

Schedule 106

LANCASTER COUNTY CORRECTIONS

July 11, 2012

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**

SCHEDULE	106
AGENCY, BOARD OR COMMISSION	LANCASTER COUNTY CORRECTIONS
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of June 27, 1989	

**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 CORRECTIONS DIRECTOR	DATE 7.2.12

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 7/10/2012
---	-------------------

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 7/10/12
---	-----------------

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 7/11/12
---	-----------------

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. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your 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 the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

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 your Records Management Specialist in Records Management. We 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 106
LANCASTER COUNTY CORRECTIONS**

July 11, 2012

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

Supersedes Edition of June 27, 1989

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
106-001-000-000-000-000-000	BOOKING HISTORY FILES	File on each arrestee. May include, but not limited to: Pre-book-in form, arrest record, property/money receipts, intake screening form, court paperwork, outside agency forms, fingerprint requests, money releases property intake/release forms, investigative reports and misconduct forms.	ORIGINAL RECORD: Microfilm after release from facility and destroy SECURITY MICROFILM: Transfer to off-site security location; 30 years MICROFILM WORK COPY: 30 years	
106-002-000-000-000-000-000	BOOKING REPORT	Computer-generated report by Daily CJIS (Criminal Justice Information System) Command File. May include, but not limited to: Inmate name, address, DOB (date of birth), arresting information, court date information, type of release made by individual during last 24-hour period.	1 year	
106-003-000-000-000-000-000	COMMISSARY SLIPS	Documentation of inmates' store orders.	1 year	
106-004-000-000-000-000-000	CONFIDENTIAL MAIL LOGS	Documentation of the arrival and receipt of inmates' legal mail.	6 years	NE Rules & Regs., Title 81-Chapter 9
106-005-000-000-000-000-000	DISCIPLINARIES	Original disciplinary forms for hearings not held or hearings that have a "not guilty" finding.	6 years	Includes Audio-tapes, CDs or DVDs of major disciplinary hearings held
106-006-000-000-000-000-000	FOOD EVALUATION FORMS	Staff's evaluations of the inmate meals.	1 year	
106-007-000-000-000-000-000	GRIEVANCES	Records resulting from an inmate complaint against a department policy or procedure. Records generally include complaint form, investigation records and the director's finding and decision.	6 years	
106-008-000-000-000-000-000	INMATE ACCOUNTING ACTIVITY	Daily reconciliations, commissary daily reports, unclaimed funds, LCF (Lancaster Correctional Facility) money withdrawals, commissary inventories.	5 years or maximum of 10 years if no audit has been performed	
106-009-000-000-000-000-000	INMATE REQUEST FOR ASSISTANCE	Forms used by inmates to ask questions and present requests to staff; answered by Corrections personnel. Forms are maintained for use in responding to inmate legal action against the department.	6 years	
106-010-000-000-000-000-000	INMATES COUNTS	Documentation of each count (2 per shift), accounting for all inmates in custody.	6 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
106-011-000-000-000-000-000	MEDICAL ACTIVITY LOGS	Documentation of checks done on inmate who are on medical observation.	30 years after final release from custody	
106-012-000-000-000-000-000	MEDICAL AND MENTAL HISTORY OF INMATES	Files of each inmates receiving medical treatment or has a mental health concern while at the facility	30 years after final release from custody	
106-013-000-000-000-000-000	MEDICAL MISCELLANEOUS	Unidose and pharmaceutical orders, deliveries, memorandums produced in the regular course of business, any logs kept by medical personnel not specific to an individual.	1 year	
106-014-000-000-000-000-000	MISCELLANEOUS LOGS	Activity logs, NCIC (National Crime Information Center) logs, minor misconduct logs, segregation unit worksheets, vendor/professional visit log, lobby cleaner logs, community hospital post logs and various other logs created under normal course of business.	1 year	
106-015-000-000-000-000-000	PRISONER ACCOUNTING REPORT	Monthly report compiled for billing information on housing of inmates.	5 years or maximum of 10 years if no audit has been performed	
106-016-000-000-000-000-000	PRISONER POPULATION REPORT	Computer-generated report by Daily CJIS Command File. May include, but not limited to: Inmate name, CFN, housing assignment, custody level, booking number, booking date, race, sex, DOB and classification score.	1 year	CFN is distinct number assigned to each individual
106-017-000-000-000-000-000	PROGRAMS DOCUMENTS	Volunteer applications and various reports kept by the Programs Division, who offer program activities to inmates.	5 years	
106-018-000-000-000-000-000	SHIFT LOGS	Documentation of shift activities. May include, but not limited to: Counts, Key inventory, Officer assignments, shakedown and security checks, by each shift.	6 years	
106-019-000-000-000-000-000	STATISTICAL REPORTS	Daily count statistics and monthly statistics	1 year	
106-020-000-000-000-000-000	TORT CLAIMS	Records resulting from an inmate complaint alleging a monetary loss. May include, but not limited to: complaint form, investigation records and response to the inmate.	6 years	
106-021-000-000-000-000-000	TRAINING RECORDS	Documentation of all training provided to department personnel, training materials, work sheets and tests.	10 years	
106-1-9	BOND RECEIPT BOOKS	Receipt for the posting of pre-arraignment release bonds. Bond forms (pre-numbered)/receipt books are furnished by the Lancaster County Court. Receipts are initialed by County Court officials upon receipt of monies.	Immediate disposal	Obsolete

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
106-1-13	COMPUTER INDEX OF BOOKINGS	Similar information as Booking History Files but on-line for use by authorized personnel. Also known as Inquiry Screen.	Immediate disposal	Obsolete
106-1-10	FINES RECEIPTS BOOKS	Receipts for the posting of fines to obtain release and/or decrease the number of days to serve towards fines. Receipts are initialed by County Court officials upon receipt of monies.	Immediate disposal	Obsolete
106-1-7	VISITORS REGISTER	Documentation of daily visits to inmates. Includes: Date, inmate name and visitor name.	Immediate disposal	Obsolete

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

--

DATE	SIGNATURE
------	-----------

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter-size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal-size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb