

# **Schedule 81**

## **SUPREME COURT**

## **APPEALS COURT**

**August 2, 2018**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

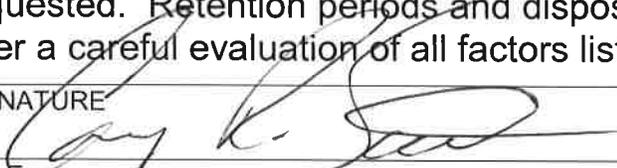
**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE	81
AGENCY, BOARD OR COMMISSION	<b>SUPREME COURT</b>
DIVISION, BUREAU OR OTHER UNIT	<b>APPEALS COURT</b>
Supersedes Edition of December 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 	
TITLE State Court Administrator	DATE 7-20-18

**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 7/26/2018
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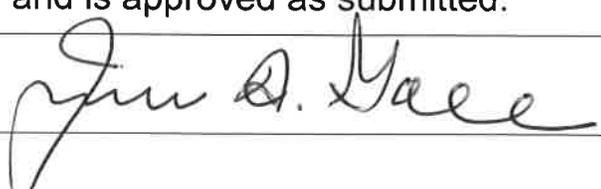
**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE 	DATE 8/2/18
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**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 8/2/18
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## **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.
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 2<sup>nd</sup> 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 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 81  
SUPREME COURT  
APPEALS COURT  
August 2, 2018**

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

Supersedes Edition of December 19, 2013

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
81-68	ATTORNEY SERVICES DIVISION - APPEAL DECISIONS AND ORDERS	Mandatory Continuing Legal Education (MCLE) Commission decisions and miscellaneous motion determinations.	5 years	
81-71	ATTORNEY SERVICES DIVISION - ATTORNEY DEMOGRAPHIC INFORMATION	MCLE electronic data to include attorney name/name changes, address, email, date of birth, admission to bar association and status.	3 years post notification of death	
81-69	ATTORNEY SERVICES DIVISION - APPEAL NOTICES	Initial request for appeals and Notice of Hearing dates on appeal requests, motions in pending appeals.	5 years	
81-72	ATTORNEY SERVICES DIVISION - ATTORNEY DISCIPLINARY INFORMATION	Notes, emails or documents describing circumstances or issues related to attorney discipline that may or may not result in probation, suspension or disbarment.	3 years post notification of death	
81-73	ATTORNEY SERVICES DIVISION - ATTORNEY GUARDIAN AD LITEM EDUCATION	Electronic data of an attorney's report of required education completed to retain approved guardian ad litem status.	3 years	
81-74	ATTORNEY SERVICES DIVISION - ATTORNEY INFORMATION PERTAINING TO REQUESTS FOR WAIVERS, EXTENSIONS AND EXEMPTIONS FROM THE MCLE RULES	Medical statements from doctors and/or statements describing personal hardships or circumstances presented to the MCLE Commission through the website and email.	3 years	Confidential information not accessible by the public
81-75	ATTORNEY SERVICES DIVISION - ATTORNEY PAYMENTS			SEE SCHEDULE 124-1
81-76	ATTORNEY SERVICES DIVISION - ATTORNEY REQUEST FOR TEACHING CREDIT	Notes, emails or documents associated with an application made by an attorney.	2 years	Current year and preceding year of records
81-77	ATTORNEY SERVICES DIVISION - ATTORNEY REQUEST TO SEEK ELIGIBILITY FOR ACTIVE ATTORNEY STATUS	Notes, emails or documents associated with an application made by an attorney.	3 years	Current year and preceding 2 years of records
81-102	ATTORNEY SERVICES DIVISION - BANK RECORDS	Deposit records from MCLE, Licensure & admissions	10 years	
81-99	ATTORNEY SERVICES DIVISION - BAR COMMISSION ADMISSION APPLICATION	Digital request to sit for bar exam or motion in to practice	99 years	
81-101	ATTORNEY SERVICES DIVISION - BAR EXAMS	Exam booklets and answer record	Destroy no later than a year after exam	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
81-91	ATTORNEY SERVICES DIVISION - COURSE APPROVAL APPLICATION SUPPORTING DOCUMENTS	Brochures, agendas, speaker biographies and course materials in digital format submitted by course applicants	May be deleted from system upon initial review, no retention required	Originals of such materials are in possession of applicant
81-98	ATTORNEY SERVICES DIVISION - DIGITAL COPIES OF LICENSE RENEWAL APPLICATIONS	Digital copies of license renewal applications	10 years	
81-92	ATTORNEY SERVICES DIVISION - DIGITAL DATA COLLECTED FOR LICENSE RENEWAL REPORTS	Trust account reports, liability insurance reports	Inputted data is collected and stored by ASD, the filing of a subsequent report allows for deletion of previous report	
81-93	ATTORNEY SERVICES DIVISION - DIGITAL LICENSE RENEWAL RECORDS	Data reflecting renewed license	10 years	
81-96	ATTORNEY SERVICES DIVISION - DIGITAL RECORD OF COURSE APPROVAL REQUEST	Data reflecting applicant used on line system to submit a course approval request (see item 81-91 for schedule regarding supporting documents)	2 years	
81-95	ATTORNEY SERVICES DIVISION - EXEMPTION REQUESTS	Military and disability CLE and licensure exemption requests and supporting documents	3 years for digital records regarding requests, supporting documents may be deleted upon receipt after initial consideration	Originals of supporting documents are in the possession of applicant
81-78	ATTORNEY SERVICES DIVISION - EXHIBITS USED IN APPEALS	Commission records and appellant offered documentation used in appeals.	5 years	
81-100	ATTORNEY SERVICES DIVISION - FINGER PRINT RECORDS	Finger print cards	Destroy upon completion of application processing	
81-79	ATTORNEY SERVICES DIVISION - MISCELLANEOUS ATTORNEY CORRESPONDENCE TO THE MCLE COMMISSION	Letters, emails or documents sent to MCLE Commission and the associated reply/replies	6 months	
81-80	ATTORNEY SERVICES DIVISION - MISCELLANEOUS SPONSOR CORRESPONDENCE TO THE MCLE COMMISSION	Letters, emails or documents sent to MCLE Commission and the associated reply/replies.	6 months	
81-94	ATTORNEY SERVICES DIVISION - REPORT OF MCLE SUBMITTED TO THE COURT	Data collected from report of CLE attended and submitted to show rule compliance and roll over credit	3 years	
81-81	ATTORNEY SERVICES DIVISION - SPONSOR DEMOGRAPHIC INFORMATION	Electronic data to include sponsor name, address, website and contact information.	1 year post elimination as a sponsor	
81-82	ATTORNEY SERVICES DIVISION - SPONSOR PAYMENTS	Details associated with payments of fees for accreditation applications, CLE activity applications and reports of attorney attendance at CLE activities.	5 years	

