

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

# **Schedule 99-11**

## **CITY OF LINCOLN**

### **TRANSPORTATION & UTILITIES**

## **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

**99-11**

AGENCY, BOARD OR COMMISSION

**CITY OF LINCOLN**

DIVISION, BUREAU OR OTHER UNIT

**TRANSPORTATION & UTILITIES**

**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

*Director of LTU*

DATE

*2/10/20*

**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*

## **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 99-11  
CITY OF LINCOLN  
TRANSPORTATION & UTILITIES  
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
99-11-1	ADMINISTRATIVE SUBDIVISION FILES	Review copy of plat and comments made to Planning Department.	<b>ORIGINAL RECORD:</b> Responsibility of County Register of Deeds Office. <b>DIVISION FILE:</b> 5 years	
99-11-2	ASSESSMENT RECORDS	Records showing breakdown of assessment costs for each district.	<b>20 years</b>	
99-11-3	BACKUP MAGNETIC COMPUTER TAPES	Computer aided design and drafting section generated data used to generate, track and compile computer utility records, reports, and engineering drawings.	<b>3 months or after superseded, whichever is sooner</b>	
99-11-4	BULK FUEL RECORDS	Includes all records of fuel purchases and fuel sales by Equipment Management.	<b>5 years or 10 if no audit has been preformed</b>	
99-11-61	CHARGE ACCOUNT CUSTOMER APPLICATIONS	Application for a charge account at the city landfill containing company and vehicle information kept in customer file.	<b>Dispose of after superseded by a signed and approved application, or when no longer an active customer.</b>	
99-11-5	CURB & PAVING CUT RECORDS	Work detail form and requests for curb cuts.	<b>5 years</b>	
99-11-6	DIRECTED IMPACT FEE INFORMATION	Development or annexation agreement and documentation tied to those agreements for determining repayment schedule to developers for construction of eligible infrastructure.	<b>ORIGINAL DEVELOPMENT AND ANNEXATION AGREEMENTS:</b> Responsibility of City Clerk's Office <b>DIVISION COPY:</b> after terms of agreement have been met.	
99-11-7	ECONOMIC DEVELOPMENT INCENTIVE PACKETS	Packet of informational forms to determine performance based refund incentive of impact fees on commercial buildings which meet criteria within the specified 10 year period.	<b>10 years</b>	
99-11-8	ENGINEERING DRAWINGS	Construction drawings including design drawings, shop plans, profiles, tracings for roadways, bikeways, water mains and facilities, wastewater mains and facilities, storm sewer systems, and other miscellaneous construction. Plan copies show the specific project as designed.	<b>Permanent</b>	
99-11-9	EPA/DEQ RECORDS AND REPORTS	May include fuel tank testing, all hazardous waste disposal reports and forms, clean-up recovery records, nuclear density gauge records, etc.	<b>Permanent</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-11-10	FIELD BOOKS	Detailed surveys for construction projects used in designing and staking of new roadways and utilities. These do not contain land surveys.	20 years after completion of project	
99-11-11	FLOW MONITORING RECORDS LAB RECORDS	Records of wastewater flows at various points in the collection system used only for C.I.P. (Capital Improvement Project) studies.	Superseded	
99-11-12	FOREMAN'S MAPS	Working extract of information for field use.	Superseded	
99-11-13	FORMAL PETITION BOOKS	Record of Law Department approved petitions for districts and right-of-way vacations. Includes record of signed frontage for district or vacation.	10 years after last entry	
99-11-60	HAZARDOUS WASTE MANIFESTS	Documents generated for disposal of hazardous waste or materials; documents related to landfill spills by patrons	10 years	
99-11-14	HYDRANT FLOW TESTS	Measurement of flow capacity in an area through one of the hydrants in that area at a specific point in time.	Superseded	
99-11-15	IMPACT FEE APPEALS	Appeal form and research notes regarding such appeal.	Permanent	
99-11-16	IMPACT FEE DETERMINATIONS	Application form and backup information to initiate impact fee process.	Permanent	
99-11-17	IMPACT FEE EXEMPTION INFORMATION LANDFILL	Annexation agreement and original documentation and rationale used as basis for exempt status determination.	Permanent	
99-11-18	LAB RECORDS	Laboratory records including information on treatment plant operations, industrial data (including surcharges), dump station testing, etc.	10 years	42 CFR 493.1105
99-11-19	LANDBASE RECORDS	Records generated from subdivision of lots, additions to the city, right-of-way changes, and city limit changes.	ELECTRONIC RECORD: after superseded MICROFILM COPY: retain permanently	
99-11-20	LANDFILL CHARGE ACCOUNT CUSTOMER APPLICATIONS	Application for a charge account at the city landfill containing company and vehicle information kept in customer file.	When superseded by a signed and approved application, or when no longer an active customer	
99-11-21	LANDFILL OPERATIONS MONITORING RECORDS	May include groundwater monitoring, gas monitoring, inspections, surface water records, waste acceptance records, etc.	30 years after site closure	Title 132.3.006
99-11-22	LANDFILL REGULATORY RECORDS FROM STATE AND FEDERAL AGENCIES	State or federal generated records including such things as current licensing and inspection records.	30 years after site closure	Title 132.3.006
99-11-23	LANDFILL STATEMENTS	Monthly recap of generated tickets by customer.	ORIGINAL RECORD: Given to customer DIVISION COPY: 30 years after landfill closure	Title 132.3.006

