

# **Schedule 24**

# **GENERAL RECORDS FOR LOCAL GOVERNMENT**

May 23, 2024

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

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

SCHEDULE

**24**

AGENCY, BOARD OR COMMISSION

**GENERAL RECORDS FOR LOCAL  
GOVERNMENT**

DIVISION, BUREAU OR OTHER UNIT

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

**Supersedes Edition of December 20, 2019**

**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 Jeanette Greer  
Jeanette Greer (May 21, 2024 09:13 CDT)

TITLE **Records Management Division Manager** DATE **May 21, 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 (May 22, 2024 15:27 CDT)

DATE  
**May 22, 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 (May 23, 2024 06:52 CDT)

DATE  
**May 23, 2024**

**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 23, 2024 11:51 CDT)

DATE  
**May 23, 2024**

**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 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.
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](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 24 GENERAL RECORDS FOR LOCAL GOVERNMENT

May 23, 2024

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

**Supersedes Edition of December 20, 2019**

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-1	1099 FORMS	Forms sent to entities where charges for services exceed \$600. Information included vendor FTIN and payments.	6 years	
24-2	ACCOUNTS PAYABLE	Any supporting document received or generated by the agency that provides support for payments made to vendors for goods and services, employee for reimbursement of expenses and any other situation where a warrant or electronic payment is issued. May include, but not limited to: invoices, reports, disbursement documents, purchase orders, packing slips, requisitions, employee expense reimbursement forms, etc.	5 years or maximum of 10 years if no audit has been performed	
24-15	ADDRESS AND TELEPHONE FILES	Address books or telephone number files.	After superseded	
24-31	AGREEMENTS AND CONTRACTS	Contracts, leases and agreements that may include general obligation, land lease, utilities, consultants, services, software, IT systems and construction except buildings. Documents may include specifications, requests for proposals or information (RFP/RFI), affidavits of publication for calls for bids, accepted and rejected bids, contracts, letters of agreements, purchase orders, citizenship verification forms, inspection reports, performance bonds and correspondence.	<b>ACCEPTED:</b> 5 years after completion, fulfillment, or voiding of contract <b>REJECTED:</b> 5 years	BUILDINGS: See BUILDING CONSTRUCTION CONTRACTS AND RECORDS, item 24-12 BUILDING AND LAND IMPROVEMENT PROJECT PLANS AND SPECIFICATIONS <b>NOTE:</b> Agreement and contracts may have language/conditions included in award that allows for alternative disposition.

