

Schedule 8

DISTRICT COURT

March 18, 2016

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	8
AGENCY, BOARD OR COMMISSION	DISTRICT COURT
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of August 4, 2010	

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

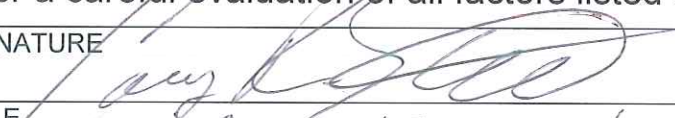
PART I – AGENCY STATEMENT:

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

DATE


State Court Administrator

3-15-16

PART II – APPROVAL OF STATE ARCHIVES:

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

DATE



3/17/2016

PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE

DATE



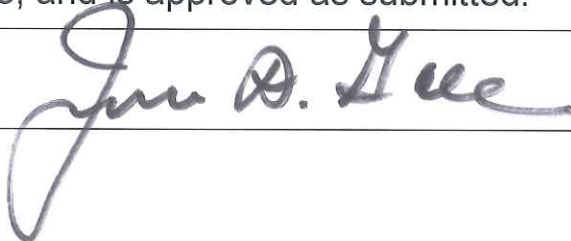
3/17/16

PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

DATE



3/18/16

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying this schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is 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 8 DISTRICT COURT

March 18, 2016

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

Supersedes Edition of August 4, 2010

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
8-1	CIVIL CASES - ACTION CASE FILES	Contents include original papers: motions, replies, petitions, answers, briefs, pleas, nature of case, depositions, affidavits, subpoenas, summons, proof of service and notice of appeal, jury lists, witness list, fee bills, executions, continuances, charge of the court, and decrees.	ORIGINAL RECORD: Permanent OR microfilm and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to off-site security storage; permanent MICROFILM WORK COPY: Permanent ELECTRONIC RECORD: Permanent	Electronically filed documents may be stored as an electronic image accessed through JUSTICE Add Actions Screen (ADDACTS).
8-2	CIVIL CASES - ENCUMBRANCE RECORD	Contains Sheriff's statements of levy of each attachment or execution on real estate. Includes an index stating defendants and plaintiff's names, orders of attachments, orders of sale, and orders of execution.	ORIGINAL RECORD: Permanent OR microfilm and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to off-site security storage; permanent MICROFILM WORK COPY: Permanent	•Obsolete 2004 •Neb. Rev. Stat. #25-533
8-3	CIVIL CASES - EQUITY DOCKET	Includes cases concerning subjects of divorce, quiet title, mortgage foreclosure, injunctions, partition of real estate, license to sell real estate, change of name, and declaratory judgments (where restraining order is issued).	ORIGINAL RECORD: Permanent OR microfilm and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to off-site security storage; permanent MICROFILM WORK COPY: Permanent	Obsolete 2004
8-4	CIVIL CASES - JUDGMENT INDEX (JDGIDX)	Determinations in civil actions, instituted for the redress of injury, contains names of judgment debtor and judgment creditor in alphabetical order, date of judgment, amount, costs, and book and page or roll and frame where same may be found. Judgment Index (JDGIDX) and related function keys provide the judgment record.	ORIGINAL RECORD: Scan to the JUSTICE Case Management system; permanent OR microfilm and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to off-site security storage; permanent MICROFILM WORK COPY: Permanent ELECTRONIC RECORD: Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
8-5	CIVIL CASES - LAW DOCKET	Includes cases such as prayer for money judgment, mandamus, declaratory judgments, (where no restraining order has been issued), petition in error, and injury and damage cases. Contains an alphabetical listing of defendants with reference to the name of the plaintiff and location of the case in DOCKETS. Individual cases are numerical by docket and page number. Contains a brief record under major headings, "Petitions, Answers, Replies", Attorney's name, Title of case, Motions, Demurrers, etc., Nature of case and Judge's Minutes.	ORIGINAL RECORD: Permanent OR microfilm and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to off-site security storage; permanent MICROFILM WORK COPY: Permanent	Obsolete 2004
8-6	CIVIL CASES - REGISTER OF ACTIONS (UPDROA)/RECORD BASIC JUDGMENT INFORMATION (RCDBJDG)/RECORD COMPLEX JUDGMENT INFORMATION (RCDCJDG)/RECEIPT/ DISBURSEMENT HISTORY (RDHIST)	Transcripts of lien, amount of judgment, time filing judgment, judgment information, writs and execution information, confirmation of sale in regard to writs or executions, financial activity associated with post judgment enforcement.	ORIGINAL RECORD: Scan to the JUSTICE Case Management system; permanent OR microfilm and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to off-site security storage; permanent MICROFILM WORK COPY: Permanent	
8-7	CRIMINAL CASES - CASE DOCKET	All cases involving criminal offenses, includes title, attorneys, nature of case, petitions, motions, dates and judge presiding, (may contain Judge's Minutes). Individual cases are numerical by docket and page number.	ORIGINAL RECORD: Microfilm for security; permanent PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives SECURITY MICROFILM: PRIOR TO 1920: Transfer to State Archives AFTER 1920: Transfer to off-site security storage; permanent MICROFILM WORK COPY: Permanent	Contact State Archives to negotiate transfer
8-8	CRIMINAL CASES - CASE FILES	Original papers in each criminal case. For documents electronically filed, the records may be stored as an electronic image accessed through JUSTICE Add Actions Screen (ADDACTS).	ORIGINAL RECORD: Permanent or microfilm and destroy original pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives SECURITY MICROFILM: PRIOR TO 1920: Transfer to State Archives AFTER 1920: Transfer to off-site security storage; permanent MICROFILM WORK COPY: Permanent ELECTRONIC RECORD: Permanent	Contact State Archives to negotiate transfer

