6-41-3) and follow the disposition schedule which applies to that case ELECTRONIC DATABASE: Update as needed; permanent | |
| 6-10-4 | COMMUNICATIONS - NCIC & NCIS ADMINISTRATIVE AND INFORMATIONAL MESSAGES | National Crime Information Center (NCIC) and Nebraska Crime Information System (NCIS) messages received/generated to/from other agencies reference computer entries, administrative information, calls for service, officer deaths, etc. | 3 months OR when no longer of administrative value (whichever is later) | |
| 6-10-5 | COMMUNICATIONS - NCIC & NCIS WARRANT AND CONFIRMATION MESSAGES | Messages received from originating agencies confirming a warrant is active or cancelling a warrant. | IF CASE IS INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE INITIATED: 1 year | |
| 6-10-1 | COMMUNICATIONS - RECORDINGS | Electronic recordings of radio traffic and phone calls sent and received from the communication dispatch centers. | 3 years | |
| 6-10-6 | COMMUNICATIONS - STATE ROLL CALL CHECK LIST (NAWAS) | Documents an agency's response to a check that the National Warning System (NAWAS) is operating properly. | 6 months | |
| 6-11-4 | CRIME LABORATOR - CODIS OFFENDER SAMPLES AND PRINTS | Records of body fluid samples and fingerprints collected pursuant to CODIS requirements. | Permanent | |
| 6-11-1 | CRIME LABORATORY - ACCREDITATION RECORDS | Documents, certificate, letters, etc. verifying the laboratory meets accreditation standards for criminalistics laboratories. | 75 years | |
| 6-11-2 | CRIME LABORATORY - CASE FILE LOG BOOK | Record of Laboratory case number assignment and submission. | 75 years OR when no longer of administrative value as determined by the Laboratory Director (whichever is later) | |
| 6-11-6 | CRIME LABORATORY - CASE FILES | Files containing reports, documents, submittal forms, analytical records, and results of the analysis of evidence. | DRUG/TOXICOLOGY CASE FILES: 10 years ALL OTHERS: 75 years | |
| 6-11-7 | CRIME LABORATORY - CASE FILES CODIS | Case files for external laboratory data that is to be reviewed before uploaded into CODIS. | 75 years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|---|--|--------------------|
| 6-11-3 | CRIME LABORATORY - CODIS FORM | Form used to request upload of profile into Combined DNA Index System (CODIS) database. | 1 year | |
| 6-11-5 | CRIME LABORATORY - CRIME LAB ANALYSIS AFFIDAVIT | Document which verifies the receiving, analyzing, and returning of an item of evidence. | ORIGINAL RECORD: Send to requesting Attorney PAPER COPY: Place in CRIME LABORATORY - CASE FILES, item 6-11-6 and follow the disposition schedule which applies to that case | |
| 6-11-8 | CRIME LABORATORY - POLICY AND SECTION PROCEDURES MANUAL | Documents outlining policies and protocols to be followed. | 75 years | |
| 6-11-9 | CRIME LABORATORY - QUALITY ASSURANCE DOCUMENTS | Records which may include, but are not limited to: maintenance logs, calibration logs, visitor logs, proficiency tests, audits, temperature check logs, etc. | 6 years | |
| 6-11-10 | CRIME LABORATORY - SAFETY MEETING AGENDA AND MINUTES | Records containing details of safety meetings. | 6 years | |
| 6-12-1 | CRIMINAL IDENTIFICATION - APPLICATION FOR REVOCATION OF CONCEALED HANDGUN PERMIT | Document completed and forwarded to County Attorney to initiate the process to revoke a concealed handgun permit. | IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE FILE INITIATED: 10 years | |
| 6-12-2 | CRIMINAL IDENTIFICATION - BACKGROUND CHECK AUDIT AND CERTIFICATION FILES | Documents verifying compliance with FBI regulations for fingerprint background checks. | 1 year after next audit findings have been shared | |
| 6-12-3 | CRIMINAL IDENTIFICATION - CARRY CONCEALED HANDGUN PERMIT APPLICATION FILES | Contains documents related to a persons application process and approval/denial for a permit to carry a concealed handgun. May include, but are not limited to: application, report from local authorities, approval letter, denial letter, proof of address, proof of citizenship, proof of identification, proof of vision statements, receipts, reports of injury or damage, copies of permits, etc. | ORIGINAL RECORD: Scan, upload and data entry to appropriate system RITS (RECORDS & INFORMATION TRACKING SYSTEM) & FILEBOUND: 80 years from initial issue/denial date | |
| 6-12-4 | CRIMINAL IDENTIFICATION - CARRY CONCEALED HANDGUN SECURED RECEIPT | Document completed by officers who are taking a handgun into custody from a person who possesses a concealed handgun permit. | ORIGINAL RECORD: Give to handgun owner IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE INITIATED: Transfer to CRIMINAL IDENTIFICATION - CARRY CONCEALED HANDGUN PERMIT APPLICATION FILES, item 6-12-3 | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|---|---|-------------------------------------|
| 6-12-15 | CRIMINAL IDENTIFICATION - DECEASED DOCUMENTATION, FINGERPRINT CARDS AND DMV | Fingerprints of individuals obtained pursuant to the death of an individual. Notification documentation from the DMV (Department of Motor Vehicles) of an individual's death. | FINGER PRINT CARDS: Permanent DMV: Permanent AFIS DATABASE: Permanent | |
| 6-12-5 | CRIMINAL IDENTIFICATION - DISTRICT COURT ORDERS FOR EXPUNGEMENT OF CONVICTIONS | Certified copies of orders from the District Court reversing and dismissing a criminal conviction resulting in the expungement of a record. | 110 years from the date of birth of person who is subject of file | Neb. Rev. Stat. §29-3523 & §29-4109 |
| 6-12-7 | CRIMINAL IDENTIFICATION - FINGERPRINT BACKGROUND CHECK FILE FOR APPLICANTS REQUIRED BY OTHER AGENCIES | Fingerprint background information on persons requesting fingerprint based criminal history records for application for employment, employment requirements, licensing requirements, permits requirements, etc. | ALL FINGERPRINTS: Enter into AFIS database and FileBound AFIS DATABASE: Permanent FINGERPRINT PAPER COPY: Immediate disposal after criminal history report disseminated RITS & FILEBOUND: 5 years from date criminal history record was disseminated | |
| 6-12-9 | CRIMINAL IDENTIFICATION - FINGERPRINTS FOR CRIMINAL PURPOSES | Fingerprints of individuals obtained pursuant to the investigation of a crime, arrest, or court conviction. | Permanent | |
| 6-12-8 | CRIMINAL IDENTIFICATION - FINGERPRINTS FOR NSP ADMINISTRATIVE PURPOSES | Fingerprints of individuals obtained for application for employment, employment requirements, licensing requirements, permit requirements, etc. | ORIGINAL RECORD: Immediate disposal after data entry into appropriate system and hiring process is complete AFIS DATABASE: Permanent RITS & FILEBOUND: Active year + 5 years from date the hiring process was complete | |
| 6-12-10 | CRIMINAL IDENTIFICATION - FINGERPRINTS OF PERSONS EXPUNGED OF A CRIME | Fingerprints of individuals who were arrested and due to an error have received an order from the District Court reversing and dismissing the conviction. | 110 years from the date of birth of person who is subject of file | Neb. Rev. Stat. §29-3523 & 29-4109 |
| 6-12-11 | CRIMINAL IDENTIFICATION - FISCAL DOCUMENTS | Forms and documents used to record fees collected and deposited. May include, but are not limited to: accounts receivable ledger, deposit and transaction reports, inter-agency billing documents, etc. | 5 years | |
| 6-12-12 | CRIMINAL IDENTIFICATION - IDENTITY THEFT FILES | Records and documents to clean up state identification file for person who has had identity stolen. | 110 years from the date of birth of person who is subject of file | |
| 6-12-13 | CRIMINAL IDENTIFICATION - STATE IDENTIFICATION JACKETS | Contains information on persons criminal history record. | 110 years from the date of birth of person who is subject of file | |
| 6-12-14 | CRIMINAL IDENTIFICATION - STATEWIDE NAME CHECK FILE | Statewide name check information on persons requesting a name based Nebraska criminal history record. | PAPER COPY: 30 Days; ELECTRONIC COPY: 5 years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|---|---|--------------------|