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81-83	ATTORNEY SERVICES DIVISION - SPONSOR'S ACCREDITATION STATUS	Notes, emails or documents relating to a sponsor's application for or maintenance of accreditation status that may or may not result in approved, denied or rescinded accredited sponsor status.	5 years	
81-84	ATTORNEY SERVICES DIVISION - SPONSOR'S APPLICATION FOR ACCREDITATION OF A CLE ACTIVITY	Electronic data, notes, emails and documents concerning CLE activities used to determine if the program meets the education standards of the MCLE rules.	1 year	
81-97	ATTORNEY SERVICES DIVISION - WRITTEN CORRESPONDENCE FROM APPLICANTS	Correspondence regarding CLE and licensure	1 year	
81-70	ATTORNEY SERVICES DIVISION - ANNUAL REPORTS	Electronic data of an attorney's annual report of required continuing legal education in accordance with Supreme Court rules.	3 years	
81-50	CHILD SUPPORT REFEREE - NOTES FROM DOCKET AND CALL SHEETS		10 years	Neb. Rev. Stats. §43-1609 through §43-1611
81-51	CHILD SUPPORT REFEREE - ORDERS SIGNED AND RETURNED TO DISTRICT COURT		5 years OR when no longer of administrative value (whichever is later)	
81-52	CHILD SUPPORT REFEREE - RECORDING OF HEARINGS		10 years	
81-53	CHILD SUPPORT REFEREE - RESEARCH		30 days OR when no longer of administrative value (whichever is later)	
81-1	CLERK OF THE COURT - APPEARANCE DOCKET	Chronological record of all court actions. Logbooks for appeals prior to 1989 are arranged in case number order. Information includes: case number, dates of filing for motions, stipulation, fees, and court orders. Also included are the names of appellant, appellee and their attorneys.	<b>PRIOR TO 1989:</b> <b>LOGBOOKS:</b> Permanent <b>AFTER 1989:</b> <b>ELECTRONIC RECORD:</b> Permanent	Electronic case management system effective 1989
81-2	CLERK OF THE COURT - ATTORNEY DISCIPLINE BY CONSENT	Documents which are filed by an attorney accused of unethical conduct to consent to disciplinary action by the court. These are docketed as a regular case.	<b>ORIGINAL RECORD:</b> Permanent OR microfilm and destroy originals <b>SECURITY MICROFILM:</b> Transfer to off-site security storage; permanent <b>MICROFILM WORK COPY:</b> Permanent	Docketed as a regular case
81-3	CLERK OF THE COURT - AUTOMATED BOOKKEEPING SYSTEM			SEE SCHEDULE 124-1 AND 124-3