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
8-9	CSE REPORTS - QUARTERLY BILLING DOCUMENT	Document used for reimbursement of Child Support Enforcement (CSE) related expenses.	5 years after the end of the federal fiscal year to which the records pertain OR a maximum of 10 years if no audit has been performed	
8-10	CSE REPORTS - REIMBURSEMENT CLAIM FOR CSE APPROVED MEETING OR SEMINAR	Document used for reimbursement of expenses for attending a CSE meeting.	5 years after the end of the federal fiscal year to which the records pertain OR a maximum of 10 years if no audit has been performed	
8-11	DEPOSITIONS	Written declarations made under oath, notice having been given to the adverse party. Thus allowing the same to cross examine or submit written interrogations.	10 years if no unfinished matter is pending	
8-12	FISCAL - AUDIT REPORTS	State Auditor's reports of various county offices.	ORIGINAL RECORD: 5 years ALL OTHER COPIES: At the discretion of the court clerk	
8-13	FISCAL - COSTS WORKSHEET (COST WORKSHEET) RECEIPTS/ DISBURSEMENT HISTORY (RDHIST)	Itemized list of fees received for each item, showing date, case number, type of case, name of party from whom received, time, and amount received. Costs Worksheet (<i>Cost Work</i>) will display all fees and replace cash and fee book. RDHIST will also show all receipts for fees and judgments.	FEE BOOKS USED AS INDEX TO MICROFILM: ORIGINAL RECORD: Microfilm for security; permanent SECURITY MICROFILM: Transfer to off-site security storage; permanent MICROFILM WORK COPY: Permanent OTHER FEE BOOKS: 5 years OR maximum of 10 years if no audit has been performed ELECTRONIC RECORD: 5 years OR maximum of 10 years if no audit has been performed	
8-14	FISCAL - REPORT OF JUDGE'S RETIREMENT FUND FEES	Copies of reports sent to the Director of the Judges Retirement System accompanied by a check payable to the State Treasurer for judge's retirement. Report includes the number of cases or proceedings and amount collected for judge's retirement.	5 years	
8-15	FISCAL - UNCLAIMED FEES AND FUNDS, YEARLY FINANCIAL	JUSTICE report that is generated if District Court office has unclaimed fees after 3 years.	5 years OR maximum of 10 years if no audit has been performed	
8-16	GENERAL COURT - BILLS OF EXCEPTIONS	Contains an index showing each witness in the order called, witnesses direct, cross or further examinations. Also contains <i>Depositions</i> and <i>Exhibits</i> , and page where identified, offered, ruled and found; stipulation, motions to dismiss or to instruct a verdict, together with rulings thereon, and page where found; and Certificate of Court Reporter .	CIVIL AND EQUITY CASES: 10 years after the records of the court show no unfinished matter pending in the case CRIMINAL CASES: 10 years after the records of the court show no unfinished matter pending in the case, including payment of fine, service of sentence, and release from probation or parole (whichever is later)	Neb. Rev. Stat. §25-1923

