

Schedule 111

MUNICIPAL POLICE DEPARTMENTS

October 4, 2013

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

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

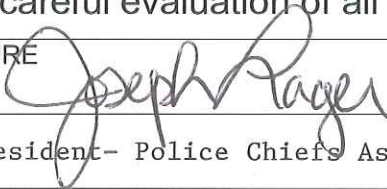
SCHEDULE	111
AGENCY, BOARD OR COMMISSION	MUNICIPAL POLICE DEPARTMENTS
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of December 18, 1991	

**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
President- Police Chiefs Association of Nebraska

DATE
9/26/2013

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
10/11/2013

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

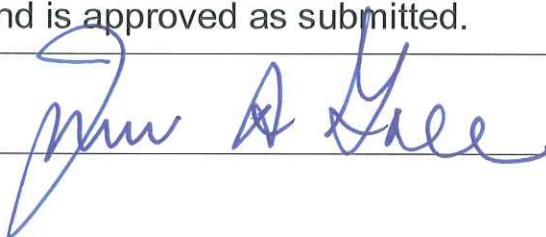


DATE
10/1/13

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
10/7/13

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 111
MUNICIPAL POLICE DEPARTMENTS**

October 4, 2013

General Guidance:

- Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.
- Records may be created or converted and stored in electronic format (See *SOS Durable Medium website for additional information, <http://www.sos.state.ne.us/records-management/durablemediumfaqs.html>*)

