

Schedule 3-7

COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE

LAW ENFORCEMENT TRAINING CENTER

September 11, 2023

Nebraska Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

3-7

AGENCY, BOARD OR COMMISSION

**COMMISSION ON LAW ENFORCEMENT AND
CRIMINAL JUSTICE**

DIVISION, BUREAU OR OTHER UNIT

LAW ENFORCEMENT TRAINING CENTER

Supersedes Edition March 19, 2013

**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

Mark Stephenson

Mark Stephenson (Sep 6, 2023 15:04 CDT)

TITLE

Interim Director

DATE

Sep 6, 2023

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

Anna Holley

Anna Holley (Sep 7, 2023 12:04 CDT)

DATE

Sep 7, 2023

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

Pat Reding

Pat Reding (Sep 7, 2023 12:49 CDT)

DATE

Sep 7, 2023

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

Robert B. Evnen

Robert B. Evnen (Sep 11, 2023 09:49 CDT)

DATE

September 11, 2023

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 State Agencies General Records Schedule #124 contains those records common to most state 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 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. Unless there is pending or on going, legal action, records request, or audit.
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 located on the Secretary of State Records Management website. 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
3242 Salt Creek Circle
Lincoln, NE 68504
402-471-2559**

SCHEDULE 3-7
COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE
LAW ENFORCEMENT TRAINING CENTER
Draft 8/28/2023

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

Supersedes Edition of March 19, 2013

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
3-7-1	ADMINISTRATIVE - ADA SELF EVALUATION	American with Disabilities Act (ADA) Self Evaluation	Superseded	
3-7-2	ADMINISTRATIVE - DONOR FILE	Gifts and donations to Training Center, both monetary and equipment gifts.	5 years OR when no longer of reference value (whichever is later)	
3-7-5	ADMINISTRATIVE - SHERIFF ELECTION CANDIDATE BACKGROUND CHECK	Records may include, but not limited to: TABE results and correspondence.	1 year after general election	Neb. Rev. Stat. §12-1701.01
3-7-6	ADMINISTRATIVE - TRAINING CENTER OWNED VEHICLES	Vehicle titles.	Transfer with vehicle after it is surplus or salvaged	
3-7-7	ADMINISTRATIVE - TRAINING CENTER PROPERTY FILES	Property or structures belonging to the Training Center. May include, but not limited to: backflow, Warm Slough/Moores Creek Flood Control Project, outside watering concerns, Indoor Firearms Range, gas storage tanks, training tank, and blue prints.	2 years after sale or building vacated (whichever is later), subject to review by State Archives for possible accession	Contact State Archives to negotiate transfer
3-7-8	ADMINISTRATIVE - USE OF FACILITY EQUIPMENT FILE	Original visitor/guest waiver of liability forms and sign-in-out registers.	2 years	
3-7-10	CERTIFICATION - INSTRUCTOR FILES	May include applications to be approved by PSAC (Police Standards Advisory Council) to teach law enforcement courses.	2 years after certification expired	Title 79, Chapter 15
3-7-11	CERTIFICATION - K-9 POLICE SERVICE DOGS (PSD)	May include, but not limited to: copies of PSD Evaluator Certificates issued by the PSD Judge, copy of the Nebraska Police Service Dog Standards, ample copies of evaluations forms used by PSD judge and evaluators.	5 years after certification OR when no longer of reference value (whichever is later)	
3-7-12	CERTIFICATION - NEBRASKA JAILER SCHOOL FILE	May include but not limited to: copy of certificate, evaluation, change-in-status form, injury/medical memos, and copy of any disciplinary actions.	Immediately dispose of obsolete records	Obsolete