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
8-17	GENERAL COURT - CASES FILED REPORT (RPTFILED)/CIVIL DISPOSITIONS REPORT (RPTCIDSP)/CRIMINAL/TRAFFIC/JUVENILE DISPOSITIONS (RPTCRDSP)	Report includes number of civil cases filed, number of criminal cases filed, number of juvenile cases filed, number of cases pending, number of juries impaneled, number of civil and criminal cases decided, and names of district judges of other districts who have presided and the number of days each presided.	3 years	
8-18	GENERAL COURT - CHILD SUPPORT DELINQUENCY RECORD	Record of individuals by case number. Lists the defendant, plaintiff, provisions of the decree, amount to be paid, frequency, date of decree, amount of payment due 30 days prior, amount received, delinquent amount, and the last date of payment.	30 years after the date of the decree	Obsolete 2001
8-19	GENERAL COURT - COMPLETE RECORD	A <i>Complete Record</i> includes the petition, process, return, pleadings subsequent thereto; reports, verdicts, orders, judgments, all journal entries, and all such filings as are required to be entered in full in the <i>Register of Actions</i> .	ORIGINAL RECORD: BOUND VOLUMES (PRIOR TO 1940): Transfer to State Archives ALL OTHERS: Scan to JUSTICE Case Management system; permanent OR microfilm and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to off-site storage, permanent. MICROFILM WORK COPY: Permanent	<ul style="list-style-type: none"> •Neb. Rev. Stat. §25-2209 and §25-1319 through §25-1323 •Record may be compiled and filed directly on microfilm •Contact State Archives to negotiate transfer
8-20	GENERAL COURT - EXHIBITS	Exhibits offered or received in evidence in the trial of any action, or materials which have been substituted for such exhibits pursuant to the rules of the Nebraska Supreme Court, and which remain in the custody of the court after the trial of such action. Any release or substitution of exhibits shall be pursuant to the rules of the Nebraska Supreme Court, and the below disposition shall apply only to those materials which have not been released and to those materials which have been placed with the court as substitutes for original exhibits, and which have therefore remained in the custody of the court.	CIVIL AND EQUITY CASES: 1 year after the date when the records of the court show no unfinished matter pending in the action CRIMINAL CASES: 1 year after the date when the records of the court show no unfinished matter pending in the action, including payment of fine, service of sentence, and release from probation or parole (whichever is later)	Nebraska Supreme Court Rules §6-501 and §6-502