Supersedes Edition of December 18, 1991

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
111-001-000-000-000-000-000	ACTIVITY - ANNUAL REPORTS			See REPORTS-ANNUAL, item 024-068
111-002-000-000-000-000-000	ACTIVITY - AUTOMATIC LICENSE PLATE READER LOGS	Captured license plate information used to look for expired license plates and if a car is on a tow list, stolen, used in a crime, etc. May also include when and where information was captured.	ORIGINAL RECORD: 45 days IF CASE IS INITIATED: Copied or transcribed and disposed of after case is closed OR when no longer of legal value (whichever is later)	
111-003-000-000-000-000-000	ACTIVITY - COMMUNICATIONS RECORDS	Tape or electronic recordings of radio dispatches and telephone calls.	IF CASE IS INITIATED: Copied or transcribed and kept in accordance with MISCELLANEOUS - PROPERTY AND PROPERTY REPORTS, item 111-039 ALL OTHER RECORDS: Erase or reuse after 30 days	
111-004-000-000-000-000-000	ACTIVITY - DISPATCH RECORDS	CAD (Computer Aided Dispatch) records or paper documents of a call for service from a PSAP (Public-Safety Answering Point) dispatch center.	5 years	
111-005-000-000-000-000-000	ACTIVITY - IN-CAR, ON-BODY AND OTHER VIDEO/AUDIO/DIGITAL RECORDINGS	Recordings made by Police Department personnel or by safety cameras in use in the community.	EVIDENCE/CRIMINAL OFFENSE: Kept in accordance with MISCELLANEOUS - PROPERTY AND PROPERTY REPORTS, item 111-039 EVIDENCE/TRAFFIC INFRACTION: 6 months from date of violation OR 30 days after court disposition (whichever applies) NON-EVIDENTIARY: Erase or reuse after 48 hours or according to agency policy (whichever is later)	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
111-006-000-000-000-000-000	ACTIVITY - INTERVIEW VIDEO/AUDIO/DIGITAL RECORDINGS		EVIDENCE/CRIMINAL OFFENSE: Kept in accordance with MISCELLANEOUS - PROPERTY AND PROPERTY REPORTS, item 111-039 NON-EVIDENTIARY: Erase or reuse after 48 hours or according to agency policy (whichever is later)	
111-007-000-000-000-000-000	ACTIVITY - OFFICER ACTIVITY LOG	Log showing officer's individual mileage each shift, details given throughout shift, types and times of incidents, actions taken on activity, tickets and warnings issued, courtesy deeds, etc., performed in the discharge of municipal business by the police.	Data entry to ACTIVITY - SIX MONTH AND YEARLY SUMMARY OF OFFICER ACTIVITY LOGS, item 111-008 and dispose of after verification of data	
111-008-000-000-000-000-000	ACTIVITY - SIX MONTH AND YEARLY SUMMARY OF OFFICER ACTIVITY LOGS	Summaries of ACTIVITY - OFFICER ACTIVITY LOG, item 111-007, which are used for evaluations.	2 years	
111-009-000-000-000-000-000	ACTIVITY - VEHICLE PATROL LOGS	Monthly log showing each marked and unmarked police units' mileage, repairs, washes, and gasoline and oil used during reporting period.	After vehicle is sold, traded or otherwise replaced (whichever is sooner)	
111-010-000-000-000-000-000	ARREST - DAILY RECORD	Daily record relating to arrests of individuals by the municipal police showing date and time of arrest, individuals name, date of birth, address, violation or charge(s), Uniform Citation and Complaint Number, court appearance date, and arresting officer's name.	ORIGINAL RECORD: 1 year TAPE: Superseded	Information duplicated on ARREST REPORT INDEX, item 111-014
111-011-000-000-000-000-000	ARREST - FINGERPRINT CARDS	All fingerprint cards taken as a result of arrest, incarceration, or criminal investigation.	After receipt of court order to destroy, 75 years after issuance OR upon death of subject (whichever is sooner)	
