

# **Schedule 34-14**

# **SECRETARY OF STATE**

# **BUSINESS SERVICES**

01/12/2026

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

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

SCHEDULE
<b>34-14</b>
AGENCY, BOARD OR COMMISSION <b>SECRETARY OF STATE</b>
DIVISION, BUREAU OR OTHER UNIT <b>BUSINESS SERVICES</b>
Supersedes Edition of November 6, 2014

**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  
*Emily Warner*

TITLE  
Director of Business Services

DATE  
09/16/2025

**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*

DATE

11/25/2025

**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

*Kris Kucera*

Kris Kucera (Dec 2, 2025 07:09:24 CST)

DATE

12/02/2025

**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. Eunen*

Robert B. Eunen (Jan 12, 2026 09:47:42 CST)

DATE

01/12/2026

**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. 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](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 34-14  
SECRETARY OF STATE  
BUSINESS SERVICES**

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

Supersedes Edition of November 6, 2014

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
34-14-1	ACP - PARTICIPANT APPLICATIONS	Applications and supporting documents from people wishing to apply to the Address Confidentiality Program (ACP).	<b>APPROVED:</b> File in ACP PARTICIPANT FILE, Item 34-14-2 <b>REJECTED:</b> Return to applicant <b>DENIED:</b> 4 years	
34-14-2	ACP - PARTICIPANT FILES	Files on participants in ACP. May include but not limited to application, copy of participant card, affidavit(s), check off list, mail log, correspondence & supporting documents that may include court orders, etc.	<b>1 year after expiration of participant's certification</b>	<ul style="list-style-type: none"> <li>• Neb. Rev. Stat §42-1201 to 42-1210</li> <li>• Confidential record</li> <li>• Shred record</li> </ul>
34-14-3	ACP - PROGRAM LISTS	Address Confidentiality Program (ACP) lists. The ACP Master List contains the list of all participants and may include, but is not limited to: name, participant number and date of enrollment. The ACP Counseling and Shelter Services list is made up of designated state and local agencies and nonprofit entities providing counseling and shelter services to victims of abuse, sexual assault or stalking that may provide application materials and/or assist in completion of application process.	<b>Superseded</b>	<ul style="list-style-type: none"> <li>• Neb. Rev. Stat §42-1201 to 42-1210</li> <li>• ACP Master List - Confidential record - Shred record</li> </ul>
34-14-4	CORPORATION - ACKNOWLEDGEMENTS/ LETTERS	Acknowledgement of filing.	<b>1 year after filing date</b>	
34-14-5	CORPORATION - DATABASE	Information for all entities and Annual/Biennial reports. May include but not limited to: Applications for Certificate of Authority, Articles of Incorporation, and Articles of Incorporation for Agricultural Associations, Corporation Occupation Tax Reports, General Index, Registrations of Corporate Names and Indexes, Reservations of Corporate Names and Indexes, Service Marks, Trademarks and Trade Name Registrations and Indexes.	<b>Permanent</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
34-14-6	<b>CORPORATION - GENERAL INDEX</b>	Alphabetical card index to all domestic, foreign, nonprofit, and professional corporation as well as public power, weed and noxious weed, drainage, soil and water conservation, sanitary districts, railroads, nonprofit and non stock corporations, political subdivisions, constitutions of organizations, insurance companies, building and loan associations, banks, nonstock corporations, churches and all corporations that have articles or changes to articles.	<b>Enter into CORPORATIONS DATABASE, item 34-14-5, and destroy</b>	
34-14-7	<b>CORPORATION - NAME CONFLICT CHECK LIST</b>	Form used to review and compare possible business and trade name conflicts.	<b>6 months</b>	Electronic Record in BSFS
34-14-8	<b>CORPORATION - RECORDS AND DAILY FILINGS</b>	Records of corporations doing business in Nebraska. The corporations may include, but are not limited to: Domestic, Foreign, nonprofit, domesticated corporations, LLC (Limited Liability Company), LCA (Limited Cooperative Association), Agricultural Associations, Joint Public Agencies, Political Subdivisions Districts (i.e. - Soil & Water Conservation, Sanitary and Improvements, Noxious Weed & Drainage). Corporation records and daily filings may include, but are not limited to: Articles of Incorporation, Certification of Organization, Registration of Certificate of Partnership, Foreign Limited Partnerships, Statement of Qualification, Statement of Formation, Amendments, Proofs of Publication, Registered Agent Appointments, Dissolutions, Cancellations, Annual/Biennial Reports, Districts (Soil and Water Conservation, Sanitation and Improvement and Drainage), Service Marks, Trademarks, Trade Names, Registrations, Reservations, Indexes, and Liens.	<b>Permanent</b>	<ul style="list-style-type: none"> <li>• Dissolved corporation liens are no longer received, but information is retained in the CORPORATION DATABASE, item 34-14-5</li> <li>• Dispose of paper 1 year after scanning</li> <li>• Prior to 2009 on microfilm</li> </ul>
34-14-9	<b>CORPORATION - REJECTION LETTERS</b>	Correspondence sent to filer when a document is rejected, explaining the rejection reasons and asking them to correct and return the filing.	<b>1 year</b>	
34-14-10	<b>NOTARY - APOSTILLE AND AUTHENTICATION RECORDS</b>	Apostille Information in the Notary System and scanned copies of completed documents in the Notary Share file.	<b>DATABASE ENTRIES - 5 years SCANNED DOCUMENT - 1 year</b>	Records are not used for signature authentication.
34-14-11	<b>NOTARY - APPLICATIONS AND APOSTILLE REQUESTS AND REJECTIONS</b>	Photocopies that may include rejected applications, bonds, oaths, correspondence and apostille material.	<b>1 year</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
34-14-12	NOTARY - BONDS, OATHS, APPLICATIONS, CANCELLATIONS AND RENEWALS	May include the initial, renewal, resignation, and cancellation applications, bonds, oaths, change of record (after September 2012).	100 years	1994 through 2010 on Microfilm
34-14-13	NOTARY - COUNTY OFFICER REPORTS	Lists of names of county officers with their signatures and seals. Report is filed annually by County Clerk.	4 years	Neb. Rev. Stat. §23-1306
34-14-15	NOTARY - MISCELLANEOUS COMMUNICATION	Miscellaneous correspondence received related to the notary program and commissions. May include, but not limited to: requests to return a copy of filing, notary complaints and resolutions, requests for contact information, database requests or other copy requests.	<b>COMPLAINTS:</b> 8 years after resolution of complaint. Complaints filed after 11/18/2023 are filed into the Database. See 34-14-16. <b>ALL OTHERS:</b> 6 months	
34-14-16	NOTARY - NEBRASKA PUBLIC DATABASE (CICS)	Database listing all past and present notaries for the State of Nebraska.	100 years after commission expires	
34-14-17	NOTARY - TESTS	Test(s) taken or rejected as part of notary application and/or renewal process.	<b>PASSED:</b> 90 days <b>FAILED:</b> 100 years	<ul style="list-style-type: none"> <li>Started in 2004 to replace petition process</li> <li>NAC Title 433 ch. 6 (006.03)</li> <li>Tests are taken through classmarker and information stored in their system.</li> </ul>
34-14-18	UCC - ACKNOWLEDGEMENTS	Acknowledgement generated by the UCC (Uniform Commercial Code) Database.	1 year	
34-14-19	UCC - BUYER REGISTRATION ACCESS DATABASE	Buyer registration requests of the commodity listing, due to Farm Security Act. Must be a buyer of farm products to apply. Indicates the requester, address, contact person, name of commodities, type of listings, etc.	Superseded annually	
34-14-20	UCC - BUYER REGISTRATION FORM AND RECEIPTS	Includes requester, address, phone and contact information including email address of each user.	5 years	
34-14-21	UCC - DATABASE	Database includes all of the following lien types: UCC filings, Manufactured Homes, Public Finance Transaction, Transmitting Utility, Statutory Agricultural Liens, Federal Tax Liens, State Tax Liens, and Liens in favor of a governmental body (including Abstract of Judgment, Criminal Fine Enforcement and Notice of Lien for Fine or Penalty for Sentencing).	<b>FEDERAL/STATE TAX LIENS AND LIENS IN FAVOR OF A GOVERNMENTAL BODY:</b> Permanent <b>ALL OTHERS:</b> Purge lapsed record 2 years after it becomes inactive	NAC Title 436 ch. 6 (603.1.1)