| 6-12-6 | CRIMINAL IDENTIFICATION - STOP AND SEARCH CARDS | Documents received by federal agencies requesting special action for certain individuals. May include fingerprints, correspondence, etc. | Enter fingerprints into AFIS Database; retain documents until notified by FBI to be removed | |
| 6-13-1 | DOMESTIC VIOLENCE/SEXUAL ASSAULT - FOREIGN PROTECTION ORDER AFFIDAVIT AND CERTIFICATION FORM | Form used to request entry and validity of a protection order issued from another jurisdiction on the Nebraska Foreign Protection Order Registry. | Attach form to document and transfer to DOMESTIC VIOLENCE/SEXUAL ASSAULT-FOREIGN PROTECTION ORDERS, item 6-13-2 | |
| 6-13-2 | DOMESTIC VIOLENCE/SEXUAL ASSAULT - FOREIGN PROTECTION ORDERS | Court order issued from jurisdiction outside of Nebraska authorizing one individual be protected from another. | 5 years after expiration or dismissal of order | |
| 6-13-3 | DOMESTIC VIOLENCE/SEXUAL ASSAULT - STATE COORDINATOR RESPONSE TEAM DOCUMENTS | Includes meeting minutes, agendas, correspondence, etc. | Active year + 5 years | |
| 6-14-1 | DRUG RECOGNITION EXPERT - OFFICER FILES | Files for both active and inactive Drug Recognition Expert (DRE) Officers which may contain their officer certification, evaluations, correspondence, etc. | 4 years after separation of employment | |
| 6-15-1 | EARLY INTERVENTION PROGRAM - ADMINISTRATIVE DOCUMENTS | Documents activities and details of program. May include, but are not limited to: annual report, monthly referral reports, records of destroyed committee action file, etc. | 5 years | |
| 6-15-2 | EARLY INTERVENTION PROGRAM - COMMITTEE ACTION FILES | Contains documents relating to employee involved in program and includes their Early Intervention Plan. | 2 years after completion of Early Intervention Plan | |
| 6-16-4 | EMERGENCY PREPAREDNESS CONTINUITY OF OPERATION PLAN (COOP) | Document that outlines the performance of NSP's essential functions during an emergency or situation that disrupts the normal agency operation. | Superseded | |
| 6-16-1 | EMERGENCY PREPAREDNESS EMERGENCY OPERATIONS PLANS | Outlines the course of action for the agency to maintain operations in the event of emergency situations. | After superseded | |
| 6-16-2 | EMERGENCY PREPAREDNESS HOMELAND SECURITY EXERCISES | Documents activities, protocols, and assessment of training exercises for homeland security. | Active year + 3 years | |
| 6-16-3 | EMERGENCY PREPAREDNESS MOBILE COMMAND POST DOCUMENTS | Forms which verify maintenance, service, and deployment of the Mobile Command Post and its generator. | Active year + 3 years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|---|---|-------------------------|
| 6-17-2 | EXECUTIVE PROTECTION - SPECIAL EVENT | Schedules, security plans, rosters, correspondence, etc. for special events that include visiting dignitaries, inaugural ball, conferences, etc. | End of Governor's term of office | |
| 6-17-3 | EXECUTIVE PROTECTION - THREAT DOCUMENTS | Documents details of phone calls, persons, situations, etc. which may be a threat to dignitaries or VIP's including but not limited to threat checklists, assessments, phone call forms, etc. | IF CASE FILE INITIATED: Transfer to the appropriate case file (SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3 OR SWORN PERSONNEL-CASE FILE, NON-CRIMINAL, item 6-41-4) and follow the disposition schedule which applies to that case IF NO CASE FILE INITIATED: 2 years | |
| 6-17-4 | EXECUTIVE PROTECTION - TRIP DOCUMENTS | Outlines details and information related to the travel of the Governor, Governor's family, or VIP's. | PAPER COPY: Scan to database and destroy after image verification ELECTRONIC RECORD: Active year + 1 year | |
| 6-18-7 | FIELD SERVICES - BODY WORN RECORDER DATA | Data from the use of body worn video or audio recording devices | 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 SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3 and follow the disposition schedule which applies to that case ALL OTHER COPIES: 90 Days | Neb. Rev. Stat. 81-1454 |
| 6-18-5 | FIELD SERVICES - IN-CAR VIDEO RECORDINGS | Video recording of all stops conducted. | ELECTRONIC RECORDS: 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 SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3 and follow the disposition schedule which applies to that case ALL OTHER COPIES: 1 year | |
| 6-18-2 | FIELD SERVICES - MEDICAL WAIVER FOR SUNSCREEN | Forms used to allow persons to have windows tinted darker than allowed in statute. | 2 years after expiration of document | |
| 6-18-3 | FIELD SERVICES - MOTOR VEHICLE ACCIDENT REPORTS | Reports, notes, photographs, statements, etc. generated as the result of a motor vehicle accident investigation. | HIGH PROFILE ACCIDENTS: 10 years ALL OTHERS: 3 Years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|--|---|-------------------------|
| 6-18-1 | FIELD SERVICES - SAFETY AND COMMUNITY PROGRAMS | Records, notes, correspondence, etc. related to public safety programs. May include, but are not limited to: Click-It or Ticket, Car Seat Checklists, CISM, Community Concerns, and Motor Assist Program. | 3 years | |
| 6-18-4 | FIELD SERVICES - WRECKER COMPANY DOCUMENTS | Records completed by individuals/ companies desiring to be on the agency wrecker list. May include, but are not limited to: applications and release of information forms. | 2 years after individual/company is removed from the wrecker rotation list | |
| 6-18-6 | FIELD SERVICES-MOBILE ARCHITECTURE FOR COMMUNICATIONS HANDLING (MACH) ACTIVITY/MESSAGE HISTORY | Electronic/Digital files of all MACH information. | 90 days | |
| 6-19-1 | GRANTS - ADMINISTRATIVE REPORTS | Report of summary information concerning grants received created by Grants Division. | YEAR TO DATE REPORTS: After superseded END OF FISCAL YEAR REPORTS: 4 years | |
| 6-19-2 | GRANTS - AGREEMENTS FOR DONATED GOODS AND SERVICES | Form outlining the agreement between the agency and person/organization donating items to the agency. | After equipment is no longer in the possession of the agency | |
| 6-19-4 | GRANTS - GRANT PROJECT FILES | Files which document the application, evaluation, award, administration, monitoring, and status of grants originating from federal or state governments, or foundations or other private funding sources. May include, but are not limited to: applications, proposals, activity summaries, budgets, award notifications, grant evaluations, reports, project plans, expenditure reports, related correspondence, documentation, memos, logs of grant activity, salary worksheets, monitor reports, equipment logs, sub-grant adjustment documents, financial records, and notifications of reports due. | | See GRANTS, item 124-63 |
| 6-19-5 | GRANTS - RESOURCE REQUEST/REPORT | Form documenting the tracking request and receipt of donations and goods from outside resources. | 5 years | |
| 6-20-2 | HAZARDOUS DEVICE TECHNICIANS - EXPLOSIVE PERMITTEE FILE | File containing information on all persons/companies desiring to obtain explosive permits. May include, but are not limited to: applications, testing information, permits storage facility applications, etc. | PAPER: After permit expires RITS AND FILEBOUND: 5 years after permit holder becomes inactive | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|--|--|--|
| 6-20-3 | HAZARDOUS DEVICE TECHNICIANS - INCIDENT REPORTS | Documents details of an incident involving explosive devices and/or chemicals. | IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE INITIATED: Active year + 15 years | |
| 6-20-4 | HAZARDOUS DEVICE TECHNICIANS - LIABILITY RELEASE FORM | Document signed by persons requesting the agency to dispose of explosive materials/objects. | 5 years after disposal of explosives | |
| 6-20-5 | HAZARDOUS DEVICE TECHNICIANS - TRAINING DOCUMENTS | Records of attendance, schedules, agendas, etc. of training sessions. | Transfer to TRAINING ACADEMY - EMPLOYEE TRAINING FILES, item 6-42-6 | Requirement for National Accreditation of Squad |