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
8-21	GENERAL COURT - GENERAL INDEX (GENINDX)	Information contains cases by alphabetical order, location in the APPEARANCE DOCKET, FEE BOOK, COMPLETE RECORD, and witness docket.	<p>ORIGINAL RECORD: Scan to JUSTICE Case Management System, permanent OR microfilm and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5</p> <p>PRIOR TO 1920: Record not microfilmed may be transferred to the State Archives</p> <p>SECURITY MICROFILM: Transfer to the State Archives</p> <p>MICROFILM WORK COPY: Permanent</p> <p>ELECTRONIC RECORD: Permanent</p>	Contact State Archives to negotiate transfer
8-22	GENERAL COURT - JOURNAL	Records all proceedings of the District Court including date and number of each case, parties involved, action taken, a resume of proceedings, and the court officials involved. When an action is entered on JUSTICE, enter the identifying information for the journal (book and page) on the text line of the action.	<p>ORIGINAL RECORD:</p> <p>BOUND VOLUMES (PRIOR TO 1940): Transfer to State Archives</p> <p>ALL OTHERS: Scan to JUSTICE Case Management system; permanent OR microfilm and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5</p> <p>SECURITY MICROFILM:</p> <p>PRIOR TO 1940: Transfer to State Archives</p> <p>AFTER 1940: Transfer to off-site security storage; permanent</p> <p>MICROFILM WORK COPY: Permanent</p> <p>ELECTRONIC RECORD: Permanent</p>	Contact State Archives to negotiate transfer
8-23	GENERAL COURT - JUDGES' WORK SHEETS	Includes title, attorneys, nature of case, petitions, motions, dates and judge presiding.	10 years	
8-24	GENERAL COURT - PETIT JURY SELECTION	Includes questionnaires, answers, lists, computer tapes, and other records pertaining to jury selection.	5 years	Confidential- Shred
8-25	GENERAL COURT - PETIT JURY NOTES	Petit jury notes that may be taken by jurors when serving on a jury. The notes are not allowed to leave the courtroom or the jury room.	Destroy immediately after return of verdict	<ul style="list-style-type: none"> •Confidential - shred •Neb. Rev. Stat. §29-2011 •NJ12d Crim. 1.1
8-26	GENERAL COURT - RECEIPT/DISBURSEMENT HISTORY (RDHIST)	Ledger lists entries by case number. Entries indicate the date, amount received, name of individual making payment, and individual receiving payment.	75 years after the decree	Obsolete 2004

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
8-27	GENERAL COURT - REGISTER OF ACTIONS (UPDROA)	Records all actions in chronological order, dates of issuance and return of summons, dates of filing of petitions and subsequent pleadings, includes fees and names of parties and attorneys involved. May be used as index to microfilm.	ORIGINAL RECORD: BOUND VOLUMES (PRIOR TO 1940): Transfer to State Archives ALL OTHERS: Scan to the JUSTICE Case Management system; permanent OR microfilm and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: PRIOR TO 1940: Transfer to State Archives AFTER 1940: Transfer to off-site security storage; permanent MICROFILM WORK COPY: Permanent ELECTRONIC RECORD: Permanent	Contact State Archives to negotiate transfer
8-28	GENERAL COURT - SEARCH WARRANT	Search records of searches that are not kept as part of the case file. May include Affidavit & Application, Search Warrant, and Return & Inventory.	10 years	
8-29	GENERAL COURT - STENOGRAPHIC REPORT	Court reporters' notes.	CRIMINAL CASES: 50 years CIVIL CASES: 10 years	
8-30	GENERAL COURT - UPDATE JUDGES NOTES (UPDJNOTE)	Sets cases in order of entry with set date for trial.	10 years if no unfinished matter is pending	Neb. Rev. Stat. §25-2209
8-31	GRAND JURY - JURY NOTES	Grand jury notes that may be taken by jurors when serving on a jury. The notes are not allowed to leave the courtroom or jury room.	Destroy immediately after return of verdict	•Confidential - shred •Neb. Rev. Stat. §29-2011 •NJI2d Crim. 1.1
8-32	GRAND JURY - REPORTER'S NOTES AND TRANSCRIPTS	These records are to be sealed, filed and preserved by the court. No release is authorized without prior court approval pursuant to Neb. Rev. Stat. §29-1407.01	ORIGINAL NOTES: Dispose of after transcribed with prior court approval TRANSCRIPTS: Permanent OR dispose of pursuant to Neb. Rev. Stat. §29-1406 - §29-1412	•Neb. Rev. Stat. §29-1406 through §29-1412 •Neb. Rev. Stat. §29-1407.01 -- No release or destruction without prior court approval
8-33	GRAND JURY - PROCEEDINGS	Record of each case from commencement to adjournment, including court reporter's certifications and court approvals for release of Grand Jury Files	Permanent OR dispose of pursuant to Neb. Rev. Stat. §29-1407.01 with prior court approval	Neb. Rev. Stat. §29-1406 - §29-1412
8-34	JUSTICE REPORTS - DAILY ACTION	Daily JUSTICE reports that are used to correct records and may include, but are not limited to: Compare/Update Remote Scanned Images-JUSB4836 Inbound Records Detail-JUSB4546 Overdue Actions-JUSB0220	PAPER RECORD: After all actions have been resolved ELECTRONIC RECORD: 7 days	Based upon your Court's batch scheduler, reports may be printed out daily, weekly or monthly

