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 Finance Director

DATE 2/3/20

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 3/9/2020

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 3/31/20

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 4/2/2020

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. 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
<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>RECORD TITLE</th>
<th>DESCRIPTION/EXAMPLES</th>
<th>RETENTION</th>
<th>REFERENCE/COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>99-5-1</td>
<td>PAID BOND AND COUPON REGISTER</td>
<td>Shows the fund, date of payment, date of bond issue, purpose of issue, coupon number, bond number and amount.</td>
<td>10 years after last issue has been paid</td>
<td></td>
</tr>
<tr>
<td>99-5-2</td>
<td>MONTHLY REPORT TO COUNCIL</td>
<td>Monthly account to Council showing the state of the treasury.</td>
<td>5 years</td>
<td></td>
</tr>
<tr>
<td>99-5-3</td>
<td>MONTHLY REVENUE LEDGER</td>
<td>Shows fund, receipt number, department, account number, current month revenue, previous balance and balance to date; by month.</td>
<td>5 years or maximum of 10 if no audit has been completed</td>
<td></td>
</tr>
<tr>
<td>99-5-4</td>
<td>RECORDS OF CERTIFIED CHECKS ACCOMPANYING BIDS</td>
<td>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.</td>
<td>3 years</td>
<td></td>
</tr>
<tr>
<td>99-5-5</td>
<td>INVESTMENT RECORDS</td>
<td>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.</td>
<td>5 years or maximum of 10 if no audit has been completed</td>
<td></td>
</tr>
<tr>
<td>99-5-6</td>
<td>TAX DISTRIBUTION RECORD</td>
<td>Monthly report from County Treasurer showing taxes received and distributed.</td>
<td>5 years or maximum of 10 if no audit has been completed</td>
<td></td>
</tr>
<tr>
<td>99-5-7</td>
<td>GAMING RECORDS</td>
<td>KENO related documents, including but not limited to slips, voids, transaction logs, game results, pay information, etc.</td>
<td>3 years</td>
<td></td>
</tr>
<tr>
<td>99-5-8</td>
<td>CITY SALES TAX RECORDS</td>
<td></td>
<td>5 Years or maximum of 10 if no audit has been completed</td>
<td></td>
</tr>
<tr>
<td>99-5-11</td>
<td>GOLF COURSE REPORTS</td>
<td>Records of daily financial transactions of municipal golf courses. Includes membership dues collected, greens fees, cart rentals, etc.</td>
<td>5 years or maximum of 10 if not audit has been completed</td>
<td></td>
</tr>
</tbody>
</table>