| 6-20-6 | HAZARDOUS DEVICE TECHNICIANS - X-RAY PERMITS | Document issued by Health & Human Services allowing technicians to operate bomb X-ray equipment. | Active year + 8 years | 180 NAC Chapter 2 |
| 6-21-1 | HUMAN RESOURCES - COMPREHENSIVE RECRUITMENT PLANS | Copies of comprehensive recruitment plans and reports generated or updated. May contain information such as seniority, age, position title, and diversity statistics. | 3 years | |
| 6-21-2 | HUMAN RESOURCES - DESK AUDIT | Form completed by employees seeking to have duties reviewed for reclassification of position. | 6 years | |
| 6-21-5 | HUMAN RESOURCES - EMPLOYEE HISTORY INFORMATION | Database which documents certain family and emergency information of employee. | Update and change on an annual basis; remove employee information 1 year after separation of employment | |
| 6-21-4 | HUMAN RESOURCES - EMPLOYEE PERSONNEL/ CONFIDENTIAL FILE | May include but not be limited to: information, pre-employment physicals, medical forms and evaluations, physician reports, disability self-disclosure, FMLA documentation, confidential program documents, the employee's application for employment, authorization for release of information, supplemental employment applications, confidentiality agreements, new employee orientation documents, letter of job status change, performance appraisals, new employee checklist, disciplinary actions, military orders & actions, policy acknowledgements, and request for employment verification. | SWORN PERSONNEL: 50 years after separation of employment CIVILIAN PERSONNEL: 10 years after separation of employment | |
| 6-21-6 | HUMAN RESOURCES - EMPLOYMENT ELIGIBILITY VERIFICATION | Form completed by new employees to verify they are lawfully eligible to be employed. | | See INS FORM I-9 AND EMPLOYMENT ELIGIBILITY VERIFICATION FORM, item 124-65 |
| 6-21-7 | HUMAN RESOURCES - EXIT INTERVIEW | Form completed by employees exiting the agency to evaluate aspects of their employment. | 1 year after separation | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|--|--|--|
| 6-21-8 | HUMAN RESOURCES - GRIEVANCE FILES | Files containing documents relating to the filing and response to a grievance. May include a grievance form, correspondence, notices, etc. | 3 years after all actions and appeals are final OR when no longer of reference value (whichever is later) | |
| 6-21-9 | HUMAN RESOURCES - INTERN FILES | Files containing documents relating to the selection and work of interns. May include, but are not limited to: confidentiality agreements, evaluations, timesheets, correspondence, etc. | 5 years after individual has completed their internship | |
| 6-21-10 | HUMAN RESOURCES - NEOC COMPLAINTS | Files containing documents relating to the filing of an EOC Complaint. May include complaint form, correspondence, supporting documents, tapes, etc. | 4 years after case is closed | |
| 6-21-11 | HUMAN RESOURCES - PERFORMANCE REVIEWS | Form used to document work performance of an employee. May include, but are not limited to: annual, initial, and special appraisals, supervisory observation forms, etc. | 5 years | Appraisal process moving to Employee Development Center (EDC) System with an official start date of 1/1/2013 |
| 6-21-12 | HUMAN RESOURCES - POSITION DESCRIPTION QUESTIONNAIRE | Form used to justify creation of a new position within an existing class or to reclassify a current position to a new class. | 5 years | |
| 6-21-13 | HUMAN RESOURCES - POSITION VACANCY PROJECT FILES | May include job posting, application, resumes, personal history questionnaire, photographs, background checks, screening or scoring devices, interview questions, and any other material used in the hiring process or in the failure or refusal to hire any person. | HIRED: 4 years (Sworn and Non-Sworn) NOT HIRED: 4 years (Sworn and Non-Sworn) | Electronic applications to be retained in NEOGOV 4 years |
| 6-21-14 | HUMAN RESOURCES - RETIREE NOTIFICATION SURVEYS | Form completed by employees when they retire to record their desire to receive information from the agency. | Transfer to HUMAN RESOURCES - EMPLOYEE PERSONNEL FILE, item 6-21-4, and follow the disposition schedule which applies to the file. | |
| 6-21-15 | HUMAN RESOURCES - TEMPORARY EMPLOYEE PERSONNEL FILES | May include, but are not limited to: employee's application for employment, correspondence, performance reviews, policy acknowledgements, confidentiality forms, etc. | 5 years after separation of employment | |
| 6-21-16 | HUMAN RESOURCES - VOLUNTEER FILES | Files containing records to document the work of volunteers. May include, but are not limited to: applications, confidentiality agreements, waivers, agreements, checklists, correspondence, etc. | 5 years after individual has completed their volunteer assignment | |
| 6-21-17 | HUMAN RESOURCES - WEEKLY POSITION POSTINGS | Electronic database of vacant positions in the agency and the status of filling them. | Update weekly; 10 years | |
| 6-23-1 | INFORMATION TECHNOLOGY - BACK UP TAPES | Contains full system back-ups performed on weekends; and incremental back-ups performed daily. | 2 months | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|---|--|--------------------|
| 6-23-2 | INFORMATION TECHNOLOGY - BATCH DATA ENTRY CONTROL RECORDS | Forms and logs used to reconcile batches submitted for processing against batches received and processed. | After closed OR completed and no longer of administrative value (whichever is later) | |
| 6-23-3 | INFORMATION TECHNOLOGY - CONVERSION, INTEGRATION AND MIGRATION PLANS | Comprehensive documentation of project plan including road maps, SOW's, system architecture, data loss, knowledge transfer, contracts, RFP, and technical documentation. | 3 years after successful conversion is complete | |
| 6-23-4 | INFORMATION TECHNOLOGY - DATA PROCESSING POLICIES AND PROCEDURES | Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc. | 3 years after superseded OR until obsolete (whichever is sooner) | |
| 6-23-5 | INFORMATION TECHNOLOGY - HARDWARE DOCUMENTATION | Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating systems requirements, hardware configurations, and equipment control systems. | Dispose of after electronic records are transferred to and made usable in a new hardware environment OR after there are no electronic records being retained to meet an approved retention period that requires a record to be retrieved using the hardware OR until no longer have administrative value (whichever is later) | |
| 6-23-6 | INFORMATION TECHNOLOGY - HARDWARE REQUEST | Form used to record details of request by employee to acquire computer hardware. | APPROVED REQUESTS: 1 year after hardware surplus, destroyed or disposed of DENIED REQUESTS: 2 years | |
| 6-23-7 | INFORMATION TECHNOLOGY - HISTORY FILES, WEB SITES | Record of documents visited during an Internet session that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer. | When no longer of administrative value | |
| 6-23-8 | INFORMATION TECHNOLOGY - INTERNET COOKIES | Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers. | When no longer of administrative value | |
| 6-23-9 | INFORMATION TECHNOLOGY - LEGAL AND REGULATORY COMPLIANCE RECORDS | Documents may include, but are not limited to: compliance checks, DHS audits, CJIS audits, security assessments from vendors, etc. | 3 years after created OR received | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|--|---|--------------------|
| 6-23-10 | INFORMATION TECHNOLOGY - MASTER FILES, FINDING AIDS, INDEXES, AND TRACKING SYSTEMS | Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records. Examples include, but are not limited to: data tables of relational databases used by application or computer programs. Also includes automated indexes, lists, registers, and other finding aids used to provide access to records. | When no longer of administrative value as determined by Information Technology Commander | |
| 6-23-11 | INFORMATION TECHNOLOGY - MONITORING AND TRACKING RECORDS FOR CARD ACCESS SYSTEM | Documents which include, but are not limited to: transactions, audit trails, alarms, and request queues. | AUDIT TRAILS: 31 days TRANSACTIONS: 1 year ALARMS: 1 year | |
