

Schedule 99-11

CITY OF LINCOLN

TRANSPORTATION AND UTILITIES

Feb 13, 2025

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

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

99-11

AGENCY, BOARD OR COMMISSION

CITY OF LINCOLN

DIVISION, BUREAU OR OTHER UNIT

TRANSPORTATION AND UTILITIES

Supersedes Edition of April 2, 2020

**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

Elizabeth Elliott

TITLE

Director of Lincoln Transportation & Utilities

DATE

Feb 2, 2025

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

Anna Holley

Anna Holley (Feb 13, 2025 09:55 CST)

DATE

Feb 13, 2025

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

Pat Reding

Pat Reding (Feb 13, 2025 12:35 CST)

DATE

Feb 13, 2025

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

Robert B. Evnen

Robert B. Evnen (Feb 13, 2025 14:29 CST)

DATE

Feb 13, 2025

RMA 01005D

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.

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

**SCHEDULE 99-11
CITY OF LINCOLN
TRANSPORTATION AND UTILITIES**

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

Supersedes Edition of April 2, 2020				
ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-11-2	ASSESSMENT RECORDS	Records showing district petitions, signatures of frontage owners and breakdown of assessment costs for each district.	20 years	
99-11-5	CURB & PAVING CUT RECORDS	Work detail form and requests for curb cuts.	5 years	All records are routed and stored electronically.
99-11-6	DIRECTED IMPACT FEE INFORMATION	Development or annexation agreement and documentation tied to those agreements for determining repayment schedule to developers for construction of eligible infrastructure.	ORIGINAL DEVELOPMENT AND ANNEXATION AGREEMENTS: Responsibility of City Clerk's Office. DIVISION COPY: After terms of agreement have been met.	
99-11-7	ECONOMIC DEVELOPMENT INCENTIVE PACKETS	Packet of informational forms to determine performance based refund incentive of impact fees on commercial buildings which meet criteria within the specified 10 year period.	10 years	
99-11-8	ENGINEERING DRAWINGS	Construction drawings including design drawings, shop plans, profiles, tracings for roadways, bikeways, water mains and facilities, wastewater mains and facilities, storm sewer systems, and other miscellaneous construction. Plan copies show the specific project as designed.	Permanent	
99-11-9	EPA/DEE RECORDS AND REPORTS	May include fuel tank testing, all hazardous waste disposal reports and forms, clean-up recovery records, nuclear density gauge records, etc.	Permanent	
99-11-11	FLOW MONITORING RECORDS	Records of wastewater flows at various points in the collection system to assess current conditions on a real time basis. Data is used for C.I.P.'s (Capital Improvement Project) and modeling studies. Data is stored in Flow Link Cipher.	No longer of administrative value	
99-11-12	FOREMAN'S MAPS	Working extract of information for field use.	Superseded or no longer of reference value	
99-11-14	HYDRANT FLOW TESTS	Measurement of flow capacity in an area through one of the hydrants in that area at a specific point in time.	Superseded	
99-11-15	IMPACT FEE RECORDS	Applications, Appeals, annexation documentation, research and supporting materials.	Permanent	
99-11-18	LAB RECORDS	Laboratory records including information on treatment plant operations, industrial data (including surcharges), dump station testing, etc.	10 years	42 CFR 493.1105
99-11-20	LANDFILL CHARGE ACCOUNT CUSTOMER APPLICATIONS	Application for a charge account at the city landfill containing company and vehicle information kept in customer file.	When superseded by a signed and approved application, or when no longer an active customer	
99-11-60	LANDFILL CONSTRUCTION AND DEMOLITION WASTE DISPOSAL AREA	Operation, inspection and maintenance records	Five years after site closure	Title 132.5.006
99-11-22	LANDFILL REGULATORY RECORDS FROM STATE, LOCAL AND FEDERAL AGENCIES	State or federal generated records including such things as current licensing and inspection records.	30 years after site closure	132.2.007.07.03
99-11-23	LANDFILL TICKETS AND STATEMENTS	Copies of daily tickets starting August 1, 1986—the date landfill fees were initiated and Monthly recap of generated tickets by customer.	ORIGINAL RECORD: Given to customer DIVISION COPY: 30 years after landfill closure	Title 132.2.007.07.03
99-11-25	LINCOLN'S ANNUAL MS4 NPDES REPORT	Annual reports for Lincoln's Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) Permit are submitted to Nebraska Department of Environment and Energy .	ORIGINAL RECORD: Maintained by Department of Environment and Energy WASTEWATER DIVISION COPY: 10 years WATERSHED DIVISION COPY: Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-11-26	LOW TO MODERATE INCOME (LMI) INCENTIVE PACKETS	Packet of informational forms to determine income eligibility for refund incentive of impact fees to residential property owners, which can be applied for every 5 years.	5 years	
99-11-27	MANHOLE LOCATION RECORDS	Records of manhole locations.	Superseded	
99-11-28	MONTHLY OPERATIONS REPORT	Recap of various data (such as primary and thickened sludge flow records, trend charts, wet well level records, shift logs, dissolved oxygen on the aeration basin, and return activated sludge flow records) to monitor overall plant performance.	5 years	
99-11-29	NOTICES OF INTENT AND OTHER EROSION AND SEDIMENT CONTROL DOCUMENTS	Erosion and sediment control documents including Notices of Intent and other pertinent erosion and sediment control information such as inspection reports, storm water pollution prevention plans, NPDES permits, and enforcement documents.	7 years	
