

# **Schedule 82**

# **RACING AND GAMING COMMISSION**

Jan 6, 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

**82**

AGENCY, BOARD OR COMMISSION

**RACING AND GAMING COMMISSION**

DIVISION, BUREAU OR OTHER UNIT

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

**Supersedes Edition of October 27, 2023**

**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

*Crissy Ricketts*

TITLE

Executive Director

DATE

Dec 20, 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

*Anna Holley*

Anna Holley (Dec 20, 2024 12:10 CST)

DATE

Dec 20, 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

*Pat Reding*

Pat Reding (Jan 6, 2025 08:22 CST)

DATE

Jan 6, 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 (Jan 6, 2025 10:58 CST)

DATE

Jan 6, 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 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 82  
RACING AND GAMING COMMISSION**

**\*Following applicable compliance of the General Retention Schedule 124**

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

**Supersedes Edition of October 27, 2023**

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
82-1	<b>GAMING-ADJUDICATION SUB-COMMITTEE RECORDS</b>	Original records resulting from audits, violations, and findings that go before the adjudication sub-committee.	<b>5 years</b>	Electronic
82-2	<b>GAMING-SPORTS WAGERING RECORDS</b>	All sports wagering records and data. May include, event, league, associations, and all other submissions. NRGC sportbook approvals/denials.	<b>5 years</b>	Electronic
82-3	<b>GENERAL-CASE FILES</b>	Files may include licensing backgrounds for both racing and gaming, regulatory reports, criminal reports, reports required by licensed facilities, all reports from the commission adjudication sub committee.	<b>10 years</b>	Electronic
82-4	<b>GENERAL-COMPLAINCE AUDIT FINDINGS</b>	All NRGC compliance audit findings	<b>5 years</b>	Electronic
82-5	<b>GENERAL-DRUG SCREEN TEST RESULTS</b>	Daily report and tags from a laboratory approved by the Commission giving test results for legal and illegal drugs.	<b>5 years</b>	Electronic
82-6	<b>GENERAL-FINANCIAL REPORTS</b>	All internal agency financial reports including but not limited to, Gaming Tax, Quarterly Financials and Annual Financials. All financial reports submitted to the commission by all licensed racetracks and casino facilities	<b>7 years</b>	Electronic
82-7	<b>GENERAL-QUARTERLY AUDIT REPORTS</b>	Reports received from any licensed racetrack and casino facility	<b>7 years</b>	Electronic
82-8	<b>GENERAL-SURETY BONDS</b>	Surety bonds submitted by racetracks as required, to hold race meets.	<b>5 years</b>	Electronic
82-9	<b>GENERAL-TRANSFER BOOKS</b>	Books show Steward's transfer of horse ownership or trainer ownership.	<b>3 years</b>	Electronic
82-10	<b>GENERAL-VETERINARY REPORTS</b>	Report filed by veterinarians listing fatalities and injuries to racehorses.	<b>3 years</b>	Electronic
82-11	<b>LICENSING-APPLICATIONS</b>	All applications and supporting documents required for any license held within a licensed racetrack enclosure.	<b>5 years after expiration or term date</b>	Electronic

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
82-12	LICENSING-APPRENTICE CERTIFICATES	Jockeys under 25 years of age serve an apprenticeship until they win a certain number of races. Old files included contracts between jockeys and trainers. Apprenticeship allows for an advantage on weight allowances.	5 years	Electronic
82-13	LICENSING-CRIMINAL HISTORY/FINGERPRINT CARDS	Applicant fingerprint cards, criminal history information, and/or affidavit authorizing other state racing commissions to release such information to the Nebraska Racing Commission.	5 years	Electronic
82-14	RACING-COMMISSION AND STEWARD'S RULINGS	Original rulings resulting from hearings and appeals held by the Commission or Stewards.	5 years	Electronic
82-15	RACING-NEBRASKA BRED CERTIFICATE	Copy of certificate given to owners of Nebraska bred horses. Lists each horse's name, sire, dam and breeder.	12 years	Electronic
82-16	RACING-PROGRAMS AND REPORTS	The Commission maintains one copy of each official racetrack program with results as marked by the State Steward and race day Steward reports.	Transfer to Archives 1 year after race meet is completed	Contact State Archives to negotiate transfer of Physical Programs
82-17	RACING-RECORDINGS	Recordings of each race day.	1 year after race meet is completed	Digital Recording
82-18	RACING-SIMULCASTING RECORDS	Records resulting when one racetrack simulcasts its races to another racetrack. May include, but not limited to: application for simulcasting license by host track and receiving track, simulcast daily report and final simulcasting data. Each covers only one year.	5 years	Electronic