| 6-23-12 | INFORMATION TECHNOLOGY - OUTPUT RECORDS FOR COMPUTER PRODUCTION | Reports showing transactions that were accepted, rejected, suspended, and/or processed. | When no longer of administrative value | |
| 6-23-13 | INFORMATION TECHNOLOGY - PLANNING DOCUMENTS | May include division strategic plan, information technology plans submitted to OCIO, etc. | 5 years after superseded OR obsolete (whichever is sooner) | |
| 6-23-14 | INFORMATION TECHNOLOGY - PROCESSING FILES | Machine-readable files used in the creation, utilization, and updating of master files. | Completed, closed, or no longer of administrative value (whichever is later) | |
| 6-23-15 | INFORMATION TECHNOLOGY - QUALITY ASSURANCE RECORDS | Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy. | After no longer needed as an audit trail for any records modified and no longer of administrative value (whichever is later) | |
| 6-23-16 | INFORMATION TECHNOLOGY - SECURITY INCIDENT REPORTS | Documents detailing information of any breach or threat to security of the agency network to include reporting, handling, and follow-up to the incident. | 3 years after all follow up actions are complete | |
| 6-23-17 | INFORMATION TECHNOLOGY - SERVICE REQUEST RECORDS | Documents may include, but are not limited to: plans, requests, performance reports, usage, bills, payments, installation, change, removal and servicing of equipment, work orders, and help desk tickets. | 5 years after completed, cancelled, OR abandoned (whichever is sooner) | |
| 6-23-18 | INFORMATION TECHNOLOGY - SOFTWARE INSTALL REQUEST | Form used to record details of request by employee to install software on agency computer. | APPROVED REQUESTS: 1 year after software removed from computer DENIED REQUESTS: 2 years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|---|---|--|
| 6-23-19 | INFORMATION TECHNOLOGY - SOFTWARE PROGRAMS | Automated software applications and operating system files including job control language, program listing/source code, etc. | Dispose of after electronic records are transferred to and made usable in a new hardware environment OR there are no electronic records being retained to meet an approved retention period that require the software to read a record OR no longer have administrative value (whichever is later) | |
| 6-23-20 | INFORMATION TECHNOLOGY - SOFTWARE REGISTRATIONS, WARRANTIES, SUPPORT, AND LICENSE AGREEMENTS | Documents which verify agency permission to operate software programs, and vendor agreements to maintain and support the software. | GRANT FUNDED: 5 years after the date of the last transaction of the grant OR 5 years after the software is no longer available (whichever is later) ALL OTHERS: 5 years after the software is no longer in use | |
| 6-23-21 | INFORMATION TECHNOLOGY - SYSTEM MONITORING RECORDS | Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc. | When no longer of administrative value | |
| 6-23-22 | INFORMATION TECHNOLOGY - TECHNICAL DOCUMENTATION | Records adequate to specify all technical characteristics necessary for reading or processing of electronic records and their timely, authorized disposition including documentation describing how a system operates and necessary for using the system such as user guides, system or sub-system definitions, system specifications, input and output specifications, and system flow charts, program maintenance logs, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements. | Dispose of after electronic records are transferred to and made usable in a new software environment OR there are no electronic records being retained to meet an approved retention period that require the hardware to read a record | |
| 6-24-1 | INTERNAL AFFAIRS - CASE FILES | The physical file which contains all case markings and identifiers. Includes all investigative material generated during the investigation. May include, but are not limited to: investigative reports, audio, video, complaint control form, conduct and procedures review and notification, Garrity warning, investigator checklist, and notice to accused employee. | CURRENT EMPLOYEES: 45 years FORMER EMPLOYEES: 45 years after date of separation | Internal Affairs Essential/Priority |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|--|---|--|
| 6-24-2 | INTERNAL AFFAIRS - NO MISCONDUCT FILES | File contains allegations of policy and/or rule violations reviewed but are deemed to be "no misconduct". | 1 year | |
| 6-24-3 | INTERNAL AFFAIRS - NOTICE OF DISCIPLINE | A formal written document authored by the employee's Commander or designee containing details of the employee's action and reasons for the discipline. | Place one copy in HUMAN RESOURCES - EMPLOYEE PERSONNEL FILE, item 6-21-4 and one copy in INTERNAL AFFAIRS - CASE FILES, item 6-24-1 and follow the disposition schedule which applies to that file | |
| 6-24-4 | INTERNAL AFFAIRS - SUPERINTENDENTS' CORRESPONDENCE | May include correspondence, documents related to processing and disposition of an External Complaint 'Alleging No Misconduct or an External Complaint Alleging Misconduct. | NO MISCONDUCT: 3 years MISCONDUCT: Transfer to INTERNAL AFFAIRS CASE FILES, item 6-24-1, and follow the disposition that applies to the case | Retention period begins the year record is created |
| 6-22-1 | INTERNET CRIMES AGAINST CHILDREN - CASE FOLDERS | Investigative documents and findings of case, including but not limited to reports, analysis, charts, warrants, etc. | HOMICIDE CASES: Permanent ALL OTHERS: Final disposition of case | |
| 6-22-2 | INTERNET CRIMES AGAINST CHILDREN - CYBER TIPS | Information on possible law violation. | 5 years | |
| 6-25-1 | INVESTIGATIVE SERVICES - ADMINISTRATIVE CITATIONS | Form used to document liquor licensee violation of rules and regulations. | 2 years | |
| 6-25-2 | INVESTIGATIVE SERVICES - ALCOHOL COMPLIANCE CHECKS | Document used to record status of retail establishments as to selling of minors. | IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE FILE INITIATED: Transfer information to database and update as needed; dispose of after verification of data | |
| 6-25-3 | INVESTIGATIVE SERVICES - ATTORNEY GENERAL INVESTIGATIONS | Case investigations of law violations or misconduct requested by the Attorney General's Office. | CASES FILES OF MURDER, TREASON, ARSON, AND CRIMES WITH NO STATUTE OF LIMITATIONS: 99 years after case opened, subject to review by the State Archives for possible accession ALL OTHER FELONY CASE FILES: 75 years after case opened MISDEMEANOR CASE FILES: 40 years after case opened | Contact State Archives to negotiate transfer |
| 6-25-4 | INVESTIGATIVE SERVICES - CROSS DEPUTIZATION APPLICATIONS | Applications and documents required for cross deputization for federal and/or local agencies. | 5 years after credentials expire | |
| 6-25-5 | INVESTIGATIVE SERVICES - DESTRUCTION OF BEER, WINE, AND LIQUOR FORMS | Form used to document the destruction of damaged goods from a liquor wholesaler. | 2 years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|--|---|---|
| 6-25-7 | INVESTIGATIVE SERVICES - INTERNET TRACKING LOGS | Reports of internet sites used for special investigations. | 2 years | |
| 6-25-8 | INVESTIGATIVE SERVICES - LIQUOR LICENSEE FILES | Files contain information (applications, permits, violations, etc.) on persons and businesses holding liquor licenses. | APPLICATIONS/ADMINISTRATIVE: Transfer all original files to the Liquor Commission. <i>No copies will be retained by the NSP.</i> IF CASE INITIATED/DISQUALIFIERS: Transfer to SWORN PERSONNEL - CASE FILE, CRIMINAL, 6-41-3 and follow the disposition schedule which applies to that case | |
| 6-25-9 | INVESTIGATIVE SERVICES - PRIVATE DETECTIVE BACKGROUND DOCUMENTS | Forms, documents, reports, checklists, etc. used in conducting a background investigation on an applicant for a private investigator license. | 10 years | |
| 6-25-10 | INVESTIGATIVE SERVICES - SEIZURE RECORDS | Includes request for adoption, asset information, copies of checks, etc. | IF CASE IS INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE INITIATED: 5 years | |