99-11-30	NPDES PERMIT RECORDS	Records related to NPDES Permits to discharge waste. Includes application, permit, operational reports and monitoring reports.	DIVISION COPY: 5 years after permit expires	DMR data is entered directly into an EPA database. NAC 123 11.002; 40 CFR 122.41(j); 40 CFR 503.17
99-11-32	PLANT FLOW RECORDS	Records of wastewater pumped through the plant for treatment during 24 hour period. Samples are taken at the headworks of the plant and at the outflow. Data is stored in SCADA system and Sample Master.	10 years	
99-11-61	PROJECT FILES	Documents generated in the process of construction projects. Includes correspondence, agreements, bid contracts, Directorial/Executive Orders, plans, specifications, inspections, and field books. (Engineering Record Drawings 99-11-8)	20 years. Rejected or withdrawn projects 5 years. Bridge files 2 years after bridge is removed from service.	
99-11-33	PROPERTY FILES FOR LINCOLN AND ASHLAND	Easements on transmission mains, well field property owned, pumping station and reservoir property owned, etc.	ORIGINAL RECORD: Maintained appropriate County Register of Deeds Office DIVISION COPY: Superseded or abandoned	
99-11-35	RESIDUALS LAND APPLICATION RECORDS	May include monitoring records, lab testing data, soil testing data, inspection reports, plant tissue analysis, etc.	Permanent	
99-11-36	SANITARY ENGINEERING FIELD REPORTS	Reports of sampling from pretreatment sites. Data from reports is used to calculate surcharges.	10 years	
99-11-38	SIDEWALK PROGRAM RECORDS	Includes sidewalk inspector reports, protests, maps, etc.	2 years after final action	Information stored in Beehive
99-11-21	SOLID WASTE DISPOSAL AREA OPERATIONS MONITORING RECORDS	Operation Records. May include groundwater monitoring, gas monitoring, inspections, surface water records, waste acceptance records, etc.	30 years after site closure	Title 132.2.007.07.03
99-11-39	STREET AND HIGHWAY REPORTS	Cumulative 6 year plans sent to State with annual updates and financial status reports.	3 years	
99-11-40	SUBDIVISION FILES	Review copies of plans and recommendations to the Planning Department concerning City of preliminary and final plats, special permits and use permits.	ORIGINAL RECORD: Responsibility of Planning Department DIVISION COPY OF WATERSHED PLAN: permanent	
99-11-41	SURCHARGE BILLING INFORMATION, CORRESPONDENCE, AND INDUSTRIAL AUDIT	Records processed to determine water and wastewater usage and billing amounts and information received or generated on surcharges.	ORIGINAL RECORD: Permanent DIVISION COPY: 10 years after billing	
99-11-42	TAP RECORDS AND CUSTOMER SERVICE WATER PERMITS	Records of locations where water and/or wastewater lines are tapped for service. Includes permits issued giving permission to connect to City water and wastewater systems.	Permanent	
99-11-43	TRAFFIC OPERATIONS CONFLICT MONITOR TEST LOGS	Records of the result of conflict monitor testing completed annually.	10 years	
99-11-44	TRAFFIC OPERATIONS FATALITY CRASH RECORDS	Records of field report at time of incident. May include pictures, description of scene, reports from controller, timing in controller, etc.	10 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-11-45	TRAFFIC OPERATIONS SCHOOL FLASHER RECORDS	Records of school schedules and times flashers were scheduled to turn on and off.	3 years	
99-11-46	TRAFFIC OPERATIONS SIGNAL DATABASE RECORDS	Records of entire traffic signal database. Includes timings, alarms, and alerts, etc.	5 years	
99-11-47	TRAFFIC OPERATIONS TRAFFIC COUNTS	Record of traffic counts throughout the city.	After count is updated or 10 years, whichever is sooner	
99-11-48	TRAFFIC OPERATIONS TRAFFIC SIGNAL ANNUAL CABINET EVALUATION RECORDS	Records of condition of intersection at time of evaluation. Includes serial numbers of equipment, condition of poles, etc.	5 years	
99-11-51	TRAFFIC OPERATIONS TRAFFIC SIGNAL/SIGNING/MARKING REQUESTS AND WORK ORDERS INITIATING INSTALLATION OR REMOVAL	Records of citizen complaints and/or investigations, traffic requests, repairs, service calls, work orders, or maintenance for installation or removal of signs and markings.	10 years after latest completion date SHOP WORK ORDER: 5 years after completion date NO ACTION: 3 years	
99-11-52	TRAFFIC OPERATIONS TRAFFIC STUDIES	Records of signal evaluations, corridor studies, stop/yield control studies, speed limit studies, etc.	10 years	
99-11-53	USE OF PUBLIC RIGHT-OF-WAY FILES	Department and Utility Company review correspondence and copy of application concerning the use of public right-of-way.	5 years	All records are routed and stored electronically.
99-11-54	W.D.M.S (WATER DISTRIBUTION MANAGEMENT SYSTEM)	Unit Inventory - Mains, Fire Hydrants, Main Valves, Service Lines, Water Meters, Backflow Prevention Devices. Equipment Histories - Work Orders and Cost Information - Labor, Equipment, and Material Cost Information.	Superseded or Abandoned	
99-11-56	WATER ANALYSIS RECORDS	Test results and related records when water tests are sent to the Nebraska Health Department.	12 years	Neb. Title 179 NAC 5 section 5-005; Title 179 NAC 12.014 ; 40 CFR § 141.33
99-11-58	WATER PLANT OPERATING REPORTS	Includes operating reports such as the Monthly Inventory Report, Public Water Supplier Ground Water Well Report, Daily Filter and Chemical Operation and Operation Data, Comparative Plant Operating Reports, and pump age reports.	10 years	
99-11-59	WATER WELL REGISTRATION	Information collected at time of a new well being drilled including well location, characteristics and registration, record of drillers assessment, well field permit, water well standards, pump installers contractors licensing, wellhead protection grant requests	When well is decommissioned	