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
8-35	JUSTICE REPORTS - DAILY FISCAL	Daily JUSTICE reports dealing with transactions, action & financial responsibilities of the courts. List may include, but is not limited to: ACH Activity-JUSB4509 Correspondence-JUSB4618 Courtwide Receipt/Disbursement History-JUSB0116 Daily Account Totals-JUSB0216 Daily Balance-JUSB3455 Direct Deposit & Automatic Withdrawal-JUSB4019 Receipts by Cash Drawer Receipts History-Processed/Errors/Held-JUSB4614 Transaction Report Automated Inbound-Interchange-JUSB4611	PAPER RECORD: 5 years ELECTRONIC RECORD: 7 days	Based upon your Court's batch scheduler, reports may be printed out daily, weekly or monthly
8-36	JUSTICE REPORTS - DMV	JUSTICE generated reports that are Department of Motor Vehicles (DMV) related that may include, but are not limited to: Create DMV Abstract for Netview/DM Pickup-JUSB3836 Extract DMV Records for Pickup by Netview/DM-JUSB3835 Non Compliance Report-Failure to Appear-JUSB3832 Non Compliance Report-Failure to Pay-JUSB3831	PAPER RECORD: 6 months ELECTRONIC RECORD: 7 days	Based upon your Court's batch scheduler, reports may be printed out daily, weekly or monthly
8-37	JUSTICE REPORTS - END OF FISCAL YEAR	JUSTICE generated reports at the end of the fiscal year that may include, but are not limited to: Statement of Cash-JUSB4619	PAPER RECORD: 5 years ELECTRONIC RECORD: 7 days	Based upon your Court's batch scheduler, reports may be printed out daily, weekly or monthly
8-38	JUSTICE REPORTS - ERROR	JUSTICE generated reports that may include, but are not limited to: BALDUE Interest Rate Error-JUSB4629 Billing Exceptions-JUSB3823	PAPER RECORD: 1 year ELECTRONIC RECORD: 7 days	Based upon your Court's batch scheduler, reports may be printed out daily, weekly or monthly
8-39	JUSTICE REPORTS - JUDGES	JUSTICE generated reports that may include, but are not limited to: Assignment Summary Report-JUSB4042 Overdue Activity Report-JUSB0231	PAPER RECORD: 1 year ELECTRONIC RECORD: 7 days	Based upon your Court's batch scheduler, reports may be printed out daily, weekly or monthly

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
8-40	JUSTICE REPORTS - MONTHLY FISCAL	Monthly JUSTICE reports dealing with transactions, action & financial responsibilities of the courts. List may include, but is not limited to: Bonds Over 90 Days-JUSB3520 JUSB4522 Fee/Fine-JUSB3482 Overdue Case Account-JUSB3470 Overdue Case Account Restitution-JUSB3476 Overdue Case Account Summary-JUSB3472 Time Study Report for Month End-Summary-JUSB4010 Forfeited Bonds Held-Monthly	PAPER RECORD: 5 years or dispose of paper if all records are imaged to JUSTICE ELECTRONIC RECORD: 5 years if or maximum of 10 years if no audit has been performed	Based upon your Court's batch scheduler, reports may be printed out daily, weekly or monthly
8-41	JUSTICE REPORTS - MONTHLY MISCELLANEOUS	Monthly JUSTICE reports that are used to correct records and may include, but are not limited to: Active Warrant-JUSB3486 Activity Count Report-JUSB4010 Age of Case Pending Detail-JUSB0225 Age of Case Pending Summary-JUSB0224 Case Exceeding Progression Standards-JUSB3474 Cases Filed-JUSB0222 Cases/Motion Under Advisement-JUSB4622 Child Report Guidelines Report-JUSB4009 Civil/Criminal Cases at Issue-JUSB3477 Civil Dispositions-JUSB0223 Continuance-JUSBS3480 Criminal Convictions-JUSB3475 Dismissals/No Service-JUSB4038 Dismissals/Supreme Court Rule-JUSB4037 Disposition Detail-JUSB1223 Percent Case Dispositions-JUSB0226 Protection Orders Outstanding-JUSB4718 Statistical-Unexpired-JUSB3478 Submitted Actions-JUSB0221 Unborn Child-JUSB4523 Weighted Caseload-JUSB3473 Protection Orders Unexpired-JUSB4719	PAPER RECORD: PROTECTION ORDERS UNEXPIRED- JUSB4719: After protection order expiration date ALL OTHERS: 1 year ELECTRONIC RECORD: 7 days	Based upon your Court's batch scheduler, reports may be printed out daily, weekly or monthly

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
8-42	JUSTICE REPORTS - ON DEMAND FISCAL	Daily and weekly JUSTICE generated fiscal reports that can be 'recreated' and printed as needed 'on demand': Daily Deposit-JUSB3808 Daily G/L Account Balances-DLYACTOT Court Wide Receipt/Disbursement History-JUSB0116 Fee Forecast-Summary/Detail-JUSB3416 Monthly Case Balance-JUSB0219 Month-to-Date Account Balances-JUSB0215 Monthly Report of Non-Case Receipts-JUSB0228	PAPER RECORD: When no longer of administrative value ELECTRONIC RECORD: 7 days	Based upon your Court's batch scheduler, reports may be printed out daily, weekly or monthly
8-43	JUSTICE REPORTS - WEEKLY	Weekly JUSTICE generated reports that may include, but are not limited to: Holding Account-JUSB4525 Overdue Case Account-JUSB3470	PAPER RECORD: 5 years ELECTRONIC RECORD: 7 days	Based upon your Court's batch scheduler, reports may be printed out daily, weekly or monthly
8-44	MENTAL HEALTH - CASE FILES	Includes affidavits of mental illness, commission of physician, warrant of arrest, certificate of acceptance for treatment and warrant of admission. Records all actions in chronological order, dates of filing of petitions and subsequent pleadings and treatment plans.	20 years after discharge or dismissal	Confidential record per Neb. Rev. Stat. §71-961
8-45	MENTAL HEALTH - DOCKET	Includes Board Minutes, including name of individual committed, name of examining physician, attorney's name, name of clerk of court, witness' testimony and testimony of State Hospital.	ORIGINAL RECORD: Permanent OR microfilm and destroy originals, pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to offsite storage; permanent MICROFILM WORK COPY: Permanent	•Confidential record per Neb. Rev. Stat. §71-961
8-46	MENTAL HEALTH - VOLUNTARY COMMITTAL	Includes notices of dismissal of voluntary patients.	2 years after dismissal	•Confidential record •Used to compile hospital charges to county for indigent patients
8-47	MISCELLANEOUS - ANNUAL REPORT	Includes county official's annual fiscal report, originals of clerk of the district court reports, and fee reports to county treasurer.	Retain one copy permanently	•Obsolete 2004 •See REPORTS-ANNUAL, ITEM 24-68
8-48	MISCELLANEOUS - BANK RECEIVERSHIPS	Records may include, but are not limited to: information on declaration of insolvency, notice of insolvency, inventory, and certificate of preparing inventory, proof of publication, notice of file claims, receiver's reports, and bank names.	20 years or when no unfinished matter is pending	
8-49	MISCELLANEOUS - WIRETAP	Records may include, but are not limited to: Applications, Orders, Oaths or Affirmations, Statements of Procedures, Extensions, wire or tape recording, and judges' reports.	1 year after the date when the records of the court show no unfinished matter is pending in the action	Neb. Rev. Stat. §86-705(8)