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
81-4	CLERK OF THE COURT - BILL OF EXCEPTIONS	The proceedings, exhibits and arguments from the trial court and appealing state agencies, as prepared by the court report personnel. This information is a temporary record of the Supreme Court or Court of Appeals while the judges are reviewing the actions of the trial court.	<b>DEATH PENALTY CASE:</b> Transfer to CLERK OF THE COURT - DEATH PENALTY CASES, item 081-012 <b>ALL OTHERS:</b> Paper copy returned to Trial Court Clerk after mandate is issued <b>ELECTRONIC RECORD:</b> Removed from database after mandate is issued	
81-5	CLERK OF THE COURT - BRIEFS	Concise statement of this case as submitted by parties involved. Briefs include index, statement of the case, statement of the facts, proposition of law and the argument. After final disposition of an appeal, briefs shall be retained and distributed as noted in retention field.	<b>DEATH PENALTY CASE:</b> Transfer to CLERK OF THE COURT - DEATH PENALTY CASES, item 081-012 <b>ALL OTHER CASES:</b> Transfer 1 copy to CLERK OF THE COURT - TRANSCRIPTS, item 081 -020 <b>2ND COPY:</b> When no longer of reference value	
81-6	CLERK OF THE COURT - CALL	Printed schedule of cases to be heard by each court and listing of cases tentatively scheduled (proposed call). Information includes: general number, case caption, county or jurisdiction and hearing date.	<b>When session is over OR when no longer of reference value as determined by the Clerk of the Supreme Court and Court of Appeals (whichever is later)</b>	
81-7	CLERK OF THE COURT - COMPLETE RECORD-COURT OF APPEALS	Compiled record of Court of Appeals opinions.	<b>After published information becomes available for sale</b>	
81-8	CLERK OF THE COURT - COMPLETE RECORD-SUPREME COURT	Compiled record of Supreme Court opinions.	<b>After published information becomes available for sale</b>	
81-9	CLERK OF THE COURT - CONSULTATION DOCKET (VOTE SHEETS)	Day to day account of cases and the resulting actions adopted, date opinion was adopted, judge who wrote opinions, judges who sat on the case and any remarks.	<b>Permanent</b>	Maintained by the Office of the Chief Justice-and Court of Appeals Administrative Assistant officing in Lincoln
81-10	CLERK OF THE COURT - COURT JOURNAL	Official record of Supreme Court Actions not involving cases assigned court numbers. Detailed information includes: court orders and appointments of the court.	<b>Permanent</b>	
81-11	CLERK OF THE COURT - CROSS REFERENCE INDEX	Cross-reference cards filed alphabetically by appellee and appellant used to find case number.	<b>PRIOR TO 1989:</b> <b>PAPER CARDS:</b> Permanent <b>AFTER 1989:</b> <b>ELECTRONIC RECORD:</b> Permanent	Electronic case management system effective 1989

