

# **Schedule 98-5**

## **LEGISLATIVE COUNCIL**

**CLERK OF THE LEGISLATURE**

**NOVEMBER 7, 2019**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

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

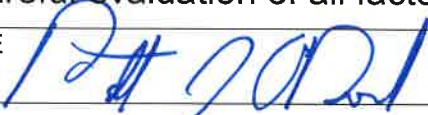
SCHEDULE	<b>98-5</b>
AGENCY, BOARD OR COMMISSION	<b>LEGISLATIVE COUNCIL</b>
DIVISION, BUREAU OR OTHER UNIT	<b>CLERK OF THE LEGISLATURE</b>
Supersedes Edition of September 29, 2014	

**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



TITLE

Clerk of the Legislature

DATE

10-22-19

**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

10-23-2019

**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

11/6/19

**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

11/7/19

## **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.
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. <http://www.sos.ne.gov/dyindex.html>. 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 98-5**  
**LEGISLATIVE COUNCIL**  
**CLERK OF THE LEGISLATURE**  
**November 7, 2019**

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

Supersedes Edition of September 29, 2014

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
98-5-1	AUDIO VISUAL PRESENTATIONS	Slide shows and video tapes about the legislature.	Superseded or obsolete, subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer
98-5-2	DISASTER RECOVERY	In the event of a disaster, all records stored on Legislative Council (LC) servers are backed up nightly from the Capitol to the 501 building as well as replicated to the Joyent's east coast data center which is located in northern Virginia. Email service is provided by Google under their SLA (service level agreement).	Superseded (Replicated)	
98-5-3	FISCAL NOTES	Each fiscal note is an estimate of each introduced bill's impact on state or local revenues and expenditures. File includes original fiscal note and subsequent amendments.	<b>ORIGINAL RECORD:</b> <b>PRIOR TO 2008:</b> Microfilm and destroy after end of 60 day session <b>SECURITY MICROFILM:</b> Transfer to State Archives <b>MICROFILM WORK COPY:</b> Permanent <b>PAPER RECORD (2009 TO 2012):</b> Scan to Legislative Council server and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS FOLLOWING A DURABLE MEDIUM PROCESS CONVERSION, item 124-013 <b>ELECTRONIC RECORD:</b> Permanent	After 2013, all records are electronic
98-5-4	HEARING ROOM REQUESTS	File contains requests for use of legislative space and a calendar showing approved use.	2 years	
98-5-5	HEARING SCHEDULE	Weekly schedule of public hearings scheduled during the legislative session and interim.	5 years	
98-5-6	IDENTIFICATION BADGES	Documentation of issuance of identification badges for legislative employees.	1 year after termination of employment	
98-5-7	INTERIM STUDY PLANS	Plans developed by legislative committee to prioritize work on interim study resolutions.	5 years	
98-5-8	LEGISLATIVE BILL BOOKS	Bound books containing all bills as introduced with adopted amendments, committee statements and/or fiscal notes attached. Additional books contain all final reading bills.	50 years	Obsolete 2019

