

Schedule 3

COMMISSION ON LAW ENFORCEMENT & CRIMINAL JUSTICE

February 8, 2019

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

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

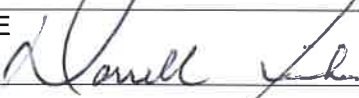
SCHEDULE	3
AGENCY, BOARD OR COMMISSION	COMMISSION ON LAW ENFORCEMENT & CRIMINAL JUSTICE
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of July 26, 2005	

**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

Executive Director

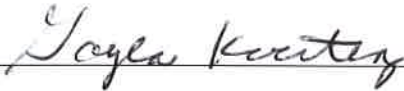
DATE

17 Jan. 2019

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

1/29/2019

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

2/7/19

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

2/8/19

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. 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.

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402-471-2559**

**SCHEDULE 3
COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE**

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

Supersedes Edition of July 26, 2005

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/ COMMENTS
3-5-1	CASE FILES	Files are maintained on each claimant. Includes "Claim for Compensation expense documentation, law enforcement report on crime, physician's letters, narrative investigation, officer's report, etc. Submitted by local law enforcement agencies.	5 years	Prior to 2002 security microfilm was created and transferred to State Archives
3-4-1	CRIME INDEX TRENDS	Monthly computer report lists major criminal offenses, provides monthly and year to date comparison and the percent of change.	Dispose of when superseded or obsolete	
3-2-1	GRANT FILES (FORMERLY ACTION GRANT FILES)			See schedule 124
3-1-7	GRANT MANAGEMENT INFORMATION SYSTEM (GMIS) (FORMERLY GRANT REPORTS SPARKS SYSTEM)			See schedule 124
3-6-1	JAIL RECORDS	Information is sent to the agency when people are admitted or released from jail. Forms are currently used by three jurisdictions for computer input. All other jurisdictions submit records electronically.	Dispose of after superseded	
3-3-2	JUVENILE COURT STATISTICAL FORM (JCS-0175)	Monthly data reporting form submitted by each county for every juvenile case processed during the month. Form includes juvenile's age, sex, ethnic group, offense type, case disposition, and sociological information. Lancaster County paper records only. Douglas County electronic records.	Permanent	Film prior to 2002 was transferred to State Archives
3-3-3	JUVENILE REPORT (NO REPORT CARD)			Obsolete
3-1-4	LAW ENFORCEMENT ASSISTANCE AGENCY (LEAA) FINANCIAL STATUS REPORT	Cumulative financial status report shows what part of the total grant outlay has been expended each quarter.	5 years	
3-1-3	LAW ENFORCEMENT IMPROVEMENT FUND (LEIF) REPORTS			Obsolete
3-4-2	NUMBER OF FULL-TIME LAW ENFORCEMENT EMPLOYEES, ANNUAL REPORT	Annual report sent in by local law enforcement agency heads and is used in compiling the annual report.	COMMISSION ANNUAL REPORT: Retain permanently LOCAL LAW ENFORCEMENT ANNUAL REPORT: Retain permanently	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/ COMMENTS
3-4-3	UNIFORM CRIME REPORT	Monthly report is file by local law enforcement agencies if no offenses occurred or arrests were made.	5 years	
3-4-4	UNIFORM CRIME REPORTING (COMPUTER REPORTS)	Annual individual computer reports summarize information contained in each of the Uniform Crime Reports submitted by local law enforcement agencies. Computer reports issued are: homicide, forcible rape, robbery, assault, burglary, larceny-theft, motor vehicle theft, adult arrests, juvenile arrests, and officers assaulted.	Permanent	Film prior to 2002 was transferred to State Archives