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81-12	<b>CLERK OF THE COURT - DEATH PENALTY CASES</b>	Cases are required to be reviewed by the court to insure similar results in cases that have similar circumstances. To provide for this: Transcripts, Briefs, Bills of Exceptions and Reports of Pre-Sentence investigations are microfilmed in Death Penalty Cases	<b>ORIGINAL TRANSCRIPTS:</b> Microfilm for security; Permanent <b>ORIGINAL BRIEFS:</b> Microfilm for security; Permanent <b>ORIGINAL BILLS OF EXCEPTIONS:</b> Microfilm and return to the Clerk of the District Court after final disposition by the Supreme Court <b>ORIGINAL REPORTS OF PRE-SENTENCE INVESTIGATIONS:</b> Microfilm and return to the Clerk of the District Court after final disposition by the Supreme Court <b>SECURITY MICROFILM:</b> Transfer to State Archives <b>MICROFILM WORK COPY:</b> Permanent	Neb. Rev. Stats. §29-2521
81-13	<b>CLERK OF THE COURT - EXHIBITS</b>	Case exhibits offered or received as evidence in the trial of any action, or material which has been substituted for such exhibits.	<b>APELLATE AND FINAL JURISDICTION CASES:</b> Return to the appealing tribunal after final disposition of case <b>ORIGINAL JURISDICTION CASES:</b> <b>CIVIL ACTIONS:</b> Permanent <b>DISCIPLINARY ACTIONS:</b> Permanent	
81-14	<b>CLERK OF THE COURT - GENERAL INDEX</b>	Cross-index to all cases heard by the Supreme Court by case number and year of docketing. The index includes a key page with an alphabetical and numerical cross-reference. Each page includes the case number, parties to the case, and county.	<b>BOUND VOLUMES:</b> Permanent <b>CARD INDEX:</b> Permanent <b>ELECTRONIC DATABASE:</b> Permanent	<ul style="list-style-type: none"> <li>•Bound volumes (Obsolete 1979)</li> <li>•Card Index (1979 to 1989)</li> <li>•Electronic Record (1989 to present)</li> </ul>
81-15	<b>CLERK OF THE COURT - ORIGINAL ACTION CASE FILES</b>	Records of cases originated in the Nebraska Supreme Court and Court of Appeals. Files include transcripts of testimony, pleadings, referee's reports, exhibits, and opinions.	<b>Permanent</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
81-16	CLERK OF THE COURT - PARENTAL NOTIFICATION WAIVER APPEALS	Appeal received by the court for order to waive the abortion parental notification legal requirement. Includes petition, testimony, evidence presented to the court, any order entered, and all other records of any nature relating to the case.	1 year after final disposition of the case	<ul style="list-style-type: none"> <li>•Confidential record - Sealed and cannot be opened to any person EXCEPT upon court order</li> <li>•Records MAY NOT be made available to the public or any historical society</li> <li>•Shred record</li> </ul>
81-17	CLERK OF THE COURT - PARENTAL NOTIFICATION WAIVER DOCKET	Separate docket kept only for abortion parental notification waiver cases.	1 year after final disposition of the case	<ul style="list-style-type: none"> <li>•Confidential Record - Sealed and cannot be opened to any person EXCEPT upon court order</li> <li>•Records MAY NOT be made available to the public or any historical society</li> <li>•Shred record</li> </ul>
81-18	CLERK OF THE COURT - RECEIPTS FOR RECORDS	Check-out card used to show which records have been checked out by attorneys. Information includes case number and caption, description of records taken, signature of borrower and date borrowed. Efforts to retrieve the record are noted on the form. Information incorporated in automated case management system.	<p><b>RETURNED RECORD:</b> When record is returned</p> <p><b>UNRETURNED RECORD:</b> Permanent</p> <p><b>ELECTRONIC RECORD:</b> Permanent</p>	<ul style="list-style-type: none"> <li>•Unreturned record - indicate which files are missing</li> <li>•Electronic record - notation on record of last known location of file</li> </ul>
81-19	CLERK OF THE COURT - REPORTS OF PRESENTENCE INVESTIGATION	Report prepared by probation office for use by the District Court in determining appropriate sentence in criminal cases. Temporary record of the Supreme Court used in reviewing the decision of the District Court.	<p><b>DEATH PENALTY CASE REPORTS:</b> See CLERK OF THE COURT - DEATH PENALTY CASES, item 081-012</p> <p><b>OTHER REPORTS:</b> Return to the Clerk of the District Court after mandate is issued</p>	
81-20	CLERK OF THE COURT - TRANSCRIPTS	Record of case pleadings from the trial court upon which a case was tried, including the judgment, decree or final orders, jury instructions, and any other records appellant may wish to include. The transcript also includes filings in the Supreme Court and the Court of Appeals.	<p><b>DEATH PENALTY CASE:</b> See CLERK OF THE COURT - DEATH PENALTY CASES, item 081-012</p> <p><b>OTHER CASES:</b> Permanent</p>	
81-21	COUNSEL OF DISCIPLINE - CORRESPONDENCE	Correspondence received by the Counsel for Discipline <i>but not</i> classified as a Grievance.	3 years	Supreme Court Rules §3-308(b)(8)