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-4	APPLICATIONS AND OTHER SUPPLEMENTAL MATERIAL USED TO HIRE AND NOT HIRE PERSONS	May include internal job postings, application, resumes, structured interview questions, supplemental questionnaires, background checks, screening or scoring devices and any other material used in the hiring process or in the failure or refusal to hire any person. An Interstate Identification Index (III) name based background check may be done at a local law enforcement level and does not require the use of fingerprints.	<b>HIRED:</b> <b>APPLICATION, RESUME, COVER AND LETTER:</b> Transfer to item 24-41 <b>EMPLOYMENT HISTORY FILE</b> <b>SCREENING/SCORING RECORDS:</b> 4 years after date of personnel action to which record relates <b>NOT HIRED-ALL RECORDS:</b> 4 years after date of personnel action to which record relates <b>FINGERPRINT CARDS/TRIPLE III BACKGROUND CHECKS:</b> See item 24-94 <b>FBI FINGERPRINT CARDS AND BACKGROUND CHECK FOR APPLICANTS REQUIRED BY STATE AGENCIES</b>	Complaints under ADEA (American Disability Employment Act) may be filed for a period up to 4 years after a personnel action is made 29 CFR 1602.14
24-6	AUTHORITY FOR DISPOSAL OF RECORDS FOLLOWING A DURABLE MEDIUM PROCESS CONVERSION	Unless specifically prohibited under a separate record series listing OR state and federal laws and regulations, records converted to an alternative medium may be destroyed immediately after conversion, provided the agency has determined the alternative process and chosen medium complies with the Durable Medium Definition, and as long as the converted records continue to follow the stated retention periods.		430 NAC Ch. 1, § 001.18 No RECORDS DISPOSITION REPORT is required
24-7	BANK RECORDS	Records used to maintain and balance banking accounts. Records may include but are not limited to: bank statements, cancelled checks and stubs, check registers, deposit slips, registered warrants, warrants and warrant register.	<b>5 years or maximum of 10 years if no audit has been performed</b>	
24-8	BIDS/EQUIPMENT AND SUPPLY PROCUREMENT RECORDS	May include specifications, affidavits of publication of calls for bids, accepted and rejected bids, purchase orders and correspondence relating to the acquisition of supplies and equipment for agency use.	<b>REJECTED:</b> 5 years <b>ACCEPTED BIDS AND RELATED INFORMATION:</b> 5 years after fulfillment of contract	CONSTRUCTION BIDS: See item 24-12 BUILDING CONSTRUCTION CONTRACTS AND RECORDS BUILDING AND LAND IMPROVEMENT PROJECT PLANS AND SPECIFICATIONS
24-9	BONDS (FOR OFFICIALS)		<b>10 years after release, replacement, or expiration of the bond</b>	
24-10	BONDS AND BOND COUPONS	Revenue bonds as returned by the county clerk to a political subdivision when complete issue has been satisfied and statutory compliance has been met.	<b>Verification of complete redemption of issue</b>	Neb. Rev. Stat. §10-209
24-11	BUDGET REQUEST	The actual budget request and all related material used in preparing the budget.	<b>3 years</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-12	<b>BUILDING AND LAND IMPROVEMENT PROJECT PLANS AND SPECIFICATIONS</b>	Includes project plans and specifications of building and land operated and maintained by local government entities. Records may include, but are not limited to: plans, specifications, blueprints, drawings & renderings, major remodeling and upgrades to buildings, construction contracts and records, photographs (including digital photos), slides, filmstrips, email and other forms of correspondence.	<b>ACCEPTED:</b> 5 years after building/improvement demolition OR sale date (whichever is sooner), subject to review by the State Archives for possible accession <b>REJECTED:</b> 5 years	Neb. Rev. Stat. §72-808 •Neb. Rev. Stat. §72-810 (Historic structure notification and alterations) Neb. Rev. Stat. §72-814 & §72-815 Contact State Archives to negotiate transfer
24-14	<b>BUILDING AND GROUNDS MAINTENANCE RECORDS</b>	All maintenance, repairs, remodels and grounds keeping activities to buildings owned or leased by the local government entity. Used to verify repairs were made. May include, but not limited to: location, work completed, materials used, personnel completing work, authorization, dates and related information.	<b>NON-HISTORIC:</b> 5 years <b>HISTORIC:</b> 5 years; subject to review by the State Archives for possible accession	Neb. Rev. Stat. §72.809 Historic structure shall mean any building significant in American History or Architecture on a local, state or national level Contact State Archives to negotiate transfer
24-16	<b>CALENDARS</b>	Desk and pocket calendars, appointment books, and planners, both paper and electronic, including but not limited to Lotus, Exchange, PDAs and similar devices.	<b>2 years</b>	
24-18	<b>CASH/FEE BOOKS</b>	Accounting of cash paid and fees collected. May include name of party involved in the transaction, date of payment, amount, and reason for payment.	<b>ORIGINAL RECORD:</b> 5 years or maximum of 10 years if no audit has been performed <b>EXCEPTION:</b> If books are used as an index to microfilm: Permanent, or microfilm and destroy originals pursuant to item 24-5 <b>AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING</b> <b>SECURITY MICROFILM:</b> Transfer to Secure Storage <b>MICROFILM WORK COPY:</b> Permanent	Record may be computer generated
24-21	<b>COMMUNICATIONS - PUBLIC RECORD REQUESTS</b>	Requests received by agencies for access to or copies of records maintained by them under the public records statutes. May include, but not limited to: responses and/or correspondence and related documentation, copy of information released and billing documentation.	<b>COMPLETED:</b> 2 years after request is completed or when no longer of administrative value (whichever is later) <b>DENIALS:</b> 10 years	Neb. Rev. Stat §84-712 through §84-712.09