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-11-24	LANDFILL TICKETS	Copies of daily tickets starting August 1, 1986—the date landfill fees were initiated.	<b>ORIGINAL RECORD:</b> Given to customer <b>DIVISION COPY:</b> 30 years after landfill closure	Title 132.3.007
99-11-25	LINCOLN'S ANNUAL MS4 NPDES REPORT	Annual reports for Lincoln's Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) Permit are submitted to Nebraska Department of Environmental Quality.	<b>ORIGINAL RECORD:</b> Maintained by Department of Environmental Quality <b>DIVISION COPY:</b> 10 years	
99-11-26	LOW TO MODERATE INCOME (LMI) INCENTIVE PACKETS	Packet of informational forms to determine income eligibility for refund incentive of impact fees to residential property owners, which can be applied for every 5 years.	5 years	
99-11-27	MANHOLE LOCATION RECORDS	Records of manhole locations.	Superseded	
99-11-28	MONTHLY OPERATIONS REPORT	Recap of various data (such as primary and thickened sludge flow records, trend charts, wet well level records, shift logs, dissolved oxygen on the aeration basin, and return activated sludge flow records) to monitor overall plant performance.	5 years	
99-11-29	NOTICE OF INTENTS AND OTHER EROSION AND SEDIMENT CONTROL DOCUMENTS	Erosion and sediment control documents including Notice of Intents and other pertinent erosion and sediment control information such as inspection reports, storm water pollution prevention plans, NPDES permits, and enforcement documents.	7 years	
99-11-30	NPDES DISCHARGE MONITORING REPORTS (DMR'S)	Monitoring reports completed on plant operations operating under a permit to discharge wastes.	<b>ORIGINAL RECORD:</b> Maintained by Department of Environmental Quality <b>DIVISION COPY:</b> 5 years	
99-11-32	PLANT FLOW RECORDS	Records of wastewater pumped through the plant for treatment during 24 hour period	10 years	
99-11-33	PROPERTY FILES FOR LINCOLN AND ASHLAND	Easements on transmission mains, well field property owned, pumping station and reservoir property owned, etc.	<b>ORIGINAL RECORD:</b> Maintained by appropriate County Register of Deeds Office <b>DIVISION COPY:</b> superseded or abandoned	
99-11-34	REGULATORY RECORDS FROM STATE AND FEDERAL AGENCIES	State or federal generated regulations including such things as the Clean Water Act.	Superseded	
99-11-35	RESIDUALS LAND APPLICATION RECORDS	May include monitoring records, lab testing data, soil testing data, inspection reports, plant tissue analysis, etc.	Permanent	
99-11-36	SANITARY ENGINEERING FIELD REPORTS	Includes records such as smoke testing records, rainfall records, and miscellaneous special studies.	10 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-11-37	SERVICE ORDERS	Request for meter readings and /or verification of vacant properties.	After information is entered into the Customer Information/Billing System (CIS)	
99-11-38	SIDEWALK PROGRAM RECORDS	Includes sidewalk inspector reports, protests, maps, etc.	2 years after final action	
99-11-39	STREET AND HIGHWAY REPORTS	Cumulative 6 year plans sent to State with annual updates and financial status reports.	3 years	
99-11-40	SUBDIVISION FILES	Review copies of plans and recommendations to the Planning Department concerning City of preliminary and final plats, special permits and use permits.	ORIGINAL RECORD: Responsibility of Planning Department DIVISION COPY: 5 years after final plat	
99-11-41	SURCHARGE BILLING INFORMATION, CORRESPONDENCE, AND INDUSTRIAL AUDIT	Records processed to determine water and wastewater usage and billing amounts and information received or generated on surcharges.	ORIGINAL RECORD: Permanent COPY: 10 years after billing	