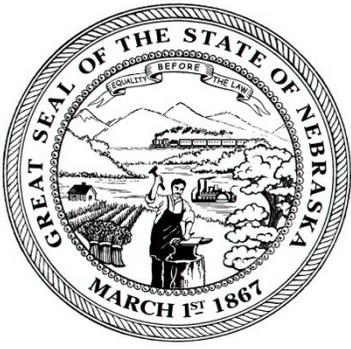
ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
81-22	<b>COUNSEL OF DISCIPLINE - GRIEVANCES</b>	Files containing communication and records classified as a Grievance by the Counsel for Discipline.	<b>ATTORNEY ASSISTANCE PROGRAM REFERRAL:</b> 3 years <b>LACK OF FOUNDATION OR MERIT DISMISSAL:</b> 3 years <b>ALL OTHER DISMISSALS:</b> 5 years after final disposition of the complaint <b>PROBATION, REPRIMAND, CENSURE, SUSPENSION, OR DISBARMENT:</b> After attorney's death	Supreme Court Rules §3-308(b)(8)
81-23	<b>COURT ADMINISTRATOR - APPLICATION FOR JUDICIAL VACANCY, JUDICIAL NOMINATING COMMISSION REPORT, PERSONAL DATA SHEET, AND CONFIDENTIAL INVESTIGATION</b>	Records consist of Application for Judicial Vacancy and Personal Data Sheet filed by the applicant with the chairperson of the Judicial Nominating Commission. The State Court Administrator prepares a Confidential Investigation of the judicial candidates which includes reference reports, lawyer disciplinary report, lawyer rating report, judicial qualification report, criminal history check, and credit history check for use by the Judicial Nominating Commission. The chairperson of the nominating commission prepares and files with the State Court Administrator a Judicial Nominating Commission report consisting of the names of all candidates, their applications (not the Personal Data Sheets), and the names of the candidates nominated.	<b>APPLICATION FOR JUDICIAL VACANCY AND JUDICIAL NOMINATING COMMISSION REPORT:</b> 10 years <b>PERSONAL DATA SHEET, AND CONFIDENTIAL INVESTIGATION:</b> After judge is appointed <b>OTHER COPIES:</b> After judge is appointed	Successful candidates: Chairperson of the commission shall deliver 1 copy of their application, personal data sheet, and the confidential investigation to the Governor
81-24	<b>COURT ADMINISTRATOR - CASES UNDER ADVISEMENT FORM</b>	Form submitted monthly by every judge in Nebraska as mandated by the Supreme Court showing the number of cases under advisement that are over 90 days old.	<b>3 years</b>	
81-25	<b>COURT ADMINISTRATOR - CHILD SUPPORT 4-D CASE FORMS</b>	Forms submitted from the Child Support Referee to the Court Administrator's Office reporting child support filing information by case.	<b>2 years</b>	
81-28	<b>COURT ADMINISTRATOR - CRIMINAL HOMICIDE CASE REPORTS</b>	Reports filed by county attorneys after the ultimate disposition by each trial court of each criminal homicide case.	<b>Permanent</b>	
81-29	<b>COURT ADMINISTRATOR - JUDICIAL QUALIFICATIONS ANNUAL REPORT</b>	Report of the activities of the Nebraska Judicial Qualifications Commission during a court year.	<b>AGENCY COPY:</b> 10 years <b>OTHER COPIES:</b> 2 years	
81-30	<b>COURT ADMINISTRATOR - NEBRASKA ADVANCE SHEETS OR DECISIONS OF NE COURT OF APPEALS</b>	Opinions of the Supreme Court printed on a weekly basis.	<b>After the issue has been printed in a Nebraska Report or Nebraska Appellate Report</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
81-31	COURT ADMINISTRATOR - NEBRASKA ADVANCE SHEETS SUBSCRIPTION FORMS AND LEDGER	Forms sent to the Court Administrator's Office for subscriptions to the Nebraska Advance Sheets and ledger maintained on subscription payments.	5 years	
81-32	COURT ADMINISTRATOR - REPORT OF PROBATE CASES PENDING	Reports from County Courts showing probate cases pending longer than Supreme Court guidelines.	3 years	
81-33	COURT REPORTER OF DECISION - PUBLICATION PROOFS FOR NEBRASKA REPORTS	Photocopies of artwork and galley proofs.	Dispose of when <i>Nebraska Reports</i> or <i>Nebraska Appellate Reports</i> become available for sale	
81-54	JBE - CASE MANAGEMENT REPORT	Reports from JUSTICE, Docket reports sent to judges.	3 months	
81-55	JBE - CERTIFICATE OF ATTENDANCE	Judicial Branch Education (JBE) attendance records from meetings & webinars.	3 years	
81-56	JBE - COMMENT SUMMARIES FROM WEBINARS	Digital compilation of summaries from webinars	1 year	
81-57	JBE - COMMITTEE MEETING MINUTES			SEE SCHEDULE 124-78
