Schedule 99-8

CITY OF LINCOLN

LIBRARY

April 2, 2020

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559
REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE

TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA

SCHEDULE
99-8
AGENCY, BOARD OR COMMISSION
CITY OF LINCOLN
DIVISION, BUREAU OR OTHER UNIT
LIBRARY

Supersedes Edition of June 27, 2017

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
Patricia Foard

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
Hayes Koontz

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
Dean Hauffner

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

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
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559
## SCHEDULE 99-8
### CITY OF LINCOLN
#### LIBRARY
##### April 2, 2020

Supersedes Edition of June 27, 2017

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

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