

# **Schedule 98-1**

## **LEGISLATIVE COUNCIL**

### **REVISOR OF STATUTES**

05/22/2026

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

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

SCHEDULE

**98-1**

AGENCY, BOARD OR COMMISSION

**LEGISLATIVE COUNCIL**

DIVISION, BUREAU OR OTHER UNIT

**REVISOR OF STATUTES**

**Supersedes Edition of October 20, 1988**

**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

*Ben Hansen*

[Ben Hansen \(Apr 27, 2026 12:28:41 CDT\)](#)

TITLE

Chairman of the Executive Board

DATE

04/27/2026

**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*

DATE

04/29/2026

**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

*Kris Kucera*

[Kris Kucera \(Apr 29, 2026 14:44:26 CDT\)](#)

DATE

04/29/2026

**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 \(May 22, 2026 14:39:03 CDT\)](#)

DATE

05/22/2026

**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 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.
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](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  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

**SCHEDULE 98-1  
LEGISLATIVE COUNCIL  
REVISOR OF STATUTES**

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

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ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
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 digitally.	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 digitally.	10 years	
98-1-5	FINAL READING BILLS	Digital files with full text of the bill as it exists on final reading.	10 Years	
98-1-6	INTRODUCED BILLS	Digital files with full text of bills as introduced.	10 Years	
98-1-7	REQUEST LOG	Log of each request received. Log includes date, request number, requester, and subject.	10 years	
98-1-1	AMENDMENT REQUEST LOG			OBSOLETE
98-1-3	BILL REQUEST LOG			OBSOLETE