111-012-000-000-000-000-000	ARREST - PHOTOGRAPHS	Photographs of prisoners, commonly referred to as mug shots, or other photographs used as such.	After replaced by a more current photograph of subject OR after 10 years (whichever is sooner)	
111-013-000-000-000-000-000	ARREST - REPORT	Copies of reports showing arrestee's name, address, physical description, motor vehicle (if driven) at arrest, and date and time of arrest.	5 years	<ul style="list-style-type: none"> •Includes the disposition of arrest from court records •Information duplicated on ARREST REPORT INDEX, item 111-014
111-014-000-000-000-000-000	ARREST - REPORT INDEX	Alphabetical index on individuals indicating date of arrest, charge(s), and disposition. Includes individual's physical description, date of birth, and current address.	ORIGINAL RECORD: 20 years OR after death of arrestee (whichever is sooner) TAPE: Superseded	
111-015-000-000-000-000-000	INCIDENT - ACCIDENT REPORTS	Reports of accidents investigated by the city police.	FATALITY ACCIDENTS: 10 years ALL OTHERS: 3 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
111-016-000-000-000-000-000	INCIDENT - CASE REPORTS	All records that pertain to the offense reports, including case files, cover/face sheets and indexes. Information may include, but is not limited to: name of complainant, address, type of offense, the location and detailed descriptions of the offense.	5 years after final disposition of case OR statute of limitations has expired (whichever is later)	
111-017-000-000-000-000-000	JAIL - ADULT INMATE FILES	Records relating to prisoners who have been processed by the county sheriff. May include, but not limited to: Nebraska Admission and Release Record, state and F.B.I. criminal history arrest records, mug shots, charges filed, progress reports, interview record, and final disposition of case.	FELONY CASES: ORIGINAL RECORD: 50 years OR microfilm and destroy SECURITY MICROFILM: Transfer to off-site security storage; 50 years MICROFILM WORK COPY: 50 years MISDEMEANOR CASES: ORIGINAL RECORD: 25 years OR microfilm and destroy SECURITY MICROFILM: Transfer to off-site security storage; 25 years MICROFILM WORK COPY: 25 years IF FILE IS A NOTATION & RECORD MAINTAINED in ANOTHER OFFICE: 5 years	
111-018-000-000-000-000-000	JAIL - CELL CHECKS AND INMATE COUNTS	Documentation of inmates viewed and counted.	5 years	
111-019-000-000-000-000-000	JAIL - DISCHARGED PRISONERS	Cards showing the discharge of prisoners from the county jail upon receipt of payment of fines or conclusion of sentence.	5 years	
111-020-000-000-000-000-000	JAIL - FOOD SERVICE LOGS	Summary of daily meals (diet) served to inmates.	5 years	
111-021-000-000-000-000-000	JAIL - INCIDENT REPORTS	Reports compiled daily by jail personnel on any incidents which may have occurred on that shift.	5 years	
111-022-000-000-000-000-000	JAIL - INMATE TELEPHONE LOG	Record of inmates' phone calls.	5 years	
111-023-000-000-000-000-000	JAIL - JUVENILE INMATE FILES	May include, but not limited to: Nebraska Admission and Release Record, state and F.B.I. criminal history arrest record, mug shots, charges filed, progress reports, interview record, and final disposition of case.	TRIED/CONVICTED AS JUVENILE: 5 years after juvenile reaches the age of majority (age 19) TRIED/CONVICTED AS ADULT: Transfer to JAIL - ADULT INMATE FILES, item 111-017	
111-024-000-000-000-000-000	JAIL - PENITENTIARY "DRESS OUT" PICTURES	Photos of inmates taken upon their release from the state penitentiary.	5 years	