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-22	COMMUNICATIONS, EVENT-DRIVEN	Communication with open ended, event-driven retention periods which occur at some future date.	<b>MAYORS, COUNTY ELECTED OFFICIAL:</b> Subject to review by State Archives after 5 years <b>OTHER AGENCY HEADS, OTHER ELECTED OFFICIALS, CEO'S:</b> 5 years; subject to review by the State Archives for possible accession <b>COUNCIL &amp; BOARD MEMBERS, CITY &amp; VILLAGE CLERKS, ETC:</b> 5 years <b>ALL OTHER LOCAL EMPLOYEES:</b> 5 years	Contact State Archives to negotiate transfer
24-24	COMMUNICATIONS, LONG-TERM	Communications containing information related to the mission of the agency, i.e., documents major transactions, establishes or implements policy, establishes legal rights or responsibilities, or has other long-term ramifications to the operation of the agency.	<b>MAYORS, COUNTY ELECTED OFFICIAL:</b> State Archives after 8 years <b>OTHER AGENCY HEADS, OTHER ELECTED OFFICIALS, CEO'S:</b> 8 years; subject to review by the State Archives for possible accession <b>COUNCIL &amp; BOARD MEMBERS, CITY &amp; VILLAGE CLERKS, ETC:</b> 8 years <b>ALL OTHER LOCAL EMPLOYEES:</b> 8 years	Contact State Archives to negotiate transfer
24-25	COMMUNICATIONS, MEDIUM-TERM	Communications related to agency operations and administration of agency programs, which are not included in another agency specific schedule. Does not have long-term significance, establish legal rights, or contain policy implications. May include, but not limited to: routine public communication, interoffice or interdepartmental communications related to work activities, request for replies to information and communication related to reports and research.	<b>2 years</b>	
24-26	COMMUNICATIONS, NONRECORD	Communications not related to government transactions or activities and are not included in another agency specific schedule.	<b>No retention required</b>	Also see item 24-60 NONRECORD MATERIAL
24-27	COMMUNICATIONS, SHORT-TERM	Communications related to work/agency but has no documentary or evidentiary value. May include but not limited to: generic request for replies to information, notices including memoranda and other records that do not serve as the basis of official actions or professional interest materials retained for short-term reference.	<b>6 months</b>	
24-29	COMPUTER DATA ENTRY FORMS	Form used to enter information into electronic storage media.	<b>Immediately after information verified</b>	
24-30	COMPUTER ERROR LISTING	Computer reports indicating errors in inputs, processing or output.	<b>Immediately after error correction</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-32	<b>CONTRACTUAL INTEREST STATEMENT LEDGER</b>	Ledger of contractual interest statements made by certain officers disclosing an interest in a contract with the officer's governing body. Includes names of the contracting parties, nature of the interest of the officer in question, date that the contract was approved by the governing body, amount of the contract and the basic terms of the contract.	<b>5 years after interested officer's last day in office</b>	NE Political Accountability and Disclosure Act, Section 49-14, 103.02, R.R.S. 1943
24-96	<b>CREDIT CARD RECORDS</b>	Records related to credit cards. Does not include accounts payable records.	<b>Superseded or use is terminated</b>	
24-34	<b>DIRECTIVES</b>	Document used to issue official orders or policy for local government.	<b>Subject to Archival Review after no longer pertinent to the operations of the agency</b>	Contact State Archives to negotiate transfer
24-97	<b>DRUG TEST RESULTS</b>	Pre-employment drug testing results or employee drug testing results.	<b>4 years after date of personnel action to which record relates</b>	Drug tests should be kept separate from employee files and treated as medical records
24-35	<b>EMPLOYEE DIRECT DEPOSIT AGREEMENT</b>	Form signed by an employee to authorize or cancel direct deposit of the employees net pay into his/her checking or savings account.	<b>After superseded or 4 years after termination of employment (whichever is sooner)</b>	
24-37	<b>EMPLOYEE INSURANCE FILE</b>		<b>10 years</b>	Keep separate from 24-41 EMPLOYMENT HISTORY FILE
24-36	<b>EMPLOYEE PAYROLL DEDUCTION INFORMATION</b>	Records may include, but are not limited to, deduction forms, vendor reports of employees contributions to charity campaigns and benefit plans.	<b>DEFERRED COMPENSATION:</b> Transfer form to item 24-41 EMPLOYMENT HISTORY FILE, upon separation/ termination of employment <b>ALL OTHERS:</b> 5 years after superseded or obsolete	
24-38	<b>EMPLOYEES WITHHOLDING EXEMPTION CERTIFICATE (W-4 FORM)</b>	Copy of W-4 forms retained by the agency.	<b>4 years after superseded or termination (whichever is sooner)</b>	
24-39	<b>EMPLOYERS QUARTERLY REPORT</b>	Statistical report of employee's wages during a calendar quarter which is sent to the Nebraska Department of Labor Unemployment Insurance Division. Report includes contribution report and wage schedule.	<b>CONTRIBUTORY AGENCY REPORTS:</b> 5 years <b>REIMBURSABLE AGENCY REPORTS:</b> 1 year	



ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-41	EMPLOYMENT HISTORY FILE	May include application for employment, employment contract, performance reports, notices of promotion or demotion, commendations or reprimands, termination of employment, extension of employment, etc. The defined benefit retirement plans include the Judges, School Employees and Douglas County Retirement Plans, while the defined Contribution Retirement Plans include the County Employees Retirement Plan administered by the Nebraska Public Employees Retirement System, Lancaster County and City of Lincoln Retirement Plan.	<b>EMPLOYEES IN A DEFINED BENEFIT PLAN:</b> 50 years after termination <b>EMPLOYEES IN A DEFINED CONTRIBUTION RETIREMENT PLAN:</b> 10 years after termination <b>FOR OTHER PLANS:</b> Contact plan administrator for determination <b>EMPLOYEES NOT IN A RETIREMENT PLAN:</b> 10 years after termination	NOTE: Retention for Employment History Files depends on the type of retirement plan the employee is in, if any, because verification and retention requirements are different
24-28	EMPLOYMENT INVESTIGATION RECORD (FORMERLY COMPLAINT FILE)	Complaints filed by employees or by persons concerning the decisions or actions of a specific state agency regarding employment. Examples include unfair or discriminatory employment practices lawsuits.	<b>DISCIPLINARY RECORDS RELATED TO WORKPLACE HARASSMENT:</b> 4 years according to current labor contracts <b>COMPLAINTS (NO ACTION):</b> 3 years <b>COMPLAINTS (RESULTING IN ACTION):</b> 3 years after action and appeals are complete and final	29 CFR 1602.14
24-43	EQUIPMENT HISTORY FILE		<b>5 years after equipment is surplusd or destroyed</b>	
24-98	EVACUATION PLANS	Current plans for building evacuation.	<b>Superseded</b>	
24-45	EXECUTIVE ORDERS OR MAYOR'S PROCLAMATIONS		<b>ORIGINAL RECORD:</b> Permanent; records not microfilmed may be transferred to the State Archives when no longer of reference value <b>SECURITY MICROFILM:</b> Transfer to the State Archives OR off-site security storage <b>MICROFILM WORK COPY:</b> Permanent	Microfilm for security annually Record may NOT be destroyed after microfilming Contact State Archives to negotiate transfer; SA will only accept one format