81-58	JBE - CONFERENCE RECORDS	May include, but not limited to: Copies of expense records sent to Finance Division for processing, attendance records, and speaker contracts.	<b>CONTRACTS:</b> 5 years after completion, fulfillment, or voiding of contract <b>ALL OTHER RECORDS:</b> 3 years	
81-59	JBE - EMPLOYEE CREDIT TRANSCRIPTS	Transcripts of employee education.	3 years	Digital records are kept in Events Pro
81-60	JBE - EVALUATIONS	Evaluations from meetings.	1 year	
81-61	JBE - EXPENSE REPORTS			SEE SCHEDULE 124-119
81-62	JBE - HOTEL PROPOSALS			SEE SCHEDULE 124-7
81-63	JBE - REQUESTS FOR COMMITMENT OF FUNDS	Forms requesting funding to attend outside training.	3 years	
81-64	JBE - REQUESTS FOR CREDITS	Credit requests from employees of the court.	1 month	
81-65	JUDICIAL QUALIFICATIONS COMMISSION - COMPLAINTS	Files containing communication and records classified as a complaint by the Judicial Qualifications Commission.	<b>DISMISSED WITHOUT INQUIRY-NO CODE OF CONDUCT VIOLATION:</b> 3 years <b>DISMISSED AFTER INITIAL INQUIRY:</b> 3 years <b>DISMISSED AFTER PRELIMINARY INVESTIGATION:</b> 10 years <b>DISCIPLINE IMPOSED - ALL:</b> 15 years OR after death of judge (whichever is later)	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
81-66	JUDICIAL QUALIFICATIONS COMMISSION - CORRESPONDENCE	Correspondence received by the Commission, but not classified as a complaint.	3 years	
81-67	JUDICIAL QUALIFICATIONS COMMISSION - DISABILITY RETIREMENT REQUESTS	Requests from judges to be considered for disability retirement.	After death of judge	
81-86	ODR - ANNUAL REPORT	Office of Dispute Resolution (ODR) report of the mediation cases and other mediation center and ODR activity during the fiscal year.	10 years	Neb. Rev. Stats. §25-2901 through §25-2921
81-87	ODR - MEDIATION CENTER STATISTICAL REPORTS	Reports generated by computer on a quarterly and annual basis by identifying mediation case types, referral sources and disposition.	COMPUTER PRINTOUT: 5 years ELECTRONIC RECORD: 3 years	Neb. Rev. Stats. §25-2901 through §25-2921
81-88	ODR - PARENTING ACT, MEDIATOR APPROVAL RECORDS	Records of approved parenting act mediators; biennial reporting period.	3 years	Neb. Rev. Stats. §43-2920 through §43-2943
81-89	ODR - PARENTING ACT, MEDIATOR GRIEVANCE RECORDS	Files containing communication and records classified as a grievance by ODR in regard to approved Parenting Act mediators.	DISMISSALS: 3 years PROBATION, REPRIMAND, SUSPENSION, REMOVED FOR CAUSE: 10 years	Neb. Rev. Stats. §43-2920 through §43-2943
81-90	ODR - PARENTING EDUCATION PROVIDERS	Records of approved parenting education providers and annual approvals.	3 years	Neb. Rev. Stats. §43-2920 through §43-2943
81-34	REPORTER'S OFFICE - OPINIONS	Draft copies of opinions by judges. Opinion outlines and discusses the facts of a case and the applicable law and states the decision of the court.	After decision has been published	<ul style="list-style-type: none"> <li>Opinions are edited by the Supreme Court Reporter prior to publication of <i>NEBRASKA REPORTS</i>, <i>NEBRASKA APPELLATE REPORTS</i>, <i>NEBRASKA ADVANCE SHEETS</i> and <i>DECISIONS OF NEBRASKA COURT OF APPEALS</i></li> <li>All decisions of the Court of Appeals are filed with the clerk, but not all are published in bound volumes</li> </ul>
81-85	SPONSOR'S REPORT OF ATTORNEY ATTENDANCE AT CLE PROGRAMS	Electronic data of attorney attendance at CLE programs.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
81-35	STATE LIBRARY - ACCOUNTS RECEIVABLE STATEMENT AND STOCK RECORDS	Individual record of book purchases from the State Library by County Offices on billing statements showing date of purchase, type of book, amount due, date paid and recorded on automated accounting system. Inventory records of books sold or distributed on free distribution by the State Library. Arranged by category of book (statues, reports, session laws, and legislative journals) and then by particular volume, showing stock on hand and other pertinent information as to sale and distribution of prior volumes contained on automated accounting system.	<b>REPORTS:</b> 5 years or after last volume of a particular report is sold (whichever is later) <b>OTHER RECORDS:</b> 5 years	
