

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

# **Schedule 99-8**

# **CITY OF LINCOLN**

# **LIBRARY**

## **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**

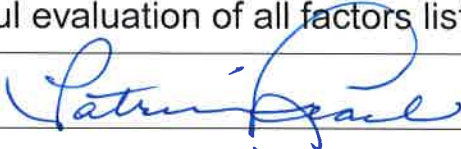
SCHEDULE
<b>99-8</b>
AGENCY, BOARD OR COMMISSION <b>CITY OF LINCOLN</b>
DIVISION, BUREAU OR OTHER UNIT <b>LIBRARY</b>
Supersedes Edition of June 27, 2017

**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

Library 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

4/2/20

## **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  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

**SCHEDULE 99-8**  
**CITY OF LINCOLN**  
**LIBRARY**  
**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
99-8-1	COMPUTER RESERVATIONS	Computer reservation requests and use records.	After the reservation period has expired	
99-8-2	E-RATE APPLICATIONS AND SUPPORTING DOCUMENTS	Application and supporting documents used to secure E-Rate discounts on telecommunications and data transmission services.	10 years after the last day of the applicable funding year	
99-8-3	INTERLIBRARY LOAN REQUEST	Patron request to borrow items from other libraries, includes any Iliad information.	After materials are returned and/or fees are paid	
99-8-4	LIBRARY CARD APPLICATION	Source document used to input patron information into the library computer system	after entry and verification of data input	
99-8-5	LIBRARY CATALOG RECORDS	Records identifying and describing library materials collections.	after materials removed from library collections	
99-8-6	MEETING ROOM APPLICATION	Patron request to use meeting rooms, includes the applications and any reservations documents.	18 months after application date applications are valid for 1 year	
99-8-7	MONTHLY REPORT OF PATRON ACCOUNTS PURGED	List of purged accounts with activity.	5 years	
99-8-8	MONTHLY REPORT OF WAIVERS	List of waived transactions.	5 years	
99-8-9	PATRON BANNING LETTERS/REPORTS	Records related to banning of patrons.	7 years after the banning period has expired	
99-8-10	PATRON LIBRARY MATERIALS CIRCULATION RECORDS	Records the loan of materials to library users, including records of overdue materials.	After materials are returned and/or fees are paid	
99-8-11	STAFF WORK SCHEDULES	Employee weekly, bi-weekly, monthly or quarterly work schedules.	1 year	
99-8-12	UNUSED PATRON ACCOUNTS	Patron accounts that have not been used or accessed for a period of time.	7 years	
99-8-13	WAIVER OF CHARGES REQUEST	Patron request to have charges/fees on account waived.	5 years	