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-94	<b>FBI FINGERPRINT AND BACKGROUND CHECK FOR APPLICANTS REQUIRED BY STATE AGENCIES</b>	Fingerprint cards used by agencies to request Criminal History Reports and Information through the Nebraska State Patrol (NSP) in the National Automated Fingerprint Identification System (AFIS). The reports are disseminated by the NSP to the requesting agency.	<b>FBI FINGERPRINT CARD:</b> <b>PRIOR TO 9/1/2013:</b> Cards returned to agencies; shredded by agencies when application process completed <b>AFTER 9/1/2013:</b> Transfer to Nebraska State Patrol; destroyed by NSP when final dissemination report issued to agency (See item 6-12-7 CRIMINAL IDENTIFICATION-FINGERPRINT BACKGROUND CHECK FILE FOR APPLICANTS NSP ADMINISTRATIVE PURPOSES REQUIRED BY OTHER AGENCIES, Item 6-12-7) <b>CRIMINAL HISTORY REPORT:</b> Dispose of after all appeals and there is no unfinished matter pending; shred record	Note: No third party, company or contractor should ever receive the dissemination reports FBI (Federal Bureau of Investigation) CHRI (Criminal History Report & Information) Manual
24-48	<b>FIRST REPORT OF ALLEGED ACCIDENT OR OCCUPATIONAL DISEASE OR FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS</b>		<b>MEDICAL EXAMINATIONS AND REPORTS OF EMPLOYEE EXPOSURES TO TOXIC SUBSTANCES OR BLOOD BORNE PATHOGENS:</b> 30 years after separation/termination of employment <b>OCCUPATIONAL AND ILLNESS RECORDS:</b> 5 years after case is closed <b>COMPLAINT OR CHARGE FILED AFTER RECORDS RETENTION PERIOD:</b> 5 years after all actions are complete	
24-99	<b>FISCAL RECORDS</b>	Reports, records and receipts documenting daily, monthly, or annual fiscal transactions. May include but is not limited to: accounting records (payable/receivable) cash register records, claim and registers, fiscal communications, balance records, quarterly tax statements, encumbrance records, equipment operating cost records, financial statements, invoices, per diem records, postage meters, bank records, receipts, revenue sharing records, saving account books, saving bond records, statement of accounts, treasurers deposit/receipts, timesheets, time off and overtime requests, validating tapes, vouchers, tax records, and work orders.	<b>5 years or maximum of 10 years if no audit has been performed</b>	Does not include: -BONDS/BOND COUPONS SEE 24-10 -GRANTS SEE 24-50 -AGREEMENTS AND CONTRACTS SEE 24-31
24-49	<b>GARNISHMENTS</b>	Court orders calling for the employer to testify on the salary of employees for the purpose of withholding a percentage of their salaries for the payment of personal debts.	<b>2 years after settlement of debts or termination of employment (whichever is sooner)</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-50	GRANTS	Records that document the application, evaluation, award, administration, monitoring and status of grants which may come from federal or state governments or foundations and other private funding sources. May include but not limited to: applications, proposals, activities, budgets, award notification, grant evaluations, reports, project plans, expenditure reports, related correspondence and documentation.	<b>AWARDED:</b> 5 years after final expenditure report date of submission or as required by grant or program (whichever is later) <b>SUPERFUND:</b> 10 years after final expenditure report date of submission or as required by grant or program (whichever is later) <b>NON-AWARDED:</b> When no longer of reference value	
24-51	GRIEVANCE RECORDS	Grievances filed by citizens against a government agency or employee of an alleged grievance not covered in 24-28 or 24-41.	<b>3 years after actions and appeals are complete OR when no longer of reference value (whichever is later)</b>	
24-52	INS FORM I-9 AND EMPLOYMENT ELIGIBILITY VERIFICATION FORM (E-VERIFY)	Original form (not a copy) signed by employees and employers attesting to employment eligibility and verification.	<b>After employee termination, dispose of 3 years after date of hire OR 1 year after date employment ended (whichever is later)</b>	Immigration Reform & Control Act 8 U.S.C. §1101 Original I-9's must be kept on file for all employees hired after November 6, 1986 Forms should be kept separate from Employment History File
24-53	INSURANCE POLICIES	Liability, theft, fire, accident, and other policies for agency property and personnel.	<b>5 years after lapse of the policy OR when all claims have been settled (whichever is later)</b>	
24-54	INVENTORY RECORDS	Records of various inventories taken; including equipment inventory, supply inventory and copies of the personal property inventory statement.	<b>5 years</b>	Neb. Rev. Stat. §23-347 R.R.S. 1943
24-55	LEGAL OPINIONS AND ADVICE		<b>5 years or when no longer pertinent to the operation of the agency (whichever is later)</b>	
24-56	LOGBOOKS AND OTHER LOGS	Logbooks are maintained in a variety of formats and can also be used to document phone calls, or registration of visitors, non-agency personnel, etc. Information may include but is not limited to sender/name, subject matter/reason, date(s), time(s), etc.	<b>SECURITY AND LAW ENFORCEMENT:</b> 5 years <b>ALL OTHERS:</b> 2 years <b>VISITOR LOGS:</b> Until no longer useful then destroy	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-57	MEETING MINUTES AND MATERIALS	Official minutes, agenda and other information that may include, but are not limited to: presentation and supplemental meeting materials.	<b>OPEN MEETING ACT DEFINED GROUPS:</b> Retain permanently, subject to review by the State Archives for possible accession <b>ALL OTHER COPIES:</b> When no longer of reference value <b>DIGITAL/VIDEO/AUDIO RECORDINGS:</b> 1 year after minutes approved <b>OTHER INFORMATION AND HANDOUTS:</b> When no longer of reference value, subject to review by the State Archives for possible accession <b>ALL OTHER MINUTES:</b> When no longer of reference value, subject to review by the State Archives for possible accession	Neb. Rev. Stat. §84-1409 Neb. Rev. Stat. §84-1413 Contact State Archives to negotiate transfer
24-58	MICROFILM PROJECT REGISTRATION (FORM RMA 03004A)	Form used to register microfilm projects with Records Management.	<b>Superseded or 1 year after project is discontinued (whichever is sooner)</b>	
24-60	NONRECORD MATERIAL	The following materials are declared to be nonrecord material, regardless of media on which they reside: a. Books, periodicals, newspapers, and catalogues acquired and saved as a general reference resource; b. Extra copies of documents saved only for convenience or reference for which no action is recorded or taken (i.e. reading files); c. Identical or convenience copies of reports, memoranda, etc., for which your office was not the originator or the office of record, and which have not been annotated by your office; d. Stocks of publications, reproduced documents, or other printed materials preserved for supply purposes; e. Blank forms; f. Junk mail, spam, tickler files "to-do" and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected; g. Materials received documenting employee fringe activities (carpool locators, employee recreation and welfare activities, blood donors, charitable funds, community notices, holiday and social meetings, etc.).	<b>NONRECORD MATERIAL may be destroyed at any time by the agency</b>	Neb. Rev. Stat. §84-1215 No RECORDS DISPOSITION REPORT is required