| 6-25-11 | INVESTIGATIVE SERVICES - TASK FORCE PARTICIPATION DOCUMENTS | Form used to document activities of a task force and make recommendations for future participation in the task force. | 5 years | |
| 6-25-12 | INVESTIGATIVE SERVICES - UNDERCOVER DRIVER LICENSE DOCUMENTS | Applications, copies of drivers license, etc. for officers who are issued a drivers license for undercover work. | 2 years after license is no longer valid | |
| 6-25-13 | INVESTIGATIVE SERVICES - VERIFICATION OF VEHICLE ID FORMS | Used to inspect vehicles for issuance of titles. | 90 days | |
| 6-25-6 | INVESTIGATIVE SERVICES INMATE COMPLAINTS | Information received from persons committed to Department of Corrections alleging law violations or misconduct. | IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE FILE INITIATED: 2 years | |
| 6-26-1 | LEGAL - ADMINISTRATIVE HEARINGS | Any supporting administrative documents that are part of the Hearing Officer's Case File for Administrative Hearings. May include, but not limited to: pleadings, motions, preliminary or intermediate rulings and orders, exhibits, and similar correspondence to or from the agency pertaining the case. | ADMINISTRATIVE HEARING CASE FILE: 4 years from the date of the final decision APPEALS: 4 years from the date of the final Appellate Decision AUDIO TRANSCRIPTS: Dispose of concurrently with Administrative Hearing Case File and Appellate Decision | Hearing types to include but, not limited to CCW, SOR, Carrier, etc.) |
| 6-26-2 | LEGAL - ADMINISTRATIVE RULE DOCUMENTS | Documents related to the drafting, revision, and adoption of administrative rules. May include, but are not limited to: public notices, drafts, hearing notes, correspondence, etc. | 10 years after superseded OR when no longer of administrative value (whichever is later) | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|---|---|--|
| 6-26-3 | LEGAL - ARBITRATION AND PERSONNEL HEARING DECISIONS | Documents the decision in case of employee disciplinary process. | 30 years OR when no longer of administrative value as determined by Agency Legal Counsel or designee (whichever is later) | |
| 6-26-4 | LEGAL - CIVIL LITIGATION FILES | May include filings, briefs, depositions, reports, notices, subpoenas, requests for representation, etc. <i>High Liability:</i> Accusations of using excessive force or violating the constitution. | HIGH LIABILITY: 15 years after final decision ALL OTHERS: 10 years | |
| 6-26-5 | LEGAL - CLAIMS | May include reports, correspondence, briefs, etc. | IF LAWSUIT DEVELOPS: Place in LEGAL - CIVIL LITIGATION FILES, item 6-26-3 ALL OTHERS: 3 years after claim is closed | |
| 6-26-6 | LEGAL - COMPLAINT FILES | Complaints filed by employees or by persons concerning the decisions or actions of a specific state agency. Examples include unfair or discriminatory employment practices lawsuits. | 10 years after last action | |
| 6-26-7 | LEGAL - CONTRACTS | Contracts, and agreements that may include general obligation, utilities consultants, services, software, IT systems, and construction EXCEPT buildings. Documents may include specifications, requests for proposals or information (RFP/RFI), affidavits of publication of calls for bids, accepted and rejected bids, contracts, letters of agreements, purchase orders, inspection reports, performance bonds and correspondence. | | See AGREEMENTS & CONTRACTS, item 124-7 |
| 6-26-8 | LEGAL - GRAND JURY CASE DOCUMENTS | May include filings, briefs, depositions, reports, notices, subpoenas, requests for representation, etc. | 5 years after last action on the case | |
| 6-26-9 | LEGAL - LEGAL OPINIONS | Documents interpretation of specific question of law by agency legal staff. | | See LEGAL OPINIONS AND ADVICE, item 124-73 |
| 6-26-10 | LEGAL - MEDICAL INFORMATION | Form used to document details of incident when employee is seeking agency to pay medical expenses for persons outside the agency. | 5 years | |
| 6-26-11 | LEGAL - NATIVE AMERICAN TRIBAL CONTRACTS | Documents which outlines agreements between the agency and/or state and a specific Native American Tribe(s). | | See AGREEMENTS & CONTRACTS, item 124-7 |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|--|---|--|
| 6-26-12 | LEGAL - PUBLIC NOTICES | Records documenting compliance with laws requiring public notice of governmental activities. May include, but are not limited to: public or legal notices, proof of publication, notice of meetings or bids, etc. | NOTICES SPECIFIC TO SCHEDULE ITEM: Transfer to applicable item (LEGAL-ADMINISTRATIVE RULE DOCUMENTS, item 6-26-1, LEGAL-CIVIL LITIGATION FILES, item 6-26-3, LEGAL-CLAIMS, item 6-26-4 OR LEGAL-COMPLAINT FILES, item 6-26-5) and follow the disposition schedule which applies ALL OTHERS: 5 years | |
| 6-26-13 | LEGAL - PUBLIC RECORD REQUESTS, APPROVED | May include correspondence, documents, photos, reports, etc. | 2 years | |
| 6-26-14 | LEGAL - PUBLIC RECORD REQUESTS, DENIALS AND PARTIAL DENIALS | Notice to requesting parties that all or part of request is being denied. | Permanent | Neb. Rev. Stat. §84-712.04 |
| 6-26-15 | LEGAL - PUBLIC RECORD REQUESTS, WITHDRAWN | Request for information when party withdraws request or fails to provide adequate information to process request. | 2 years from date of request | |
| 6-26-16 | LEGAL - SUBPOENA, ADMINISTRATIVE | Document used to request appearance or production of documents for a hearing or administrative process. | IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE FILE INITIATED: 10 years | |
| 6-26-17 | LEGAL - UNIT ACCIDENT RECORDS | Accident reports, photos, statements, damage estimates, etc. | IF LEGAL ACTION DEVELOPS: Transfer to applicable item (SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, OR INTERNAL AFFAIRS-CASE FILES, item 6-24-1) and follow the disposition schedule that applies to that case ALL OTHERS: 5 years | |
| 6-26-18 | LEGAL - WORKERS COMPENSATION FILES | Files containing documents related to claims of injury and/or illness occurring while performing job duties. May include, but are not limited to: first report of injury, employee choice of doctor forms, medical bills, correspondence, reports, etc. | | See FIRST REPORTS OF ALLEGED ACCIDENT OR OCCUPATIONAL DISEASE OR FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS, item 124-59 |
| 6-27-1 | LEGISLATIVE LIAISON - ADMINISTRATIVE DOCUMENTS | Files, documents, and reports utilized in the legislative process. May include, but are not limited to: session budgets, fiscal notes, reports of interim studies, agendas, calendars, journals, transcripts, legislative bills, reference materials, etc. | 10 years | |
| 6-27-2 | LEGISLATIVE LIAISON - PROPOSED LEGISLATION | Drafts of proposed legislative bills and related correspondence and documentation. | 10 years or until no longer of reference value (whichever is later) | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|---|---|------------------------|
| 6-28-1 | NEBRASKA HAZARDOUS INCIDENT TEAM - INCIDENT REPORT AND CHEMICAL PAGE | Documents the details of an incident involving hazardous materials with information about the specific chemicals involved. | IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE FILE INITIATED: 10 years | |
| 6-29-9 | NIAC - AUDITS (NFIN AND PRIVACY POLICY) | Documents the review of products for the compliance with DHS (Department of Homeland Security) requirements and the Privacy Policy. "NIAC" stands for Nebraska Information Analysis Center and "NFIN" stands for Nebraska Fusion Information Network. | 1 year after next audit has been conducted and findings have been received | |
| 6-29-1 | NIAC - CONFIDENTIAL INFORMANT FILES | NIAC files which contain records of confidential informant activities. | 5 years after termination as a confidential informant | |
| 6-29-3 | NIAC - FIELD INTERVIEW CARDS AND SARS | Documents contact with a subject or information not reported as part of a formal incident. "SARs" stands for Suspicious Activity Reports. | Active year + 5 years | |