99-11-42	TAP RECORDS AND CUSTOMER SERVICE WATER PERMITS	Records of locations where water and/or wastewater lines are tapped for service. Includes permits issued giving permission to connect to City water and wastewater systems.	CD COPY: after receiving confirmation of annual microfilming ELECTRONIC RECORD: permanent MICROFILM RECORD: permanent	
99-11-43	TRAFFIC OPERATIONS CONFLICT MONITOR TEST LOGS	Records of the result of conflict monitor testing completed annually.	10 years	
99-11-44	TRAFFIC OPERATIONS FATALITY CRASH RECORDS	Records of field report at time of incident. May include pictures, description of scene, reports from controller, timing in controller, etc.	10 years	
99-11-45	TRAFFIC OPERATIONS SCHOOL FLASHER RECORDS	Records of school schedules and times flashers were scheduled to turn on and off.	3 years	
99-11-46	TRAFFIC OPERATIONS SIGNAL DATABASE RECORDS	Records of entire traffic signal database. Includes timings, alarms, and alerts, etc.	5 years	
99-11-47	TRAFFIC OPERATIONS TRAFFIC COUNTS	Record of traffic counts throughout the city.	After count is updated or 10 years, whichever is sooner	
99-11-48	TRAFFIC OPERATIONS TRAFFIC SIGNAL ANNUAL CABINET EVALUATION RECORDS	Records of condition of intersection at time of evaluation. Includes serial numbers of equipment, condition of poles, etc.	5 years	
99-11-49	TRAFFIC OPERATIONS TRAFFIC SIGNAL FIELD RECORDS	Records of citizen complaints and/or investigations. May include records of repairs, maintenance, service calls, etc.	SHOP WORK ORDER: 5 years after completion date INTERSECTION FILE: 10 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-11-50	TRAFFIC OPERATIONS TRAFFIC SIGNAL TIMING RECORDS	Records of timing changes to traffic signals. May include records of field measurements and details for changing timings.	<b>PAPER RECORD:</b> 3 years after data entry <b>ELECTRONIC RECORD:</b> 10 years	
99-11-51	TRAFFIC OPERATIONS TRAFFIC SIGNING/MARKING REQUEUSTS AND WORK ORDERS INITIATING INSTALLATION OR REMOVAL	Traffic requests, work orders, or maintenance for installation or removal of signs and markings.	10 years after latest completion date <b>NO ACTION:</b> 3 years	
99-11-52	TRAFFIC OPERATIONS TRAFFIC STUDIES	Records of signal evaluations, corridor studies, stop/yield control studies, speed limit studies, etc.	<b>10 years</b>	
99-11-53	USE OF PUBLIC RIGHT-OF- WAY FILES	Department and Utility Company review correspondence and copy of application concerning the use of public right-of-way.	<b>5 years</b>	
99-11-54	W.D.M.S (WATER DISTRIBUTION MANAGEMENT SYSTEM)	Unit Inventory - Mains, Fire Hydrants, Main Valves, Service Lines, Water Meters, Backflow Prevention Devices. Equipment Histories - Work Orders and Cost Information - Labor, Equipment, and Material Cost Information.	<b>Superseded or Abandoned</b>	
99-11-55	WASTEWATER TEST RECORDS	Test results and related records when wastewater tests are sent to the Nebraska Department of Environmental Control.	<b>WASTEWATER RECORD:</b> 3 years <b>SLUDGE RECORD:</b> 5 years	
99-11-56	WATER ANALYSIS RECORDS	Test results and related records when water tests are sent to the Nebraska Health Department.	<b>10 years</b>	Neb. Title 179 NAC 5 section 5-005
99-11-57	WATER AND WASTEWATER MONTHLY JOURNAL BOOK	A journal book recording all water and wastewater journal entries posted.	<b>3 years</b>	
99-11-58	WATER PLANT OPERATING REPORTS	Includes operating reports such as the Monthly Inventory Report, Public Water Supplier Ground Water Well Report, Daily Filter and Chemical Operation and Operation Data, Comparative Plant Operating Reports, and pump age reports.	<b>10 years</b>	
99-11-59	WATER WELL REGISTRATION	Information collected at time of a new well being drilled including well location, characteristics and registration, record of drillers assessment, well field permit, water well standards, pump installers contractors licensing, wellhead protection, grant requests.	<b>When well is abandoned</b>	