81-36	STATE LIBRARY - CARD CATALOG	An index of titles of books and periodicals which the State Library has and after 1999, located in an automated catalog program. The database is located off site.	<b>ORIGINAL RECORD (PRIOR TO 2005):</b> Microfilmed for security; permanent <b>SECURITY MICROFILM:</b> Transfer to State Archives <b>MICROFILM WORK COPY:</b> Permanent <b>DATABASE RECORD (AFTER 1999):</b> Permanent	Card catalog until 2005
81-37	STATE LIBRARY - CARD CATALOG UPDATE LIST	List of new books acquired by the library and after 2005 found in automated cataloging program.	<b>PRIOR TO 2005:</b> <b>ORIGINAL RECORD:</b> Microfilmed for security; permanent <b>SECURITY MICROFILM:</b> Transfer to State Archives <b>DATABASE RECORD (AFTER 2005):</b> Permanent	
81-38	STATE LIBRARY - COUNTY LAW LIBRARY DISTRIBUTION DOCUMENTATION	Correspondence and documents from State Library indicating what books were distributed free to counties for the purpose of establishing a county law library.	<b>5 years</b>	
81-39	STATE LIBRARY - DISTRIBUTION AND/OR GENERAL BOOK CORRESPONDENCE	General correspondence relating to the sale and/or claims for free distribution of books by the State Library.	<b>5 years</b>	
81-40	STATE LIBRARY - FREE DISTRIBUTION LISTS	Lists showing those who have received books on free distribution by the State Library, arranged by category of book, and then by particular volume and then by name or title of recipient.	<b>5 years</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
81-41	STATE LIBRARY - ORDERS FOR SALE OF BOOKS	Orders for books sold by the State Library. Arranged by date and invoice number. Current files contain orders for statutory volumes which have not yet been superseded, as well as orders received from several years past to present of superseded statutory volumes and for reports, session laws, and legislative journals which volumes are never superseded. Records of orders contained in automated accounting system.	5 years	
81-42	STATE LIBRARY - SALES JOURNAL	Record of receipts in cash or by check for books sold by the State Library in connection with such sales. Journal entries disclose all conventional bookkeeping information in Excel and in automated accounting system.	SPREADSHEET: 5 years AUTOMATED SYSTEM: SEE GENERAL SCHEDULE 124-1 AND 124-3	
81-43	STATE LIBRARY - SHELF LIST	An inventory record of the holdings of the State Library, which are arranged according to the order in which books appear on the shelves, divided into categories as reports, statutes, classified treatises, and unclassified treatises. After 2005 holdings stored in automated database off site.	PAPER RECORD (PRIOR TO 2005): After removed from library DATABASE RECORD (AFTER 2005): After removed from library	
81-44	STATE LIBRARY - WITHDRAWAL BOOK	Volume lists books and periodicals which are withdrawn and/or destroyed from the State Library from 1947 to present.	5 years after last entry	
81-45	SUPREME COURT - CONSULTATION MINUTES AND ATTACHMENTS	Record of administrative activities of the Court	Permanent	
81-46	SUPREME COURT - JUDICIAL NOMINATING COMMISSION RECORDS	May include, but not limited to: rosters, ballots, and records of action of Commission members.	After the expiration of the commission member's term	
81-47	SUPREME COURT - REGISTRATION OF IN-HOUSE COUNSEL	May include, but not limited to: application, fee, and letter.	10 years after last request to renew	Supreme Court Rule §3-1201
81-48	SUPREME COURT - REQUESTS FOR CERTIFICATES OF AUTHORITY	Requests from attorneys who incorporate or form LLC, asking for permission to do so. May include, but not limited to: requests, Articles of Incorporation, and certificates. Required annually.	10 years after corporation is dissolved or after last request to renew (whichever is later)	
81-49	SUPREME COURT - ROSTER OF JUDICIAL NOMINATING COMMITTEE	Index of Judicial Nominating Commission members and activities.	20 years	
81-26	COURT ADMINISTRATOR - COUNTY AND DISTRICT COURT STATISTICAL FORMS			Obsolete
81-27	COURT ADMINISTRATOR - COUNTY STATISTICAL REPORTS			Obsolete