| 6-29-4 | NIAC - INFORMATION ANALYSIS CASE FILES | Requests, materials, forms, etc. used in collecting and analyzing information. | IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE FILE INITIATED: 5 years | |
| 6-29-5 | NIAC - INFORMATION RELEASE AND AUTHORIZATION FOR MISSING CHILDREN | Document signed by parent/guardian of missing child/children to authorize release of photo, etc. | Active year + 5 years | |
| 6-29-2 | NIAC - INTELLIGENCE REPORTS | Documents intelligence information on persons, places, events, etc. for investigative purposes including, but are not limited to suspicious activity reports, notes, letters, etc. | 5 years after last entry when there is no longer any criminal predicate that applies to the person, target or event | 28 C.F.R. § Part 23.20 |
| 6-29-6 | NIAC - NOTIFICATION OF LOST OR MISSING CHILD | Form used to document information of a missing child so entry can be made into national computer. | PAPER COPY: Data entry into database and destroy ELECTRONIC DATABASE: Update as needed | |
| 6-29-7 | NIAC - REQUESTS FOR INTELLIGENCE INFORMATION | Documents an agency's request for information for investigative purposes including but not limited to information from Financial Crimes Network, FBI files, state files, and local files. | 5 years | |
| 6-29-8 | NIAC - VETTING FORMS | Documents a persons clearance to receive information from NIAC. | Active year + 3 years after individual no longer has access to the system | |
| 6-30-1 | POLICE SERVICE DOG DIVISION - INSTRUCTOR/ EVALUATOR CERTIFICATION AND JUDGE CERTIFICATIONS | Forms which document the proficiency of officers to serve as trainers and dog judges for police service dogs and their handlers. | 10 years after expiration of certification | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|---|--|--|
| 6-30-3 | POLICE SERVICE DOG DIVISION - PERFORMANCE DEPLOYMENT AND SERVICE DOCUMENTS | Forms and reports which document the training, deployments, medical history, and service of the dog. Records include, but are not limited to: certification grade sheets, deployment forms, medical history, veterinarian records, etc. | 5 years after police service dog is no longer in service | |
| 6-30-4 | POLICE SERVICE DOG DIVISION - PHYSICAL APPREHENSION REPORTS | Apprehension reports, including photos and videos of apprehensions. | 40 years from date of incident | |
| 6-30-5 | POLICE SERVICE DOG DIVISION - TRAINING DRUG DOCUMENTS | Forms used to monitor, control, and inventory the use of controlled substances for police service dog training. | Active year + 3 years | |
| 6-31-1 | POLICY & ACCREDITATION - ACCREDITATION DOCUMENTS | Files and documents which details the agency complies with accreditation standards. | 1 year after next accreditation is awarded | |
| 6-31-2 | POLICY & ACCREDITATION - AGENCY POLICY MANUAL | Document published annually which outlines procedures and policies for agency operations. | 30 years, subject to review by State Archives for possible accession | Contact State Archives to Negotiate Transfer |
| 6-31-5 | POLICY & ACCREDITATION - INSPECTION REPORTS | Archive of requests for revisions to written directives in the agency. | 30 years | |
| 6-31-3 | POLICY & ACCREDITATION - POLICY REVISION DOCUMENTS | Documents and forms used to update, revise and verify policies have been routed, including but are not limited to, policy postings, sign-off sheets, updates, etc. | 3 years | |
| 6-31-4 | POLICY & ACCREDITATION - STAFF INSPECTION REPORTS | Forms which documents compliance and/or deviance of policy in division practices. | 3 years | |
| 6-32-1 | POLYGRAPH EXAMINERS - CASE FILES | Documents, notes, charts, reports, etc. used to administer a polygraph examination, including but are not limited to, waivers, test results, conclusions, etc. | INVESTIGATIVE POLYGRAPHS: Transfer to SWORN PERSONNEL- CASE FILES, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case INTERNAL AFFAIRS POLYGRAPHS: Transfer to INTERNAL AFFAIRS-CASE FILES, item 6-24-1, and follow the disposition schedule which applies to that case APPLICANT POLYGRAPERS, HIRED: 1 year APPLICANT POLYGRAPERS, NOT HIRED: 7 years OFFICER CANDIDATED POLYGRAPH BACKGROUND: Active year + 1 year | |
| 6-32-2 | POLYGRAPH EXAMINERS - LICENSE | Document which verifies the examiner is legal to conduct examinations in the State of Nebraska. | 5 years after superseded OR when license is no longer valid (whichever is later) | |
| 6-33-1 | PUBLIC INFORMATION - AGENCY NEWSLETTERS | Publications for the agency, or specific divisions published at regular intervals for the purpose of providing information within and outside of the agency. | 5 years, subject to review by State Archives for possible accession | Contact State Archives to negotiate transfer |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|--|---|--|
| 6-33-2 | PUBLIC INFORMATION - FORENSIC VIDEO CASE FILES | Documents, reports, correspondence, photos, etc. used in the analysis of videos for investigative purposes. | NSP REQUESTS: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3 and follow the disposition schedule which applies to that case. <i>Duplicate copies created should be disposed of immediately after delivery of product to Investigative Officer</i> OUTSIDE AGENCIES: Files should be disposed of immediately after delivery of product to requesting agency | |
| 6-33-3 | PUBLIC INFORMATION - PHOTOS, VIDEOS, SLIDES, ETC. | Photos, videos, slides, etc. that in some cases may be historic but primarily not. May include recruit class photos, retirements, special events, promotions, awards, etc. | When no longer of administrative value | |
| 6-33-5 | PUBLIC INFORMATION - PRESS RELEASE WORKING NOTES | Supporting documents used to collect information for press releases. May include, but are not limited to: faxes, photos, reports, e-mails, etc. | When no longer of administrative value | |
| 6-33-4 | PUBLIC INFORMATION - PRESS RELEASES | Press releases issued by the agency. | 5 years, subject to review by State Archives for possible accession | Contact State Archives to negotiate transfer |
| 6-33-6 | PUBLIC INFORMATION - PUBLIC SERVICE ANNOUNCEMENTS | Information prepared for dissemination to the public. | Active year + 2 years | |
| 6-33-7 | PUBLIC INFORMATION - SOCIAL NETWORKING SITES | Internet sites which the agency has an account to communicate with others on the same site. | Update as needed | |
| 6-34-1 | PURCHASING - BID SPECIFICATIONS | Document which outlines the specific requirements which have to be present to submit a bid for a specific piece of equipment or commodity. | 5 years after equipment or commodity is no longer used in agency | |
| 6-34-3 | PURCHASING - REQUESTS FOR PROPOSALS (RFP'S) | Document outlining details of requirements for desired service and /or product. | RFP PLACED OUT FOR BID: 15 years after completion of project DRAFT RFP: 5 years OR when no longer of reference value (whichever is sooner) | |
| 6-34-4 | PURCHASING - VENDOR PERFORMANCE REPORTS | Documents actions and items relating to the quality, timeliness, value, etc. of a vendor after a job is completed. | 15 years after last contract with vendor | |
| 6-34-5 | PURCHASING - WEAPON SALES/PURCHASE TRANSACTION DOCUMENTS | Orders, correspondence, forms, licenses, etc. relating to the sale of weapons to and from the agency. | 20 years after agency no longer possesses weapon | |
| 6-35-1 | RADIO ENGINEERING - RADIO FREQUENCY LICENSES | Documents which verify permission from the Federal Communications Commission to operate radios on assigned frequencies. | 7 years after expiration of license | Title 47 part 90.437 of FCC Rules |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|---|---|---|
| 6-36-1 | RECORDS MANAGEMENT - PUBLICATIONS CLEARINGHOUSE RECORDS | Listing of documents forwarded to Nebraska Publications Clearing House. | 10 years | |
| 6-36-3 | RECORDS MANAGEMENT - RECORDS DISPOSITION REPORTS | Agency copy of forms used for the disposition of records based upon an approved records retention schedule. | | See RECORDS DISPOSITION REPORTS, item 124-100 |