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-91	<b>ORGANIZATION CHARTS</b>	Documents the organizational structure and serves as a representation of changes within local government over time. May include, but not limited to: date, agency, divisions, branches, sections, names of unit heads and individuals responsible for activities.	<b>Superseded, obsolete or no longer of administrative value (whichever is later); subject to review by the State Archives for possible accession</b>	Contact State Archives to negotiate transfer
24-61	<b>PAYROLL OR PAYMENT RECORDS</b>	May include, but is not limited to payroll deduction register, payroll register, pre-payroll register, and payroll year-to-date register. Master Payroll List contains: pay periods, names of employee, social security number, gross salary, withholding and other deductions, pension payments and net salary.	<b>MASTER PAYROLL LIST, ORIGINAL RECORD:</b> 75 years <b>OTHER PAYROLL RECORDS:</b> 5 years or maximum of 10 years if no audit has been performed	
24-92	<b>POLICY AND PROCEDURE MANUALS</b>	Policy and procedures manuals created by local government to govern the behavior of their employees and procedures related to job tasks or database systems. May include, but not limited to: internal personnel policies (dress codes, employee conduct) and department procedures on answering phones, reporting maintenance problems and employee absences.	<b>6 years after superseded</b>	Also see item 24-34 DIRECTIVES, OR item 24-45 EXECUTIVE ORDERS OR MAYOR'S PROCLAMATIONS
24-64	<b>PRESS RELEASES</b>	Prepared material for dissemination to the news media.	<b>1 year</b>	
24-65	<b>PUBLIC NOTICES</b>	Records documenting compliance with laws requiring public notice of governmental activities. May include, but not limited to: public or legal notices, proof (affidavits) of publication, notice of public hearings, meetings, solicitation of bids, auctions, delinquent taxes etc.	<b>5 years</b>	
24-66	<b>PUBLICATION AND PUBLICATION FILES</b>	Records for publication may include background material, copy (drafts), original art work, photo negatives, prints, flats, and final publications in any format including, but not limited to, video, audio, electronic, and Internet based publications. Copies of state publications in any format. State publications are maintained, indexed and made available for lending through the Publications Clearinghouse.	<b>ORIGINAL ART WORK:</b> When no longer of reference value; subject to review by the State Archives for possible accession <b>FINAL PUBLICATIONS:</b> Deposit 4 copies with the NE Library Commission Publication Clearinghouse <b>ELECTRONIC PUBLICATIONS:</b> Notify State Documents Librarian before removal from agency internet sites <b>ALL OTHER DOCUMENTS:</b> When no longer of reference value	Neb. Rev. Stat. §51-411 to 51-418 Contact State Archives to negotiate transfer

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-67	REPORTS AND STUDIES	Monthly, special and other STUDIES AND REPORTS of agencies, officials, committees, or consultants which are not listed separately.	<b>FINAL REPORT:</b> When no longer of administrative value; subject to review by the State Archives for possible accession <b>OTHER COPIES:</b> When no longer of reference value	RAW DATA: See item 24-89 WORKING PAPERS Contact State Archives to negotiate transfer
24-68	REPORTS-ANNUAL	Annual report of any local agency or official.	<b>5 years, subject to review by the State Archives for possible accession</b>	Contact State Archives to negotiate transfer
24-69	REPORTS-AUDIT	Annual and special audits of all agencies.	<b>3 years</b>	
24-70	REPORTS-INVESTMENT	Reports of investments of funds.	<b>10 years</b>	
24-71	REPORTS-RECORDS DISPOSITION (FORM RMA 03006D)	Agency copy of "Records Disposition Report" used for the disposition of records based upon an approved records retention schedule.	<b>10 years</b>	Neb. Rev. Stat. §84-1212.02
24-73	REVENUE SHARING RECORDS	May include: public notices, waivers, records of bank accounts, expenditure records and reports, studies and reports, construction or other project reports and reviews, payroll forms, Affirmative Action or Equal Opportunity correspondence, requests for determination and determinations of compliance, trust fund records, vouchers, ledgers, financial statements, audit reports and checklists.	<b>5 years or maximum of 10 years if no audit has been performed</b>	
24-76	SOCIAL NETWORKING SITES			See item 24-87 WEB SITES
24-77	SOCIAL SECURITY RECORDS	Including employer's copies of W-2 forms.	<b>4 years after due date of taxes for the period involved, or 4 years after such taxes are paid (whichever is later)</b>	
24-80	SURVEY OF GOVERNMENT EMPLOYMENT	Voluntary survey form sent to government agencies by the Federal Census Bureau which is used to conduct a yearly census of governments. Agencies retain a copy of the completed form which contains information regarding employment and pay, labor-management relations and costs for selected employee benefits.	<b>1 year after form is submitted</b>	
24-93	SURVEYS - OTHER	Method used for collection of information, data and/or opinions.	<b>When no longer of reference value</b>	
24-95	SURVEILLANCE VIDEO	Video records captured from security or surveillance cameras	<b>ROUTINE:</b> 30 days OR until determined no incident has occurred <b>RECORDINGS OF INCIDENTS:</b> Transfer and retain concurrently with incident file	
24-85	VENDOR DIRECTORY	Information on vendors used for purchases, services, etc. Record may include Federal Taxpayer Identification Number (FIN), vendor name and address.	<b>Superseded</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
24-87	WEB SITES	Internet web sites established and maintained by local agencies including posts to social networking web sites such as blogs, wikis, Face book, Twitter, etc.		Follow stated retention and disposition requirements already in place in Schedule 24 or agency specific schedules
24-89	WORKING PAPERS	Raw data, research materials and drafts used when creating reports, studies, etc.	<b>COMPLETED:</b> Completion of final report, study, etc. <b>NOT COMPLETED:</b> When no longer of reference value	No RECORDS DISPOSITION REPORT is required