

Schedule 92

NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES

December 12, 2011

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

92

AGENCY, BOARD OR COMMISSION

**NEBRASKA DEPARTMENT OF
CORRECTIONAL SERVICES**

DIVISION, BUREAU OR OTHER UNIT

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes Edition of September 1, 2006

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

M. Jundt for Director Robert Houston

TITLE

Deputy Director

DATE

12-7-11

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

Jayce Koontz

DATE

12/12/2011

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

Dawn Haffner

DATE

12/8/11

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

John D. Lee

DATE

12/12/11

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 State Agencies General Records Schedule 124 contains those records common to most state 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 State Agencies General Records Schedule 124 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** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. 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 2nd to 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 92
NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES**

December 12, 2011

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

Supersedes Edition of September 1, 2006

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
092-001-000-000-000-000-000	ASBESTOS RECORDS		30 years	
092-002-000-000-000-000-000	CENTRAL - ADMINISTRATIVE DIVISION RECORDS	Records generated and maintained for the daily operation of each division. May include, but not limited to: inmate interview request and responses.	5 years	Specific inmate documents see: INMATE RECORDS-ADULT CENTRAL INMATE FILE, item 092-037
092-003-000-000-000-000-000	CENTRAL - AMERICANS WITH DISABILITIES ACT (ADA)	Employee ADA files. May include, but not limited to: medical request for information, medical authority response, medical condition diagnoses, request for accommodation, return to work documentation, signed release of information from employee.	NO COMPLAINT/CHARGE FILED: 15 years after termination COMPLAINT/CHARGES FILED: 15 years after all actions and appeals are complete and final	
092-004-000-000-000-000-000	CORRECTION INMATE TRACKING (CIT)/CORRECTION TRACKING SYSTEM (CTS), WEBSITE AND SIEBEL REPORTS	The corrections inmate tracking (CIT) and correction tracking system (CTS) is a program within their mainframe computer system that tracks all inmate movements, sentence information, profile, inmate accounting, victim witness information, detainers and other day to day work. It also contains a web based application that pulls information from CIT/CTS to populate reports. The system is used on a daily basis to keep contact notes, parole progress reports and risk assessments.	Permanent	
092-005-000-000-000-000-000	DIRECTOR'S OFFICE - ADMINISTRATIVE RECORDS	Records maintained by the Director's office including, but not limited to: oath of office, policy directives and directives log.	Permanent	
092-006-000-000-000-000-000	DIRECTOR'S OFFICE - LEGISLATIVE SUMMARIES	Records maintained by the Director's office including, but not limited to: assignment reports and final reports of enacted legislation proposed legislation and related correspondence including DCS testimony.	10 years, subject to review by State Archives for possible accession	Contact the State Archives to negotiate transfer