| 6-36-2 | RECORDS MANAGEMENT - RECORDS INVENTORIES | Listing of different records for agency as a whole as well as by division. | After superseded | |
| 6-36-4 | RECORDS MANAGEMENT - RECORDS TRANSFER FORMS | Form listing items transferred to the State Records Center. | | See RECORDS TRANSFER FORM, item 124-101 |
| 6-36-5 | RECORDS MANAGEMENT - RETENTION SCHEDULE | Listing of records in agency by series and the length of time they must be retained before disposition. | 30 years | |
| 6-36-6 | RECORDS MANAGEMENT - STATE ARCHIVE DOCUMENTS | List of agency documents forwarded to State Archives. | 10 years | |
| 6-37-1 | RESEARCH & PLANNING - ANNUAL REPORT | Summary of agency activities for calendar year. | 30 years | |
| 6-37-2 | RESEARCH & PLANNING - PROJECT REVIEWS/REPORTS | Summaries of projects outlining agency practices, or on a specific topic including, but not limited to, equipment reviews, Chief's Challenge projects, Committee reports/recommendations, etc. | 3 years | |
| 6-37-3 | RESEARCH & PLANNING - STRATEGIC PLAN | Outlines agency initiatives for the upcoming three year time period. | 30 years | |
| 6-37-5 | RESEARCH & PLANNING - SURVEYS | Summaries of information from within the agency as well as other agencies. | When no longer of reference value | |
| 6-37-4 | RESEARCH & PLANNING - TRAFFIC STOP REPORTS | Reports of agency traffic stops reported to the Crime Commission on a quarterly basis. | COMPLETED REPORT: 3 years SUPPORTING DOCUMENTATION: 1 year | |
| 6-38-1 | SEX OFFENDER REGISTRY - OFFENDER FILES | Contains all forms and documents relative to the offenders registration, address, hearings, incoming calls with requests for information etc., including but not limited to, registry intake worksheet, change of address, initial registration form, registry checklist, intake worksheet, address verification, registry worksheets, request for reduction in registration period, record of incoming calls for statistical information, etc. | PAPER AND FILEBOUND: 5 years after lifetime of offender OR offender reaches age of 115 (whichever is sooner) ELECTRONIC DATABASE: Update as needed | |
| 6-39-1 | SUPERINTENDENT'S OFFICE - DEPUTY STATE SHERIFF DOCUMENTS | Forms completed by persons desiring state deputy sheriff certification. | 10 years after expiration of certification | |

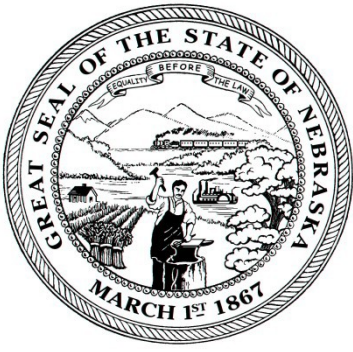
| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|--|--|---|
| 6-39-2 | SUPERINTENDENT'S OFFICE - GUBERNATORIAL APPOINTMENTS | Documents supporting appointments by the Governor to boards, commission, etc. May include but are not limited to: correspondence, certificates, photos, etc. | 1 year after expiration of appointment | |
| 6-40-1 | SUPPLY - ABANDONED VEHICLE TITLES | Vehicles titles and related documents issued for vehicles left unattended on the roadway. | 3 years after vehicle is no longer in the agency | |
| 6-40-2 | SUPPLY - CERTIFICATE OF DESTRUCTION OF SURPLUS PROPERTY | Certificate issued to an agency when property is destroyed. | | See CERTIFICATE OF DESTRUCTION OF SURPLUS PROPERTY, item 124-27 |
| 6-40-3 | SUPPLY - DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO) PROGRAM DOCUMENTS | Records outlining the agency participation in the program. May include letters, receipts, hold harmless agreements, etc. | 5 years after property is no longer in the agency | |
| 6-40-4 | SUPPLY - FOUND PROPERTY RECORDS | Records which document the location, disposition, and other details of found property. | 5 years after property is no longer in the agency | |
| 6-40-5 | SUPPLY - HARD GOODS INVENTORY | Document which lists agency owned items recorded as listed on the hard goods inventory from Administrative Services. | | See INVENTORY, ANNUAL, item 124-67 |
| 6-40-6 | SUPPLY - NOTICE OF EQUIPMENT REMOVED FROM INVENTORY | May include listing of items transferred to another agency, sent to Surplus Property, destroyed, lost, stolen, etc. | | See INVENTORY, NOTICE OF EQUIPMENT REMOVED FROM, item 124-68 |
| 6-40-7 | SUPPLY - RECRUIT CAMP RECORDS | Documents of items/equipment ordered, received, issued for new officers. | 5 years after separation of employment | |
| 6-40-8 | SUPPLY - SURPLUS PROPERTY NOTIFICATION | Form filled out when property is to be transferred to surplus property. | FOR WEAPONS: 20 years after weapon is no longer in the agency OR a maximum of 40 years if the record still holds administrative value ALL OTHERS: 5 years after date property was surplus OR after audit (whichever is later) | |
| 6-40-9 | SUPPLY - SURPLUS PROPERTY SALE REPORT | Form sent to agency after surplus property is sold. | FORMS WITH SALE OF WEAPONS: 20 years OR a maximum of 40 years if the record still holds administrative value ALL OTHERS: 5 years | |
| 6-40-10 | SUPPLY - UNIFORM/EQUIPMENT/ VEHICLE TRACKING DOCUMENTS | Forms, reports, and records used to track the issuance, use, misplacing, etc. of uniforms, equipment and vehicle tracking. | UNIFORM/EQUIPMENT: 1 year after separation of employment VEHICLE: Upon the sale of the vehicle/property | |
| 6-41-1 | SWORN PERSONNEL - AFTER ACTION REPORT | Document completed after an unusual incident outlining details of incident. | HIGH LIABILITY: 10 years ALL OTHER: 5 years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|---|--|---|
| 6-41-2 | SWORN PERSONNEL - ANIMAL DESTRUCTION REPORT | Form used to document use of firearm to destroy an animal. | 3 years | |
| 6-41-3 | SWORN PERSONNEL - CASE FILES, CRIMINAL | Files containing materials related to a specific case to include, but are not limited to: reports, photographs, videos, statements, search warrants, working notes, etc. | CASES FILES OF DEATH INVESTIGATIONS, TREASON, ARSON, AND CRIMES WITH NO STATUTE OF LIMITATIONS: 99 years after case opened, subject to review by the State Archives for possible accession ALL OTHER FELONY CASE FILES: 75 years after case opened MISDEMEANOR CASE FILES: 40 years after case opened | <ul style="list-style-type: none"> •Contact State Archives to negotiate transfer •Death Investigations include crimes related to Homicides, Suicides, and Accidental/Unattended deaths. Motor Vehicle Homicide will be categorized as the crime relates to the Felony (75 yrs.) or Misdemeanor (40 yrs.) category |
| 6-41-4 | SWORN PERSONNEL - CASE FILES, NON-CRIMINAL | Files containing documentation of investigations which do not lead to violations of criminal law. May include missing persons, administrative violations, clandestine laboratories, etc. | FILES INVOLVING A DEATH(S): 10 years ALL OTHERS: 5 years | |
| 6-41-7 | SWORN PERSONNEL - EVIDENCE ROOM ENTRY FORM | Form used to document all persons who enter an evidence area. | Active year + 5 years | |
| 6-41-8 | SWORN PERSONNEL - EVIDENCE ROOM INSPECTION FORM | Form used to document inspections of the evidence areas. | 5 years | |
| 6-41-5 | SWORN PERSONNEL - EVIDENCE SUBMISSION AND DISPOSITION FORMS | Documents submitted to list all items gathered in the course of a case investigation used to prove and/or disprove a criminal act occurred and document used to document the manner in which evidence is disposed of. | PAPER: Data entry into FileBound and destroy ELECTRONIC: Transfer to the appropriate case file, SWORN PERSONNEL - CASE FILE, CRIMINAL, item 6-41-3 and follow the disposition schedule which applies to that case | NSP Policy 09-04 -- Contact State Patrol Records Officer for a copy of the current policy |
| 6-41-9 | SWORN PERSONNEL - LAW ENFORCEMENT OFFICERS FLYING ARMED | Forms used to document details of request for sworn officer to fly on commercial aircraft armed. | 5 years | |
| 6-41-20 | SWORN PERSONNEL - LAW ENFORCEMENT, AUTHORIZATION TO PURCHASE ADDITIONAL FIREARM | Document used to show officer is authorized to purchase additional firearm for personal use at the law enforcement discount. | Transfer to HUMAN RESOURCES - PERSONNEL FILE , item 6-21-4 and dispose of immediately after separation of employment | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|--|---|--------------------|