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111-025-000-000-000-000-000	JAIL - PRINT CLASSIFICATION, NAME AND NUMBER INDEX	Index cards listing name, charge and number of the case file where related papers are found; some include a description of the accused.	ADULT FELONY CASES: ORIGINAL RECORD: 50 years; OR, microfilm and destroy SECURITY MICROFILM: Transfer to off-site security storage; 50 years MICROFILM WORK COPY: 50 years ADULT MISDEMEANOR CASES: ORIGINAL RECORD: 25 years; OR, microfilm and destroy originals SECURITY MICROFILM: Transfer to off-site security storage; 25 years MICROFILM WORK COPY: 25 years JUVENILE CASES: TRIED/CONVICTED AS JUVENILE: 5 years after juvenile reaches the age of majority (age 19) TRIED/CONVICTED AS ADULT: Dispose of pursuant to adult offenses listed above	
111-026-000-000-000-000-000	JAIL - PRISONER REQUEST RECORDS	Written requests for commissary items, medical, legal or clerical services and action taken by officer.	5 years after release of inmate	
111-027-000-000-000-000-000	JAIL - PROPERTY DELIVERY RECORDS	Record of items delivered to the inmate, such as commissary items, merchandise and/or clothing.	5 years after release of inmate	
111-028-000-000-000-000-000	JAIL - REGISTERS	Registers showing names of prisoners, dates of commitment, personal effects, disposition of cases, etc.	ORIGINAL RECORD: 25 years after last entry OR microfilm and destroy SECURITY MICROFILM: Transfer to off-site security storage; 25 years MICROFILM WORK COPY: 25 years	
111-029-000-000-000-000-000	JAIL - SHERIFF'S REPORT	Annual report filed with the district or county court giving reasons for inmates commitments, dates, number of prisoners, etc.	2 years	
111-030-000-000-000-000-000	JAIL - STANDARDS BOARD REQUIRED RECORDS	The following records may be found in the Inmate File or filed separately. May include, but not limited to: Custody Authorization, Grievances, Incident and Discipline Report, Inmate Account Sheet, Inmate Medical Clearance Report, Inmate Property Inventory, Inmate Request Form, Medical Receiving Screening, Medical Record and Treatment, Record of Restraint.	5 years after release of inmate	
111-031-000-000-000-000-000	JAIL - VISITORS REGISTER	Passes, notes, etc. allowing visitors access to inmates.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
111-032-000-000-000-000-000	JAIL - WORK RELEASE RECORDS	Information on inmates in work release programs, their employers, etc. May include, but not limited to: application, acknowledgements and authorization forms.	5 years	
111-033-000-000-000-000-000	MISCELLANEOUS - COMMUNITY SERVICE RECORDS	Documents, paper or other data related to community service programs such as D.A.R.E., volunteer workers schedules, security surveys or other programs.	1 year	
111-034-000-000-000-000-000	MISCELLANEOUS - DAILY RECEIPTS	Receipts from register showing daily fees collected by city police.	5 years or maximum of 10 years if no audit has been performed	Information duplicated in Schedule 28 - City/Village Treasurers
111-035-000-000-000-000-000	MISCELLANEOUS - FIREARMS CERTIFICATE APPLICATIONS	Application form for the purchase, lease, rent or transfer ownership of a handgun and may include, but not limited to: application, criminal history document, local and/or Triple III, and letter of denial (if appropriate).	APPLICATION: 3 years after issuance or denial (whichever applies) TRIPLE III/CRIMINAL HISTORY: Immediate disposal after approval or denial of application (whichever applies)	Federal standards do not allow local agencies to file Triple III or criminal history records
111-036-000-000-000-000-000	MISCELLANEOUS - INTELLIGENCE/ CONFIDENTIAL INFORMANTS FILES	Federal law mandates procedures which will ensure that all information (intelligence) which is retained has "relevancy and importance" and to provide for the periodic review of data and the destruction of any information which is misleading, obsolete, or otherwise unreliable.	Review and dispose of misleading, obsolete, or otherwise unreliable data every 2 years	28 CFR 23.20
111-037-000-000-000-000-000	MISCELLANEOUS - LICENSES, ANIMAL	Registration or license for animals.	1 year after expiration	
111-038-000-000-000-000-000	MISCELLANEOUS - LICENSES, BICYCLE	Registration cards or documents specific to licenses issued for the purpose of registering bicycles. May include, but not limited to: owner, make model, serial number and license number.	3 years OR if there is an expiration date, after the expiration date	
111-039-000-000-000-000-000	MISCELLANEOUS - PROPERTY AND PROPERTY REPORTS	Materials confiscated at the time of an arrest for use as evidence to support conviction such as alcoholic beverages, drugs, weapons, clothing, tools, motor vehicles, etc.	EVIDENCE ITEMS: Transfer to appropriate court in receipt of a letter of transmittal (Note: Allegedly stolen items may be returned to the owner pursuant to state statute) OTHER PROPERTY: After case is closed OR when no longer of legal value (whichever is later) PROPERTY REPORTS: 5 years after final disposition of case OR after statute of limitations has expired (whichever applies)	Neb. Rev. Stat. §28-511.01
111-040-000-000-000-000-000	MISCELLANEOUS - PROTECTION ORDERS	Application or affidavits for protection orders, temporary protection orders, or final protection orders issued by the District Court.	2 years after date of issuance OR after dismissal by the courts (whichever is sooner)	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
111-041-000-000-000-000-000	MISCELLANEOUS - RECORD DISSEMINATION LOG	A record of release of criminal history on individuals for dissemination to other than law enforcement related agencies.	3 years	
111-042-000-000-000-000-000	MISCELLANEOUS - REPORTS	Reports filed with the department on incidents other than actual offenses or incidents that are already processed in an INCIDENT - CASE REPORTS, item 111-017.	3 years	
111-043-000-000-000-000-000	MISCELLANEOUS - SALE OF IMPOUNDED AND UNCLAIMED PROPERTY RECORDS	Lists, credit notices, letters of inquiry, property tags for identification, receipts, etc. for recording the sale of impounded property such as cars, bicycles, and other property.	5 years OR maximum of 10 years if no audit has been performed	
111-044-000-000-000-000-000	MISCELLANEOUS - VACATION HOUSE CHECKS	Forms used to register vacation house checks by patrol officers.	After expired	
111-045-000-000-000-000-000	MISCELLANEOUS - WARNING CITATIONS, NON-TRAFFIC RELATED	Warning citations for any offense other than traffic.	30 days after issuance	
111-046-000-000-000-000-000	MOTOR VEHICLE - DEFECT TICKETS	Warning tickets issued for defective motor vehicles.	CORRECTED: After defect is remedied NOT CORRECTED: 6 months	
111-047-000-000-000-000-000	MOTOR VEHICLE - PARKING TICKETS	Paid and unpaid parking tickets.	1 year	
111-048-000-000-000-000-000	MOTOR VEHICLE - TOW-IN RECORDS	Record of vehicles towed in for various violations; includes name of the owner, description of vehicle, location towed from date, etc.	3 years	
111-049-000-000-000-000-000	PERSONNEL - TRAINING RECORDS	A summary or listing of employee's training. Records may include, but are not limited to: schools, seminars, in-service training programs, and continuing education courses.	5 years after termination of employment	