

Schedule 106

LANCASTER CORRECTIONS DEPARTMENT

October 31, 2024

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

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE	SCHEDULE 106
	AGENCY, BOARD OR COMMISSION LANCASTER CORRECTIONS DEPARTMENT
TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	DIVISION, BUREAU OR OTHER UNIT
	Supersedes Edition of July 11, 2012

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 <u>Brad Johnson</u> <small>Brad Johnson (Oct 7, 2024 10:54 CDT)</small>	
TITLE	DATE October 7, 2024

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 <u>Anna Holley</u> <small>Anna Holley (Oct 7, 2024 16:31 CDT)</small>	
	DATE October 7, 2024

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 <u>Pat Reding</u> <small>Pat Reding (Oct 31, 2024 06:42 CDT)</small>	
	DATE October 31, 2024

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 <u>Robert B. Evnen</u> <small>Robert B. Evnen (Oct 31, 2024 08:11 CDT)</small>	
	DATE October 31, 2024

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. 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**. 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 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.

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3242 Salt Creek Circle
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402-471-2559**

**SCHEDULE 106
LANCASTER CORRECTIONS DEPARTMENT**

October 31, 2024

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ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
106-1	BOOKING HISTORY FILES	File on each arrestee. May include, but not limited to: Pre-book-in form, arrest record, property/money receipts, intake screening form, court paperwork, outside agency forms, fingerprint requests, money releases property intake/release forms, investigative reports and misconduct forms.	30 years after release from custody	Scan and dispose of paper document after image quality has been verified.
106-2	BOOKING REPORT	Computer-generated report by Daily CJIS (Criminal Justice Information System) Command File. May include, but not limited to: Inmate name, address, DOB (date of birth), arresting information, court date information, type of release made by individual during last 24-hour period.	1 year	
106-3	COMMISSARY ORDERS	Documentation of inmates' store orders.	1 year	
106-4	CONFIDENTIAL MAIL LOGS	Documentation of the arrival and receipt of inmates' legal mail.	6 years	NE Rules & Regs., Title 81- Chapter 9
106-5	DISCIPLINARIES	Original disciplinary forms for hearings not held or hearings that have a "not guilty" finding.	6 years	Includes Audio-tapes, CDs or DVDs of major disciplinary hearings held
106-6	FOOD EVALUATION FORMS	Staff's evaluations of the inmate meals.	1 year	
106-7	GRIEVANCES	Records resulting from an inmate complaint against a department policy or procedure. Records generally include complaint form, investigation records and the director's finding and decision.	6 years	
106-8	INMATE ACCOUNTING ACTIVITY	Daily reconciliations, commissary daily reports, unclaimed funds, money withdrawals, commissary inventories.	5 years or maximum of 10 years if no audit has been performed	
106-9	INMATE REQUEST FOR ASSISTANCE	Forms used by inmates to ask questions and present requests to staff; answered by Corrections personnel. Forms are maintained for use in responding to inmate legal action against the department.	6 years	
106-10	INMATES COUNTS	Documentation of each count (2 per shift), accounting for all inmates in custody.	6 years	
106-11	MEDICAL ACTIVITY LOGS	Documentation of checks done on inmates who are on medical observation.	30 years after final release from custody	Either on paper or PDA
106-12	MEDICAL AND MENTAL HISTORY OF INMATES	Files of each inmates receiving medical treatment or has a mental health concern while at the facility	30 years after final release from custody	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
106-13	MEDICAL MISCELLANEOUS	Unidose and pharmaceutical orders, deliveries, memorandums produced in the regular course of business, any logs kept by medical personnel not specific to an individual.	1 year	
106-14	MISCELLANEOUS LOGS	Activity logs, NCIC (National Crime Information Center) logs, minor misconduct logs, segregation unit worksheets, vendor/professional visit log, Visitor Register, community hospital post logs and various other logs created under normal course of business.	4 years	Either on paper or PDA
106-15	PRISONER ACCOUNTING REPORT	Monthly report compiled for billing information on housing of inmates.	5 years or maximum of 10 years if no audit has been performed	
106-16	PRISONER POPULATION REPORT	Computer-generated report by Daily CJIS Command File. May include, but not limited to: Inmate name, CFN, housing assignment, custody level, booking number, booking date, race, sex, DOB and classification score.	1 year	CFN is distinct number assigned to each individual
106-17	PROGRAMS DOCUMENTS	Volunteer applications and various reports kept by the Programs Division, who offer program activities to inmates.	5 years	
106-18	SHIFT LOGS	Documentation of shift activities. May include, but not limited to: Counts, Key inventory, Officer assignments, shakedown and security checks, by each shift.	6 years	
106-19	STATISTICAL REPORTS	Daily count statistics and monthly statistics.	1 year	
106-20	TORT CLAIMS	Records resulting from an inmate complaint alleging a monetary loss. May include, but not limited to: complaint form, investigation records and response to the inmate.	6 years	
106-21	TRAINING RECORDS	Documentation of all training provided to department personnel, training materials, work sheets and tests.	10 years	
106-22	INCIDENT FILES	Compiled by the Security Manager at the direction of the Facility Director or Facility Administrators. File may contain incident reports, memos, video recordings, phone recording, interview recordings, investigator notes, medical reports, inmate communication or grievance.	Use of Force: 4 years from release Death in Custody: 4 years All other incidents: 1 year	
106-23	INMATE COMMUNICATION	Telephone recordings or information captured from inmate's use of facility provided tablet.	6 years	