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
98-5-9	LEGISLATIVE BILLS	Including introduced copy, amendments, final readings, and slip law.	<b>PRIOR TO 2008:</b> <b>ORIGINAL RECORD:</b> Microfilmed after 60 day session and transferred to State Archives <b>SECURITY MICROFILM:</b> Transfer to State Archives <b>MICROFILM WORK COPY:</b> Permanent <b>AFTER 2008:</b> <b>ORIGINAL REQUISITION COPY:</b> Dispose of after end of the legislative session in the even year <b>ENGROSSED COPY:</b> Print and send to Governor's Office <b>ELECTRONIC RECORD:</b> Permanent	Bills have been electronic since 1999
98-5-10	LEGISLATIVE COMMITTEE RECORDS	Notes, exhibits, and any other committee records pertaining to a legislative bill or resolution.	<b>PRIOR TO 2008:</b> <b>ORIGINAL RECORD:</b> Microfilm and destroy after image verification and agency approval <b>SECURITY MICROFILM:</b> Transfer to State Archives <b>MICROFILM WORK COPY:</b> Permanent <b>PAPER RECORD (AFTER 2008):</b> Scan to Legislative Council server and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS FOLLOWING A DURABLE MEDIUM PROCESS CONVERSION, item 124-013 <b>ELECTRONIC RECORD:</b> Permanent	
98-5-11	LEGISLATIVE JOURNAL BACKUP MATERIALS	Backup material for publishing the Legislative Journal. Includes all votes taken, all motions, messages from the Governor, and any other resolution, petition, memorial, or paper presented to the legislature for consideration.	<b>PRIOR TO 2008:</b> <b>ORIGINAL RECORD:</b> Microfilm; 2 years <b>SECURITY MICROFILM:</b> Transfer to State Archives <b>MICROFILM WORK COPY:</b> Permanent <b>PAPER RECORDS (AFTER 2008):</b> Scan to Legislative Council server and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS FOLLOWING A DURABLE MEDIUM PROCESS CONVERSION, item 124-013 <b>ELECTRONIC RECORD:</b> Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
98-5-12	LEGISLATIVE TRANSCRIPTS	Verbatim discussion of all legislative floor debate, committee and interim hearings/meetings.	<b>PRIOR TO 2008:</b> <b>PAPER RECORD:</b> Microfilm and destroy at end of legislative session <b>SECURITY MICROFILM:</b> Transfer to State Archives <b>MICROFILM WORK COPY:</b> Permanent <b>AFTER 2008:</b> <b>ELECTRONIC RECORD:</b> Permanent	
98-5-14	LEGISLATIVE WORKSHEET, INTRODUCED LEGISLATION AND SUMMARY SHEET	Lists indicating the status of all bills/resolutions, summary of introduced bills and summary sheet of the legislative day.	<b>PRINTED COPY:</b> 5 years <b>ELECTRONIC RECORD:</b> Permanent	Electronic record is available via the Legislative Calendar website
98-5-15	LOBBYIST FILES AND REGISTRATION REPORTS	Files kept on each registered lobbyist or principal, including reports of lobbyists, principals and addresses. Yearly reports of receipts and expenditures and statement of activity listing position taken by lobbyist by legislative bill number.	<b>PRIOR TO 2008:</b> <b>ORIGINAL RECORD:</b> Microfilm and destroy after 60 day session <b>SECURITY MICROFILM:</b> Transfer to State Archives <b>MICROFILM WORK COPY:</b> Permanent <b>AFTER 2008:</b> <b>PAPER RECORD:</b> Scan to Legislative Council server and destroy pursuant to AUTHORITY FOR DISPOSAL OF RECORDS FOLLOWING A DURABLE MEDIUM PROCESS CONVERSION, item 124-013 <b>ELECTRONIC RECORD:</b> Permanent	Neb. Rev. Stat. §49-1489 After 2015, all records will be electronic
98-5-16	NEWSPAPER CLIPPING FILE	Reference file of newspaper clippings pertaining to legislative issues.	<b>No longer of reference value</b>	
98-5-17	ONE - LINER LIST, SUMMARY OF INTRODUCED BILLS	A list of bills and resolutions together with a brief, one-line description.	<b>5 years</b>	
98-5-18	PRINTED BILLS AND RESOLUTIONS	A copy of any bill or resolution introduced during a legislative session that would not be captured in any other file. This might include bills or resolutions introduced that did not have a public hearing or bills and resolutions that fail on Final Reading or are vetoed by the Governor.	<b>SECURITY MICROFILM:</b> Transferred to the State Archives <b>MICROFILM WORK COPY:</b> Permanent	Obsolete 1999
98-5-19	PRIORITY BILL LISTS	A list of bills and resolutions that have been chosen to have priority status and are generally considered ahead of other bills in debate.	<b>5 years</b>	
98-5-20	REQUESTS FOR ACCOMODATIONS	File contains requests for interpreters and documents in an alternate format.	<b>2 years</b>	Americans with Disabilities Act

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
98-5-21	STATE AGENCY REPORTS	Biennial reports issued by state agencies covering the agency's activity during the past biennium.	3 years	Neb. Rev. Stat. §50-114.03 (Requires electronic submitting of reports) Neb. Rev. Stat. §50-114-04