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
092-007-000-000-000-000-000	DIRECTOR'S OFFICE - OPERATIONS	May include, but not limited to: action items, community corrections council files interstate compact for adult offender, direct bill authorization form (<i>scanned to "Q" drive, retain original</i>), facility monthly reports, files (member), inmate classification manuals, inmate risk and needs assessment instruments, inmate correspondence including inmate grievance files (include medical), notary log, officer of the day (O.D.) reports, out/in-state travel request forms (<i>scan to "Q" drive, retain original</i>), out-of-state travel report to the director, supervision crime commission and jail standards board files (member).	5 years	Includes paper and electronic records
092-008-000-000-000-000-000	DISASTER RECOVERY	The Department of Corrections contracts with the Office of the Chief Information Officer (OCIO) to provide back-up services for electronic records. The data is to be used for system restoration in the event of a disaster or system failure. Disaster recovery back-ups are never to be used or considered for records access or management purposes.		See DISASTER RECOVERY RECORDS, items 124-041 to 124-043
092-009-000-000-000-000-000	FACILITY - FEDERAL SURPLUS	Records not covered under other sections that are generated by Federal Surplus for the daily operation of the section including, but not limited to: application for eligibility/receive federal property, certificate/lower tier covered transactions, distribution document law enforcement property, issue sheet and invoice, memorandum of understanding, property returned for credit, stock record card and surplus property utilization report.	5 years	
092-010-000-000-000-000-000	FACILITY - FIRE DRILLS AND ALARM SYSTEMS	May include, but not limited to: quarterly/annual fire alarm system inspection reports and internal forms use to evaluate fire drills at each correctional facility.	3 years	
092-011-000-000-000-000-000	FACILITY - OPERATIONAL	May include, but not limited to: tool log, search reports, daily count sheets, accountability transfer log, phone monitoring, log, outside agency log, medical dispensing log, area, search reports, maintenance checks, thirty minutes segregation checks, inmate negative urinalysis reports, breathalyzer reports and furlough verification log.	3 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
092-012-000-000-000-000-000	FACILITY - OPERATIONAL, OTHER	May include, but not limited to: institutional log books, inmate movement sheet, shift rosters, inmate legal mail receipts logs, appeals board logs, inmate disciplinary action sheets and entrance sign in log.	5 years	
092-013-000-000-000-000-000	FACILITY - STATISTICAL	May include, but not limited to: weekly, monthly, yearly, periodic reports, data sheets/summaries, analysis, etc. on inmates and facility statistics including by not limited to admissions, travel orders, number of walkways, discharges, parolees, revocation and recidivism.	ANNUAL REPORT AND STATISTICAL SUMMARY: Permanent ALL OTHERS: 3 years	
092-014-000-000-000-000-000	FISCAL - CORNHUSKER STATE INDUSTRIES INMATE WORK CONTRACT FOR DIRECT EMPLOYMENT BY PRIVATE VENTURE RECORDS	May include, but not limited to: employer check stubs, pay listings from employer, all private Venture reports, all private Venture spread sheets, family Support-Savings Distribution Request and W-4's.	20 years after private venture contract termination	
092-015-000-000-000-000-000	FISCAL - CORRECTIONS TRUST ACCOUNTING (CTA) & CORRECTIONS OPERATIONS PAYROLL (COP) RECORDS USED PRIOR TO 1997	May include, but not limited to: CCC-CCCL Maintenance Reports, Center Checks DCS A-357, Closed Savings Acct. Passbooks, Club Escrow Sheets, Correction Update List COP 126, Daily Balance Sheet CTA 120-1, Daily Transactions by Code CTA 100-2, Daily Transaction by Store CTA 100-1, Detail Pay Reports COP 111-1, Detailed Pay Reports COP 111-1, Endorsement Log (NCW), EU Store Orders DCS C-151, Facility Receiving Log Sheets DCS A-414, General Ledgers CTA 190, Man-Power Report COP 210, Manual Ledger CTA, Missing Documents List COP 101-2, Money Log DCSA-472, Monthly CTA Balancing Report, Monthly Spending Acct Balance Listing CTA 020, Monthly Transactions by Code CTA 100-2, Offenders Staffing Pattern COP 201, Payroll Breakdown-Generated by, Payroll Edit Error List COP 096, Payroll Error List COP 101, PC Generate Maintenance Lists, Recap List DCS A-485, Resident Trust Fund Deposit, Summary Pay Reports COP 111-2, Summary Trans Code CTA 100-2, Trust Acct. Transaction by Tran Code CTA-020, Uncollectible Restitution Travel Order and Work Area Payroll Edit Error List COP 097.	After end of 5 fiscal years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