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
8-50	STATE TAX SUITS	Records attorneys, tracts, filings, orders, locations in court, journals, fees, and appropriate dates.	ORIGINAL RECORD: PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives ALL OTHERS: Permanent OR microfilm and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent	<ul style="list-style-type: none"> •Obsolete 2004 •Contact State Archives to negotiate transfer
8-51	STATE TAX SUITS - CASE FILES	Includes affidavits of publication and final notice of sale.	ORIGINAL RECORD: PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives ALL OTHERS: Permanent OR microfilm and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent	<ul style="list-style-type: none"> •Obsolete 2004 •Contact State Archives to negotiate transfer
8-52	STATE TAX SUITS - CONFIRMATION RECORD	Records confirmation of the sale of real property for settlement of tax debt.	ORIGINAL RECORD: PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives ALL OTHERS: Permanent OR microfilm and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent	<ul style="list-style-type: none"> •Obsolete 2004 •Contact State Archives to negotiate transfer
8-53	STATE TAX SUITS - FINAL NOTICE RECORD	Records tract and final notice (demand satisfaction of debt by specific date). Failure results in Confirmation of Sale.	ORIGINAL RECORD: PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives ALL OTHERS: Permanent OR microfilm and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent	<ul style="list-style-type: none"> •Obsolete 2004 •Contact State Archives to negotiate transfer

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
8-54	STATE TAX SUITS - INDEX TO STATE TAX SUITS	Records tract and location in the DOCKET.	ORIGINAL RECORD: PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives ALL OTHERS: Permanent OR microfilm and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent	<ul style="list-style-type: none"> •Obsolete 2004 •Contact State Archives to negotiate transfer
8-3-1	CONCILIATION COURT - CASE FILES		Immediate disposal	<ul style="list-style-type: none"> •Obsolete 2004 •Confidential records in file •Neb. Rev. Stat §84-712.05
8-3-3	CONCILIATION COURT - INDEX/CONCILIATION CASES		Immediate disposal	Obsolete 2004
8-3-2	CONCILIATION DOCKET BOOK	Book lists the number of case, parties' names, and attorneys for the parties, dates of filing, types of filings, and the opening and closing dates of conciliation hearings. Docket number and page number correspond to the case number.	Immediate disposal	<ul style="list-style-type: none"> •Obsolete 2004 •IF INFORMATION IS RECORDED IN THE APPEARANCE DOCKET AND/OR EQUITY DOCKET: See GENERAL COURT - REGISTER OF ACTIONS (UPDROA), item 8-27 and CIVIL CASES - EQUITY DOCKET, item 8-3
8-7-5	CUSTODY FILES - DOMESTIC COURTS		Immediate disposal	<ul style="list-style-type: none"> •Obsolete 2003 •See CIVIL CASES - ACTION CASE FILES, item 8-1
8-7-6	CUSTODY FILES - OUT-OF-STATE COURT DECREES		Immediate disposal	<ul style="list-style-type: none"> •Obsolete 2003 •See CIVIL CASES - ACTION CASE FILES, item 8-1
8-7-1	GENERAL COURT - BOND RECORD		Immediate disposal	Obsolete 2004
8-6-5	RECEIPT/DISBURSEMENT HISTORY (RDHIST)/PAYMENT HISTORY (PAYHIST)		Immediate disposal	Obsolete 2004

RECORDS DISPOSITION REPORT

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

REQUIRED INFORMATION:

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

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

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

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

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

RMA 03006D

VOLUME ESTIMATING GUIDE

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

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter-size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal-size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb