

Updated address 12/2022
No changes were made to records retention

Schedule 99-5

CITY OF LINCOLN

FINANCE

April 2, 2020

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

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

SCHEDULE	99-5
AGENCY, BOARD OR COMMISSION	CITY OF LINCOLN
DIVISION, BUREAU OR OTHER UNIT	FINANCE
Supersedes Edition of JUNE 27, 2017	

**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 <i>Finance Director</i>	DATE <i>2/3/20</i>

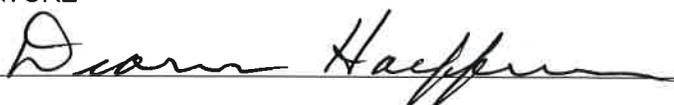
PART II – APPROVAL OF STATE ARCHIVES:

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 <i>3/9/2020</i>
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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 <i>3/31/20</i>
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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 <i>4/2/2020</i>
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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. 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 99-5
CITY OF LINCOLN
FINANCE
April 2, 2020**

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

Supersedes Edition of June 27, 2017

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-5-1	PAID BOND AND COUPON REGISTER	Shows the fund, date of payment, date of bond issue, purpose of issue, coupon number, bond number and amount.	10 years after last issue has been paid	
99-5-2	MONTHLY REPORT TO COUNCIL	Monthly account to Council showing the state of the treasury.	5 years	
99-5-3	MONTHLY REVENUE LEDGER	Shows fund, receipt number, department, account number, current month revenue, previous balance and balance to date; by month.	5 years or maximum of 10 if no audit has been completed	
99-5-4	RECORDS OF CERTIFIED CHECKS ACCOMPANYING BIDS	Includes purchasing agent's order to treasurer to return checks, receipt from owner to clerk for checks returned and clerk's receipt for checks returned.	3 years	
99-5-5	INVESTMENT RECORDS	Monthly investment cashed reports, daily investment sheets, repo's bought and cashed statements, money market sheets, idle fund distributions, shows investments bought, sold, and balance for each fund.	5 years or maximum of 10 if no audit has been completed	
99-5-6	TAX DISTRIBUTION RECORD	Monthly report from County Treasurer showing taxes received and distributed.	5 years or maximum of 10 if no audit has been completed	
99-5-7	GAMING RECORDS	KENO related documents, including but not limited to slips, voids, transaction logs, game results, pay information, etc.	3 years	
99-5-8	CITY SALES TAX RECORDS		5 Years or maximum of 10 if no audit has been completed	
99-5-11	GOLF COURSE REPORTS	Records of daily financial transactions of municipal golf courses. Includes membership dues collected, greens fees, cart rentals, etc.	5 years or maximum of 10 if not audit has been completed	