092-016-000-000-000-000-000	FISCAL - GRANT MASTER FILE RECORDS	May include, but not limited to: application, award documentation, financial records, program manager reports and correspondence.		See GRANTS, item 124-063
092-017-000-000-000-000-000	FISCAL - INMATE ACCOUNTING RECORDS	May include, but not limited to: bank deposit books, check stubs, receipts books (all institution receipt books will be sent to DCS (Department of Correctional Services) inmate accounting at the end of each fiscal year), release statements, store tapes and spending money requests.	After end of 5 fiscal years	
092-018-000-000-000-000-000	FISCAL-INMATE BALANCING RECORDS	May include, but not limited to: running bank balance folder by month, daily receipts & checks written to Corrections Inmate Tracking (CIT) Posting (daily check & receipt balancing sheets), monthly transactions by code, checking account transactions registers, journal entries relating to trust fund, daily inmate account balance report for last day of each month, store escrow sheets, bank statements and void checks and outstanding checks listing.	After end of 5 fiscal years	
092-019-000-000-000-000-000	FISCAL - INMATE TRUST RECORDS	My include, but not limited to: adult inmate work reports, cancelled inmate trust checks, inmate files ((a) inmate interview request forms/correspondence (b) notice to withhold support, prisoner payment order from courts and all other court orders (c) Restitution disciplinary action sheets & transportation charges documents (d) parole board letters (e) community service waiver documents), inmate payment documents, institutional checks (form DCS A-ACC-010), receipts from all institutions ((a) diagnostic & evaluation center (DEC) admission envelope destroyed when DEC receipt is microfilmed (b) all other items left attached to receipts are destroyed after receipt is microfilmed. Other payment documents would be misc. payments. Hobby payments and clubs for example. The envelope contains all of the documents until time for microfilming.	ORIGINAL RECORD: Microfilm; after end of 3 fiscal years SECURITY MICROFILM: Transfer to State Records Center; 20 years MICROFILM WORK COPY: 20 years	
092-020-000-000-000-000-000	FISCAL - JAIL REIMBURSEMENT CLAIMS	Claim forms and certification records submitted by counties for reimbursement of holding state prisoners.	After end of 5 fiscal years	
092-021-000-000-000-000-000	FISCAL - MISCELLANEOUS	May include, but not limited to: fiscal notes and monthly variance reports.	15 years or when no longer of reference value (whichever is later)	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
092-022-000-000-000-000-000	FISCAL - MONTHLY INMATE TRUST FUND REPORTS/ACCOUNTS RECORDS	Monthly trust fund reports and accounts.	SECURITY MICROFILM (July, 1986 to April, 1997): Transfer to State Records Center; 20 years MICROFILM WORK COPY(July, 1986 to April, 1997): 20 years	ELECTRONIC RECORDS (May 1997 to Present): See CORRECTION INMATE TRACKING (CIT)/CORRECTION TRACKING SYSTEM (CTS), WEBSITE AND SIEBEL REPORTS, item 092-004
092-023-000-000-000-000-000	FISCAL - MONTHLY REPORTS FROM CORRECTIONS INMATE TRACKING SYSTEM	May include, but not limited to: parole account information, parole account monthly summary, monthly interest calculations, savings account reports, savings average daily balance report, missing inmate work report, monthly suspense report, monthly maintenance reports, withholding from court orders for support, fines, or restitution, court filing fees, amounts remitted to courts for support & non-support, daily court order report, batch balance report, daily transaction by code report, release savings report, freeze log, monthly support/non-support reconciliation, daily inmate account balance report for all other days except last day and monthly restitution report.	After end of 5 fiscal years	
092-024-000-000-000-000-000	FISCAL - NIS REPORTS	May include, but not limited to: allotment status report, budget status report and PSL (Personal Service Limitation) report.	15 years	
092-025-000-000-000-000-000	FISCAL - PROGRAM ALLOCATION LETTERS		5 years	
092-026-000-000-000-000-000	HUMAN RESOURCES - EMPLOYEE GRIEVANCE-PERSONNEL FILES	May include, but not limited to: pay classification plan, personnel almanac, salary surveys and staff 6 reports.	10 years	
092-027-000-000-000-000-000	HUMAN RESOURCES - EMPLOYEE GRIEVANCE-SUPERVISOR FILES	May include, but not limited to: working files where items are not kept permanently and any applicable information is transferred to annual employee evaluation "commendable performance" or "supervisor counseling" logs.	1 year	
092-028-000-000-000-000-000	HUMAN RESOURCES - MISCELLANEOUS	May include, but not limited to: other completed personnel and equal employment opportunity surveys, correctional officer test results, exit interview forms, job requisition and review record of employment for previous criminal history or rehire.	5 years	
092-029-000-000-000-000-000	HUMAN RESOURCES - NIS (NEBRASKA INFORMATION SYSTEM)	May include, but not limited to: leave reports, other personnel related reports and payroll calculates.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
092-030-000-000-000-000-000	HUMAN RESOURCES - SECURITY CHECKS	Personal information used to perform security check.	CONTRACTORS: 3 months DCS EMPLOYEES: 10 years after	
092-031-000-000-000-000-000	INFORMATION SERVICES - COMPUTER INSTALL SHEETS		After computer has been replaced or sent to surplus	
092-032-000-000-000-000-000	INFORMATION SERVICES - COMPUTER TRAINING	May include, but not limited to: attendance rosters.	1 year	
092-033-000-000-000-000-000	INFORMATION SERVICES - NETWORK, VM, SEIBEL AND CICS REQUESTS		5 years	
092-034-000-000-000-000-000	INFORMATION SERVICES - SOFTWARE LICENSE		Obsolete or when no longer in use (whichever is later)	
092-035-000-000-000-000-000	INMATE RECORDS - ADULT GRIEVANCE LOG	Log will contain: date grievance received by staff member, inmate name and number, nature of grievance, date response is delivered to inmate, data of DCS Director's response, date Director's response delivered, CEO's disposition and reason(s), date of appeal and disposition of appeal.	Permanent	Each DCS Institution and the Central Office shall maintain a log of inmate grievance filed
092-036-000-000-000-000-000	INMATE RECORDS - 90 DAY EVALUATION FILE	File maintained on each individual committed to the department for a 90-day evaluation.	COMMITTED: Transfer file to INMATE RECORDS-ADULT CENTRAL FILE, item 092-037 upon release of inmate NOT COMMITTED: Transfer file to the Central Records Office and becomes the INMATE RECORDS-ADULT CENTRAL FILE, item 092-037, for this individual	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
092-037-000-000-000-000-000	INMATE RECORDS - ADULT CENTRAL FILE	File required for each individual assigned to the Department of Correctional Services. Includes alphabetical index cards maintained on inmates committed (including safe keepers and old reformatory commitments) from the 1930's until implementation of computerized tracking system (CTS), inmate photographs, fingerprint cards and other records.	<p>Divide file 3 years after date of discharge from incarceration or parole, whichever applies, as follows:</p> <p>MICROFILM AND DESTROY ORIGINALS: Certificate of discharge, classification studies, commitment orders, fingerprint cards (1985 and later), order revoking parole, parole agreement, sex offender parole</p> <p>FINGERPRINT CARD (1984 AND PRIOR) : 30 years after date of discharge from incarceration or parole (whichever applies)</p> <p>INMATE PHOTOGRAPHS (ADMISSION/UPDATES/DRESS-OUT):</p> <p>PRIOR TO 2001: Scan to mainframe and transfer to State Archives</p> <p>AFTER 2001: Digital image placed on mainframe; permanent</p> <p>ALL RECORDS REMAINING IN THE FILE: Destroy when above listed records are microfilmed</p> <p>SECURITY MICROFILM: Transfer to State Records Center; permanent</p> <p>MICROFILM WORK COPY: Permanent in Department</p>	<ul style="list-style-type: none"> •Contact the State Archives to negotiate transfer •Index cards (obsolete) and no longer available
092-038-000-000-000-000-000	INMATE RECORDS - ADULT DETAINER FILE	File provides all "original" documentation concerning the inmate's status pertaining to the Interstate/Instate Compact Agreement on detainees (correspondence concerns, prosecutor's actions, expense vouchers, additional sentences and dismissal documents).	5 years after date of discharge from incarceration or parole (whichever applies)	Office of Record-DCS Detainer Administrator
092-039-000-000-000-000-000	INMATE RECORDS - ADULT ESCAPE FILE	File provides all "original" documentation concerning the inmate's status on escapee (correspondence concerns, departmental reports, escape warrant for arrest, apprehension information, expense vouchers and prosecutor's actions).	5 years after date of discharge from incarceration or parole (whichever applies)	Office of Record-DCS Detainer Administrator
092-040-000-000-000-000-000	INMATE RECORDS - ADULT LITIGATION LOG SHEETS	Loose leaf file reflecting one line entries of civil rights case status (consisting of case number, plaintiff(s), defendant(s), summary of content(s), due date, AGO representative and disposition).	Permanent at facility of action	