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
34-14-23	UCC - CREDIT STATEMENT FOR TAX LIENS	Listing of all types of filings (Federal and State Tax Liens and Judgment Filings) during the previous month. Generated by county and split into clerk versus register of deeds.	5 years	
34-14-26	UCC - TRANSACTION REPORTS, DAILY	Report lists the previous day's transactions including name, fee and type of filing. Reports summarize the transactions for the respective periods.	5 years	
34-14-28	UCC/EFS - BUYER REGISTRATION REPORT	Monthly report of information from EFS (Effective Financing Statement) and UCC database provided to registered buyers.	ELECTRONIC RECORD: Superseded Monthly	
34-14-30	UCC/EFS - REJECTION NOTICE	Records include rejection notice and copies of original filing documents.	6 Years after submission date	NAC Title 436 ch. 2 (203)
34-14-31	UCC/EFS - RESEARCH RECORDS	Secretary of State (SOS) forms filled out by company or person requesting searches, search job prints and supporting information sent in with initial request.	3 months	
34-14-33	UCC FRAUDULENT CORRESPONDENCE	Correspondence received related to UCC 9-513A	6 Years after filing date	
34-14-14	NOTARY - DAILY RECEIPTS REPORT			OBSOLETE
34-14-24	UCC - TAX LIENS			OBSOLETE
34-14-25	UCC - TERMINATION REPORT			OBSOLETE
34-14-27	UCC/EFS - BUYER REGISTRATION LISTING			OBSOLETE
34-14-29	UCC/EFS - EFFECTIVE FINANCING STATEMENT FILINGS AND DATABASE			OBSOLETE
34-14-32	UCC/EFS/CORPORATION - ACCOUNTS RECEIVABLE - Legacy Data			OBSOLETE
34-14-32-1	BSFS WORK ORDER INFORMATION			OBSOLETE