# NEBRASKA SECRETARY OF STATE RECORDS DISPOSITION REPORT

Send to: Records Management Division  
 440 S. 8<sup>th</sup> Street, Suite 210  
 Lincoln, NE 68508-2294 402-471-2559  
[sos.recordsmanagement@nebraska.gov](mailto:sos.recordsmanagement@nebraska.gov)

Approved records retention schedules serve as the legal authority to dispose of records regardless of the media on which they reside. Nebraska revised statute §84-1212.02 requires agencies to report records dispositions on forms provided by the State Records Administrator. Use this form to meet that requirement.

<b>1. AGENCY &amp; DIVISION</b>	
<b>2. SCHEDULE NUMBER(S) ONLY- AGENCY SPECIFIC SCHEDULE OR GENERAL RECORDS SCHEDULE</b>	
<b>3. RECORD MEDIUM</b> PAPER <input type="checkbox"/> ELECTRONIC <input type="checkbox"/> OTHER <input type="checkbox"/> _____	
<b>4. FINAL DISPOSTION METHOD</b>	
<b>5. VOLUME OR FILE SIZE OF RECORDS DISPOSED</b>	
<b>6. OPTIONAL DETAILS FOR ELECTRONIC AND PAPER RECORDS</b> (list whatever level of detail you will want to keep for future use to document what specifically you deleted/destroyed):	
<b>7. SIGNATURE</b> PRINTED NAME _____  SIGNATURE _____	<b>DATE</b>

## INSTRUCTIONS

1. Enter the agency and division.
2. Enter the records schedule number(s) that provide authority to dispose of records. The schedule number is either the agency specific schedule and/or the general records schedule. If you are disposing of records from the general records schedule, enter either 24 for local agencies or 124 for state agencies.
3. Choose the record medium being disposed of.
4. Please describe how final disposal was accomplished such as trash, recycled, shredded, deleted, etc.
5. For paper records, report the total volume of records disposed. One standard size storage box (15x10x12) is one cubic foot. For electronic records, report the total file size deleted. An estimate of total volume is fine.
6. Use the optional information area to list the level of detail you want to keep for future use to document what specifically was deleted/destroyed.
7. Sign and date the form and send it to the Records Management Division at the address above. Retain a copy for your records in accordance with schedule 24-71 for local agencies and 124-100 for state agencies.