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092-041-000-000-000-000-000	INMATE RECORDS - ADULT LITIGATION REPORT FILES	Loose leaf formatted file jacket consisting of litigation reports (research data, statements, exhibits and answer to "facts"), discovery documentation, court correspondence (memos and reports) and final judgments.	Permanent	
092-042-000-000-000-000-000	INMATE RECORDS - ADULT MEDICAL FILE (CHART)	File may include, but not limited to the following: audiogram, chronic care information, consent to disclose, consultation report, dental records (separate file, but merged with medical file after discharge), EKG's, Hepatitis B vaccination consent/declination, hospital admission data, hospital summary, incident reports, initial medical screening, inmate interview requests, interview request forms (medical), intra-system medical screening, intrasystem screening form, lab test requests/results, LabCorp full page reports, medical order, medical passes, medical services consent for operation/anesthesia/medical treatment, medication list, medication record, mental health referrals, notice of medical lay-in/limited activity, nurses notes, optometry records (separate file, but merged with medical file after discharge), physical exam, pre-op physical form, prior medical history/information, prior medical records, PRN medication log, problem list, progress notes/chronological record of medical care, psychiatric notes, radiographic report, radiology reports, record of blood sugar, records (brought in at intake), referral/consultants information, release of information, small lab reports, special diet list, small lab reports, staffing sheet (add chronological), transfer sheets and treatment refusal form.	TECUMSEH STATE CORRECTIONAL INSTITUTION (TSCI): 10 years after date of discharge from incarceration or parole (whichever applies) NON TSCI: 5 years after date of discharge from incarceration or parole (whichever applies)	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
092-043-000-000-000-000-000	INMATE RECORDS - ADULT MENTAL HEALTH FILE	File maintained on inmates referred to mental health services. It is maintained by the mental health staff in the facility where the inmate is housed and may include but not limited to: Behavioral observations and suicide assessment, consent to discharge forms, discharge summaries, group notes, initial screening or contact notes, involuntary medication, outside mental health information, program agreements, programming involvement forms, progress notes, psychiatric notes, psychological/actuarial test profiles, psychological evaluations, regional center convicted sex offender records, regional center transfers, significant treatment team reviews, transfer recommendations and treatment plans.	Divide File and dispose of 5 years after date of discharge from incarceration or incarceration or parole (whichever applies) as follows: COPY TO CD, THEN DESTROY ORIGINALS of psychiatric notes (including last medical check), psychological evaluations (including psychological), contacts for Inmates in any segregation status, initial screening or contact notes (including family, social history, previous psychological/psychiatric history, list of problems), treatment plans, significant treatment team reviews, discharge summaries, Minnesota multiphasic personality inventory test profiles, multiphasic sex inventory test profiles, transfer recommendations, legal documents (including involuntary medication, regional center transfers and consent to discharge forms) CD SECURITY COPY: 20 years	
092-044-000-000-000-000-000	INMATE RECORDS - CENTRAL OFFICE (PAROLE BOARD) FILE	File maintained on each individual committed to the Department. Contains duplicate information kept in the central (institutional) file and documents generated by the Board of Parole.	3 years after date of discharge from incarceration or parole (whichever applies)	
092-045-000-000-000-000-000	INMATE RECORDS - INTERSTATE PAROLE ADMINISTRATION FILE	File maintained on inmates paroled from other states serving their parole in Nebraska under the interstate compact.	3 years after date of discharge from Nebraska parole supervision	
092-046-000-000-000-000-000	INMATE RECORDS - LABORATORY RECORDS	May include, but not limited to: instrument printouts, lab log sheets, maintenance records, copy of patient reports, personnel work schedules, proficiency surveys, quality control results and reference laboratory reports.	MAINTENANCE RECORD: 2 years after instrument sent to surplus or disposed of ALL OTHERS: 5 years	
092-047-000-000-000-000-000	INMATE RECORDS - MENTAL HEALTH LOGS	Lists of all individuals handled by the Mental Health Unit. May include, but not limited to: name and special needs.	25 years after date of discharge	
092-048-000-000-000-000-000	INMATE RECORDS - MISCELLANEOUS MEDICAL	May include, but not limited to: controlled substance administration record, health services credentials/licensing, medication distribution log, peer review minutes and perpetual needle, syringe, tool or sharp inventories.	5 years	

