

Updated Disposition Report instructions and address 11/2022
No changes were made to records retention

Schedule 98-1

REVISOR OF STATUTES

Nebraska Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
(402) 471-2559

REQUEST FOR APPROVAL OF
RECORDS RETENTION & DISPOSITION SCHEDULE

SCHEDULE NUMBER	98-1
AGENCY, BOARD OR COMMISSION	REVISOR OF STATUTES
DIVISION, BUREAU OR OTHER UNIT	

TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA

PART I — AGENCY STATEMENT

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

SIGNATURE	<i>Joanne M. Pepper</i>	
TITLE	<i>Revisor of Statutes</i>	DATE
		<i>August 19, 1988</i>

PART II — ARCHIVAL APPROVAL

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

SIGNATURE	<i>Andrea J. Paul</i>	Asst. STATE ARCHIVIST	DATE	<i>8/25/88</i>
-----------	-----------------------	--------------------------	------	----------------

PART III — APPROVAL BY STATE RECORDS ADMINISTRATOR

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

SIGNATURE	<i>Allen Beermann</i>	ADMINISTRATOR	DATE	<i>10/20/88</i>
-----------	-----------------------	---------------	------	-----------------

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. Unless there is pending or on going, legal action, records request, or audit.
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 located on the Secretary of State Records Management website. https://appengine.egov.com/apps/ne/sos_records_disposition_report. This report establishes that the destruction was performed in your normal course of business.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
402-471-2559**

INDEX

SCHEDULE 98-1 REVISOR OF STATUTES

	Item	Page
AMENDMENT REQUEST LOG	98-1-1	5
AMENDMENT REQUESTS	98-1-2	5
BILL REQUEST LOG	98-1-3	5
BILL REQUESTS	98-1-4	5
FINAL READING BILLS	98-1-5	5
INTRODUCED BILLS	98-1-6	5
RECORDS DISPOSITION REPORT (BLANK FORM)		6

SCHEDULE 98-1 – REVISOR OF STATUTES

98-1-1 AMENDMENT REQUEST LOG

Log of each amendment request received. Log includes date, request number, requester and subject.

Dispose of after 10 years.

98-1-2 AMENDMENT REQUESTS

Files kept on all requests for amendments to be drafted. Requests can come from state agencies, individual senators, or the governor. Files include drafts of amendments and all background material used to develop the draft. A final form of the draft is stored on computer.

PAPER FILE: Dispose of after 10 years.

ON-LINE DATA: Delete after 1 year.

COMPUTER TAPE: Dispose of after 4 years.

98-1-3 BILL REQUEST LOG

Log of each bill request received. Log includes date, request number, requester and subject.

Dispose of after 10 years.

98-1-4 BILL REQUESTS

Files kept on all requests for bills to be drafted. Requests can come from state agencies, individual senators, or the governor. Files include drafts of bills and all background material used to develop the draft. A final form of the draft is stored on computer.

PAPER FILE: Dispose of after 10 years.

ON-LINE DATA: Delete after 1 year.

COMPUTER TAPE: Dispose of after 6 years.

98-1-5 FINAL READING BILLS

On-line computer files with full text of the bill as it exists on final reading.

PASSED BILLS: Delete after the end of the session during which they passed.

OTHER BILLS: Delete after the end of the even-year legislative session.

98-1-6 INTRODUCED BILLS

On-line computer files with full text of bills as introduced.

PASSED BILLS: Delete after the end of the session during which they passed.

OTHER BILLS: Delete after the end of the even-year legislative session.