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
3-7-13	CERTIFICATION - NEBRASKA OFFICER FILE	May include by not limited to: personnel change-in-status form, application for training, copy of birth certificate, copy of high school diploma, DD214, Transcript, Oath of Office.	100 years after certification	
3-7-14	PROCESSED, DID NOT ATTEND TRAINING	File of applicants who applied for training but did not attend training.	3 years after application	
3-7-15	CERTIFICATION - REVOCATION FILE	May include by not limited to: officer file, misconduct reports, court reports, PSAC Hearing, Crime Commission Hearing, and Notification of Decertification.	100 years after decertification	Title 79 Chapter 9
3-7-16	CERTIFICATION - MANDATED AND SPECIALIZED CLASS FILES (ALL BUT BASIC TRAINING)	May include but not limited to: roster of attendees, schedule of classes, test scores, waivers, injury/medical reports.	3 years	
3-7-17	CURRICULUM - ACADEMY INSPECTION	Annual Academy Inspection. May include, but not limited to: curriculum, instructors, letter of approval, and memorandum of report.	2 years	Title 79, Chapter 16
3-7-18	CURRICULUM - BASIC / MANDATED FILES	Describes in detail how many hours of each subject were taught during a school year and supplements the student transcript. Each class starts and finishes under a specific Basic Curriculum.	Permanent	
3-7-19	CURRICULUM - COLLEGE CREDIT INFORMATION	Amount of college credit each college will give to officers attending basic training.	Superseded	
3-7-20	CURRICULUM - EVALUATION	Contains curriculum comparison.	Immediately dispose of obsolete records	Obsolete
3-7-22	HANDGUN QUALIFICATION - ANNUAL AGENCY REPORT FORM	Agency Verification form that provides listing of officers, handgun qualification date type of handgun, and qualifying instructor, waivers, correspondence.	1 year after approval by Police Standards Advisory Council (PSAC)	
3-7-23	INSTRUCTIONAL FILES - INSTRUCTOR EVALUATIONS	Evaluations completed by basic and specialized students on the Training Center instructors for the purpose of instructor yearly evaluations by the Deputy Director of training.	15 months after evaluation of instructor	
3-7-24	BASIC AND MANDATED LESSON PLANS AND RELATED MATERIALS	May include outlines and handouts.	100 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
3-7-25	STUDENT RECORDS - BASIC 14-WEEK FILE	May include, but not limited to: Acceptable Use Forms, Basic Survey form, TABE Results, Waiver of Liability.	After class graduation	
3-7-26	STUDENT RECORDS - BASIC ADMINISTRATIVE FILE	May include, but not limited to: authority to release information, acceptance letter, reports by instructors, all practical performance material, pictures, and student evaluations. training equivalency form, discipline and violation letters.	1 year after graduation of officer	
3-7-28	STUDENT RECORDS - BASIC SCHOOL 4 YEAR FILE	May include, but not limited to: medical examination, current health status, CPR certification, driver's license, injury reports,	4 years after graduation	
3-7-29	STUDENT RECORDS - DENIED ADMISSIONS OR SEPARATED FROM BASIC TRAINING		50 years	
3-7-30	STUDENT RECORDS - DIPLOMA, COMPLETED TRAINING-NEVER HIRED (UNCERTIFIED)	Includes entire application packet and transcript, also includes Reciprocity.	2 years after graduation	
3-7-34	STUDENT RECORDS - SPECIALIZED TRAINING-4 YEAR FILE	May include, but not limited to: waiver, copy of any disciplinary actions, and any injury/medical memos. Courses to include Firearms, DT, and Rifle Instructor.	4 years	
3-7-35	TABE - TEST DATABASE	Database consisting of TABE (Test of Adult Basic Education) test information. May include, but is not limited to: student name, test date, test scores and name of agency the test taken for.	100 years after test date	
3-7-36	TABE - TEST FILES	Alphabetical files of students who have taken the TABE Test, original test forms and result letters.	1 year	
3-7-2-3	NEBRASKA JAILER SCHOOL FILE	May include copy of certificate, evaluation, change-in-status form, injury/medical memos, copy of any disciplinary actions.	10 years after student has graduated from school	Obsolete