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092-049-000-000-000-000-000	INMATE RECORDS - PAROLE ADMINISTRATION	Records not covered in other sections that are generated by the Parole Administration for the daily operation of the division including, but not limited to: administrative hearing notice/summary, application for compact services/agreement to return, apprehension detention request, assessment of parole needs, assessment/re-assessment of parole risk, case conference, certificate of discharge from parole, certificate of parole/parole conditions/special parole conditions, change in parole agreement, contact report, custody card, electronic monitoring agreement, employment agreement, house parole conditions, interstate compact forms, notice of review of parole hearing, order revoking parole, parole violation advisory of rights, waivers and notifications, petition for parole violation/preliminary hearing, release request, progress report, supervision case plan goals & objectives and travel permit.		<ul style="list-style-type: none"> •Forms placed in the central inmate file, parole field file or both •See INMATE RECORDS-ADULT CENTRAL FILE, item 092-037 OR INMATE RECORDS-PAROLE ADMINISTRATION FIELD FILE, item 092-050
092-050-000-000-000-000-000	INMATE RECORDS - PAROLE ADMINISTRATION FIELD FILE	Includes copies of forms included in the central inmate file and the following forms not included in the central inmate file: apprehension detention request, contact report, progress report, release request and travel permit.	3 years after the inmate is no longer on parole	Office of Record-Parole Officer
092-051-000-000-000-000-000	INMATE RECORDS - PAROLE RECORDS-ABSCONDER FILE	File provides all "original" documentation concerning the inmate's status as a parole absconder. May include, but not limited to: correspondence concerns, departmental reports, absconder warrant for arrest, apprehension information, expense vouchers and prosecutor's actions.	5 years after date of discharge from incarceration or parole (whichever applies)	Office of Record-DCS Detainer Administrator
092-052-000-000-000-000-000	INMATE RECORDS - PAROLE REGISTRY/REVOCATION LOG BOOKS	Logbooks that kept track of discretionary paroles and revocation. Information is now tracked and maintained in the correction tracking system.	PRIOR TO 2008: 5 years after last entry made	<ul style="list-style-type: none"> •Obsolete 2008 •AFTER 2008: See CORRECTION INMATE TRACKING (CIT)/CORRECTION TRACKING SYSTEM (CTS), WEBSITE AND SIEBEL REPORTS, item 092-004
092-053-000-000-000-000-000	INMATE RECORDS - PEER REVIEW LOGS, FORMULARY & PROTOCOLS		Permanent	