| 6-41-21 | SWORN PERSONNEL - NEGOTIATOR REPORTS | Form which documents details involved in hostage negotiation incident. | IF CASE FILE INITIATED: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case IF NO CASE FILE INITIATED: 10 years | |
| 6-41-10 | SWORN PERSONNEL - OFF DUTY WEAPON CERTIFICATION | Document used to show officer is authorized to carry secondary or off-duty weapon. | 5 years OR after superseded (whichever is later) | |
| 6-41-11 | SWORN PERSONNEL - OFFICER MEAL LOGS | Records which document expenses incurred by sworn officers for meals on duty. | 5 years OR after audit is completed (whichever is later) | |
| 6-41-23 | SWORN PERSONNEL - PURSUIT ANALYSIS | Annual Report of details and trends occurring in agency pursuits. | Active year + 5 years | |
| 6-41-12 | SWORN PERSONNEL - RECEIPT FOR PROPERTY/FIREARM | Form used when releasing property and/or a firearm to an authorized person, and any supporting documentation to show who the property was released to. | IF PART OF AN INVESTIGATION: Transfer to SWORN PERSONNEL-CASE FILE, CRIMINAL, item 6-41-3, and follow the disposition schedule which applies to that case ALL OTHERS: Calendar year plus 5 | |
| 6-41-22 | SWORN PERSONNEL - SELECTIVE ENFORCEMENT VEHICLE AND DUI CHECK | Forms used to document activities during a selective enforcement action. | Active year + 5 years | |
| 6-41-13 | SWORN PERSONNEL - SHIFT BID REQUESTS | Documents used to collect preferences and make assignments for shift bidding for sworn officers. | 2 years OR when no longer of administrative value (whichever is later) | |
| 6-41-14 | SWORN PERSONNEL - SPECIALIZED OUTSIDE EMPLOYMENT INFORMATION | Form completed by employee and outside employer who desires to hire off duty officer for employment requiring carrying of a firearm. | 5 years after officer is no longer employed by outside employer | |
| 6-41-15 | SWORN PERSONNEL - SUMMONS, CITATIONS, WARNINGS, AND VIOLATIONS | Documents details of persons and vehicles in cases of law violations. | PAPER COPIES: 1 year DATABASE RECORD: 10 years | |
| 6-41-16 | SWORN PERSONNEL - SWAT (SPECIAL WEAPON AND TACTICAL) TEAM REPORTS | Documents the details of an incident involving the deployment of the SWAT Team. May include, but are not limited to: briefing notes, photos, correspondence, reports, etc. | 10 years | |
| 6-41-17 | SWORN PERSONNEL - UNIT INSPECTION AND TRANSACTION REPORTS | Forms used to document the condition of the vehicle, presence of necessary equipment, persons being issued or turning in a unit, and when a unit is reassigned. | 2 years after vehicle is surplused | |
| 6-41-18 | SWORN PERSONNEL - USE OF FORCE REPORT | Forms which document the use of force by sworn officers while on-duty, while performing off-duty employment, regardless of the level of force used. | 10 years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|--|--|-----------------------------|
| 6-41-19 | SWORN PERSONNEL - WEAPON TURN IN TRANSFER REPORT | Form used to document the transfer of a weapon from one person to another, or when returning to Supply to be taken out of service. | 2 years after weapon is no longer in the agency | |
| 6-42-1 | TRAINING ACADEMY - ANNUAL FIREARMS QUALIFICATION REPORT | Listing of all sworn personnel provided to NLETC documenting all officers are qualified on handgun pursuant to State Statute. | Active year + 5 years | Neb. Rev. Stat. §81-1412.02 |
| 6-42-2 | TRAINING ACADEMY - CARRY CONCEALED HANDGUN CLASS ROSTERS AND CURRICULUM | Records which document content of training and persons who have attended and completed training in order to apply for a concealed weapon permit. | Active year + 5 years | |
| 6-42-3 | TRAINING ACADEMY - CERTIFICATION OF RECRUIT CAMP | Documents on an annual basis that recruit camp curriculum meets statutory requirements for sworn officers. | 30 years | |
| 6-42-4 | TRAINING ACADEMY - CURRICULUM | Outlines, course objectives, handouts, schedules etc., of classes taught by and to agency employees. | HIGH LIABILITY AREAS: 30 years ALL OTHERS: 5 years | |
| 6-42-5 | TRAINING ACADEMY - DRUG ABUSE RESISTANCE EDUCATION (DARE) ADMINISTRATIVE FILES | Files containing correspondence, training syllabus, officer certification, in-service records, etc. | 2 years after expiration of certification | |
| 6-42-6 | TRAINING ACADEMY - EMPLOYEE TRAINING FILES | File which contains documents verifying attendance/completion of training. | 5 years after separation of employment | |
| 6-42-7 | TRAINING ACADEMY - EMPLOYEE TRAINING HISTORY | Database containing records of training received/attended by agency employees. | HIGH LIABILITY 614S (PAPER COPY): Active year + 10 years ELECTRONIC DATABASE: Update as needed ALL OTHER: Active year + 5 years | |
| 6-42-8 | TRAINING ACADEMY - FIELD OFFICER TRAINING REPORTS | Forms which document the performance of probationary officers by their training officer and supervisor. | OFFICERS SUCCESSFULLY COMPLETING PROBATION: 2 years after probation complete OFFICERS UNSUCCESSFULLY COMPLETING PROBATION: 5 years after separation of employment | |
| 6-42-10 | TRAINING ACADEMY - TECHNICAL SUPPORT POSITION DESCRIPTIONS | Documents which outline the required qualifications, training, and duties of certain specific positions in the agency. | Superseded | |
| 6-42-11 | TRAINING ACADEMY - TESTING SCORE SHEETS AND EVALUATIONS | Form (Certification) which documents the proficiency of employees in specific areas or for specific skills. | 3 years | |
| 6-42-12 | TRAINING ACADEMY - TRAINING/TRAVEL REQUESTS | Records which outline the costs, purpose, etc. for travel away from the office. | Active year +1 year | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|---|-----------------------|--------------------|
| 6-42-13 | TRAINING ACADEMY - WEAPON QUALIFICATION SCORES | Forms which document proficiency in the use of weapons carried by active officers on and off duty and retired officers. | Active year + 3 years | |



NEBRASKA SECRETARY OF STATE RECORDS DISPOSITION REPORT

Send to: Records Management Division
 440 S. 8th Street, Suite 210
 Lincoln, NE 68508-2294 402-471-2559
sos.recordsmanagement@nebraska.gov

Approved records retention schedules serve as the legal authority to dispose of records regardless of the media on which they reside. Nebraska revised statute §84-1212.02 requires agencies to report records dispositions on forms provided by the State Records Administrator. Use this form to meet that requirement.

| | |
|---|-------------|
| 1. AGENCY & DIVISION | |
| 2. SCHEDULE NUMBER(S) ONLY- AGENCY SPECIFIC SCHEDULE OR GENERAL RECORDS SCHEDULE | |
| 3. RECORD MEDIUM PAPER <input type="checkbox"/> ELECTRONIC <input type="checkbox"/> OTHER <input type="checkbox"/> _____ | |
| 4. FINAL DISPOSTION METHOD | |
| 5. VOLUME OR FILE SIZE OF RECORDS DISPOSED | |
| 6. OPTIONAL DETAILS FOR ELECTRONIC AND PAPER RECORDS (list whatever level of detail you will want to keep for future use to document what specifically you deleted/destroyed): | |
| 7. SIGNATURE PRINTED NAME _____ SIGNATURE _____ | DATE |

INSTRUCTIONS

1. Enter the agency and division.
2. Enter the records schedule number(s) that provide authority to dispose of records. The schedule number is either the agency specific schedule and/or the general records schedule. If you are disposing of records from the general records schedule, enter either 24 for local agencies or 124 for state agencies.
3. Choose the record medium being disposed of.
4. Please describe how final disposal was accomplished such as trash, recycled, shredded, deleted, etc.
5. For paper records, report the total volume of records disposed. One standard size storage box (15x10x12) is one cubic foot. For electronic records, report the total file size deleted. An estimate of total volume is fine.
6. Use the optional information area to list the level of detail you want to keep for future use to document what specifically was deleted/destroyed.
7. Sign and date the form and send it to the Records Management Division at the address above. Retain a copy for your records in accordance with schedule 24-71 for local agencies and 124-100 for state agencies.