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092-054-000-000-000-000-000	INMATE RECORDS - PHARMACY	May included, but not limited to: biennial inventory, completed prescriptions, initial controlled substance inventories and pharmacy envelope.	5 years	
092-055-000-000-000-000-000	INMATE RECORDS - RECORD OF RELEASE OF INFORMATION LOG	Logbook that kept track of information released. Information is currently tracked by maintaining copies of the cover letter sent out.	5 years after last entry made	Obsolete 2008
092-056-000-000-000-000-000	INMATE RECORDS - REQUESTS FOR CONSULTATIONS & NON-FORMULARY PERSCRIPTIONS		2 years	
092-057-000-000-000-000-000	INMATE RECORDS - SAFEKEEPER FILES	File maintained for county/federal safe keepers received by the Department.	3 years after date of discharge from incarceration	
092-058-000-000-000-000-000	INMATE RECORDS - SUBSTANCE ABUSE TREATMENT	File maintained on inmates referred for substance abuse treatment. May include but not limited to the following: admission data report, assignment of living location, case managers comment and summary, central monitoring checklist, certificates of completion, chemical dependency evaluation, chronological record of care, class evaluations, classification study, conditions of participation for treatment, confidentiality of inmate alcohol and drug treatment records, discharge summary, fifth step evaluation report, initial C.D. evaluation, initial treatment outline, individualized treatment plan, inmate authorized property list, group notes, notification of program termination, orientation/initial classification checklists, program agreements, program involvement form, progress reports, request and consent for treatment, residential substance abuse treatment referral/application, residential treatment community intra-system screening form, residential treatment community, orientation and housing unit rules receipt, substance abuse screening tools, visitation information checklist and video/audio tape consent form.	30 years	Office of Record-Substance Abuse Staff in the facility where the inmate is housed
092-059-000-000-000-000-000	INMATE RECORDS - UNIT FILE	It is the working file, staff use on the housing unit to keep track of their inmates. Contains some of the same information as the Adult Central File, but may include, but not limited to: correspondence from the inmates.	Transfer file to INMATE RECORDS-ADULT CENTRAL FILE, Item 092-037 upon release of inmate	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
092-060-000-000-000-000-000	LEGAL COUNSEL - INMATE APPEALS BOARD	Supporting documentation concerning inmate appeals heard by the departmental appeals board. Files may include, but not limited to: logs, materials reviewed by facility disciplinary committee including action sheets, misconduct reports, supporting document, inmate statement of appeal and appeals board decision.	1 year after date of Appeal Board hearing	
092-061-000-000-000-000-000	LEGAL COUNSEL - INMATE LITIGATION FILES	Supporting documentation involving inmate litigation filed against the department. Files may include, but not limited to: court filings and facility litigation reports.	5 years after all actions and appeals are complete and final	
092-062-000-000-000-000-000	LEGAL COUNSEL - INMATE RULE BOOK		Permanent	
092-063-000-000-000-000-000	LEGAL COUNSEL - LOGS	Logs tracking the following processes: employee grievances, inmate grievances, inmate IDC appeals, NEOC/EEOC files and tort claims.	5 years after initial tracking	
092-064-000-000-000-000-000	LEGAL COUNSEL - PERSONNEL GRIEVANCE/LITIGATION FILES	Supporting documentation involving employee grievance and or litigation filed against the department. Files may include, but not limited to: grievances, court filings and investigation reports.	5 years after all actions and appeals are complete and final	
092-065-000-000-000-000-000	LEGAL COUNSEL - RECORD REQUESTS	Records requests include, but not limited to: authorizations, court orders and subpoenas.	DENIALS: 10 years ALL OTHERS: 3 years after response sent	
092-066-000-000-000-000-000	LEGAL COUNSEL - STATE CLAIMS BOARD	Supporting documentation on all torte claims filed against the department. Files may include, but not limited to: torte claim, investigatory information and State Claims Board decisions.	5 years after date of State Claims Board decision	
092-067-000-000-000-000-000	LIBRARY SERVICE - INTERLIBRARY LOAN MANUAL		Superseded	
092-068-000-000-000-000-000	LIBRARY SERVICE - LIBRARY OPERATIONS	May include, but not limited to: DCS annual library survey results, inmate interview requests, interlibrary loan forms and legal aide class test scores.	5 years	
092-069-000-000-000-000-000	LIBRARY SERVICE - MONTHLY REPORTS	DCS library monthly reports and DCS monthly library meeting minutes.	2 years	
092-070-000-000-000-000-000	ORGANIZATIONAL DEVELOPMENT - ACTION TEAM REPORTS	Final Process Action Team Reports.	10 years	
092-071-000-000-000-000-000	ORGANIZATIONAL DEVELOPMENT - DEVELOPMENT	May include, but not limited to: DCS vision statements and background information and DCS newsletters.	Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
092-072-000-000-000-000-000	ORGANIZATIONAL DEVELOPMENT - MEDIA AND RELATIONS	May include, but not limited to: rewards, recognitions and website statistics.	5 years	
092-073-000-000-000-000-000	ORGANIZATIONAL DEVELOPMENT - TRAINING EVALUATION RECORDS		2 years	
092-074-000-000-000-000-000	PLANNING/RESEARCH/ ACCREDITATION (PRA) - INFORMATION REQUESTS	May include, but not limited to: monthly data sheets, Nebraska Criminal Justice Information System (NCJIS) requests and public information requests.	DENIALS: 10 years ALL OTHERS: 3 years after response sent	
092-075-000-000-000-000-000	PLANNING/RESEARCH/ ACCREDITATION (PRA) - ACCREDITATION AND RESEARCH	May include, but not limited to: accreditation external or internal audit reports, accreditation internal audit schedule, accreditation internal audit final report, bureau of justice (BJS) bulletins and surveys, criminal justice survey (CJ-7-Parole), legislative/governor initiatives, national census reporting project (NCRP) report, national prison survey (NSP-1A, NSP-1B), research proposals, research projects, survey/logs, sexual assault log, strategic cap plan and state criminal alien assistance program (SCAAP) survey.	15 years	
092-076-000-000-000-000-000	PLANNING/RESEARCH/ ACCREDITATION (PRA) - ADMINISTRATIVE	Administrative correspondence and memorandums relating to administration or development of agency/facility policies, procedures and major transactions. May include, but not limited to: conduct of research, form request, grant approval form and requirement for research information.	Permanent	
092-077-000-000-000-000-000	PLANNING/RESEARCH/ ACCREDITATION (PRA) - MISCELLANEOUS PROJECTS		5 years	
092-078-000-000-000-000-000	PLANNING/RESEARCH/ ACCREDITATION (PRA) - NON-PUBLIC INFORMATION REQUESTS		10 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
092-079-000-000-000-000-000	PLANNING/RESEARCH/ ACCREDITATION (PRA) - REPORTS AND POLICY	May include, but not limited to: administrative regulations (current and obsolete), death row statistics and information, departmental annual report and statistics, facility monthly reports, monthly data sheet and work ethic camp annual report.	Permanent	
092-080-000-000-000-000-000	PURCHASING - CLOTHING ISSUE	May include, but not limited to: case worker initial issue, food service initial issue, maintenance initial issue, officer initial issue, staff clothing issue request and work ethic camp initial issue.	NO OUTSTANDING DEBT: 2 years after termination of employee OUTSTANDING DEBT: 5 years after termination of employee	
092-081-000-000-000-000-000	PURCHASING - CONTRACT COMPLIANCE	May include, but not limited to: TSCI clinic/hospital/pharmacy checklist, TSCI food service satellite checklist and TSCI health services contract audit report.		See AGREEMENTS AND CONTRACTS, item 124-007
092-082-000-000-000-000-000	PURCHASING - PURCHASING OPERATIONS	May include, but not limited to: 1909 form, 263 supporting documents, agency complaint report (non contract), agency food cost reports, CSI return to vendor request, canteen orders, capital outlay equipment, continuation form, copy machine survey, DCS food service survey, equipment justification form, fax machine request survey, food service equipment needs assessment form, form equipment donation, inmate canteens product authorization/delete form, inmate work attendance, master food menu, monthly food issue report, State of NE- <u>quotation report and weekly menus.</u>	5 years	
092-083-000-000-000-000-000	SPECIAL SERVICE - PAROLE ABSCONDER FILE	File provides all "original" documentation concerning the inmate's status as a parole absconder. The file may include, but not limited to: correspondence, departmental reports, warrant for arrest, apprehension information, expense vouchers and prosecutor's actions.	5 years after closure	
092-084-000-000-000-000-000	SPECIAL SERVICES - DETAINDER FILE	File provides all "original" documentation concerning the inmate's status pertaining to the Interstate/Instate Compact Agreement on detainees. The file may include, but not limited to: correspondence concerns, prosecutor's actions, expense vouchers, additional sentences and dismissal documents.	5 years after closure	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
092-085-000-000-000-000-000	SPECIAL SERVICES - ESCAPE FILE	File provides all "original" documentation concerning the inmate's status as an escapee. The file may include, but not limited to: warrant for arrest, apprehension information, expense vouchers and prosecutor's actions.	5 years after closure	
092-086-000-000-000-000-000	SPECIAL SERVICES - EXTRADITION FILE	File includes all documentation for sending someone to another state for prosecution. File may include, but not limited to: extradition waivers and correspondence with requesting state.	5 years after closure	
092-087-000-000-000-000-000	SPECIAL SERVICES - NCIC WANTED PERSON	Hard copy of 'teletype' entry of all inmates placed on and removed from parole.	After information is verified by staff	
092-088-000-000-000-000-000	SPECIAL SERVICES - REQUISITION FILE	File includes all documentation for in-state requests to have someone returned to Nebraska for prosecution.	5 years after file closure	
092-089-000-000-000-000-000	STAFF TRAINING ACADEMY - ARCHIVED LESSON PLANS		20 years	
092-090-000-000-000-000-000	STAFF TRAINING ACADEMY - CLASS SCHEDULES	In-Service and Pre-Service Feedback.	2 years	
092-091-000-000-000-000-000	STAFF TRAINING ACADEMY - SHOOTING RANGE ROSTER		5 years	

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.

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DATE	SIGNATURE
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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