

**SCHEDULE 10
LOCAL SCHOOL DISTRICTS**

DRAFT 11/07/2017

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

Supersedes Edition of February 1, 1989

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|--|--|--|
| 10-1 | ADULT BASIC EDUCATION RECORDS-APPLICATION FOR APPROVAL OF ADULT EDUCATION FUNDING | Application in response to a request for proposal (RFP) for federal funding. The proposal describes the needs and objectives of the adult basic education program. The proposal also includes activities, procedures and proposed cost of the program and serves as a contract for the receipt and expenditure of funds. | 5 years or maximum of 10 years if no audit has been performed | |
| 10-2 | ADULT BASIC EDUCATION RECORDS-CLAIMS AND REPORTS FOR APPROVED APPLICATIONS | Includes semi-annual claims for reimbursement and progress reports, evaluation reports, final claims for reimbursement, final report and project abstract. | 5 years or maximum of 10 years if no audit has been performed | |
| 10-3 | ADULT BASICK EDUCATION ATTENDANCE RECORDS | Attendance records of adults who receive basic skills training for any grade level. High school credit towards a diploma is not given for this training although it may prepare the student to take the G.E.D. exam. | 5 years | |
| 10-4 | ADULT EDUCATION RECORDS-ADULT ALTERNATIVE HIGH SCHOOL ATTENDANCE RECORDS | Attendance records of adults who are enrolled to gain credits toward a diploma. | ORIGINAL RECORD: Permanent; OR transfer to durable medium and destroy originals SECURITY MICROFILM: Transfer to Secure Storage MICROFILM WORK COPY: Permanent DURABLE MEDIUM COPIES: Permanent | |
| 10-5 | ADULT EDUCATION RECORDS-ADULT EDUCATION CLASS SCHEDULE | Schedules of Adult Education Classes | After end of academic year | |
| 10-6 | CHILD NUTRITION | Child Nutrition files including financial statements, fees, commodities, applications, receipts, claims for reimbursment analysis and production records, program records, verification records, etc. | 5 years or maximum of 10 years if no audit has been performed | |
| 10-15 | FEDERAL APPLICATION PROGRAM RECORDS | Federal Application program records include: applications, award letters, claims for reimbursement, enrollment totals form and atteneence, offical notice of eligibilty, evaluations, proposals, approvals, budget forms,financial statements, etc. | 5 years or maximum of 10 years if no audit has been performed | • These application are also called Applications for Approval of Programs |
| 10-31 | ADMISSION CERTIFICATES NONRESIDENT | | | Obsolete |
| 10-32 | REPORT OF SCHOOL FIRE DRILL TO STATE FIRE MARSHAL OF NEBRASKA | School official's report of the monthly fire drill which is required by statute. | 2 years | |
| 10-33 | RETIREMENT REMITTANCES | | | See Schedule 24-41 |
| 10-34 | SCHOLARSHIP APPLICATION FORMS AND RELATED RECORDS | Includes application forms, letters of recommendation, transcripts and correspondence. | ORIGINAL RECORD: Permanent; OR, transfer to durable medium and destroy originals pursuant to section 10-6 SECURITY MICROFILM: Transfer to Secure storage MICROFILM WORK COPY: Permanent DURABLE MEDIUM COPIES: Permanent NON-RECIPIENTS: 1 year after scholarship is awarded | NOTE: All information except the name of the recipient of the scholarship (and the names of auxiliaries) is confidential information. See Section 84-712 et seq., R.R.S. 1943 |
| 10-36 | TEACHER CERTIFICATES | Copy of each teacher's Nebraska Teaching Certificate. The certificate is each teacher's license to teach which shows areas of specialization and the levels for which the person is prepared. | After teacher is no longer employed by the district or after superseded, whichever is sooner. | |
| 10-37 | REPORTS TO AND FROM STATE DEPARTMENT OF EDUCATION | School Districts reports filed with the Nebraska Department of Education. These records include Annual Fall Reports in the fall of enrollment, staff data and of general financial data. Also included is a secondary school class schedule. Forms include: Fall Personnel Report (NDE 0214), Fall Curriculum Report (NDE 0215), School District Membership Reports (NDE 0216, 0217), State Aid Supplement (NDE 0217-second page), ESU/School District Personnel Report, Reports of receipts and expenditures, Reports of Compliance, Yearly EEOC and National Center for Education Statistics of the U.S. Department of Education, limited English profecient student enrollment report, child's transportation reimbursement application, report of last payment of state aid, grade by grade fall membership report, dropout/returned report. | Final reports are retained by Nebraska Department of Education. School districts are reponsible for retaining all records used to complete each report under each records specific record series. (i.e. receipts and invoices must be retained under 10-67 Financial Records) | 84-1202 (6) School Districts are not required to retain a copy of the final report. Any working papers that do not fall under another retention series used to create the report can be disposed of upon completion of the report using 24-89 |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|----------------|--|--|---|---|
| 10-58 | STUDENT RECORDS-CLASS ROSTER | List of students enrolled in a specific course or class and used as working papers by the teacher. This information might also be found in TEACHER GRADE BOOKS. | 5 Years | |
| 10-59 | STUDENT RECORDS-DIRECTORY INFORMATION | May include the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information | ORIGINAL RECORD: Permanent; OR, durable medium and destroy originals pursuant to section 10-6 upon the student's graduation or after a 3 year continuous absence from school SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: Permanent DURABLE MEDIUM COPIES: Permanent | NOTE: Certain requirements must be met before information can be released, see 34 CRF 99.37 |
| 10-60 | STUDENT RECORDS-DISCIPLINARY RECORDS | Disciplinary records are to be maintained separately from academic records and are to be CONFIDENTIAL and withheld from unauthorized persons. | Destroy all DISCIPLINARY RECORDS after the student's 3 year continuous absence from school | See Section 79-4, 157, R.R.S. |
| 10-61 | STUDENT RECORDS-PERMANENT STUDENT RECORDS | The items listed below are examples of the types of records which would be included in the student's permanent record. The list is not meant to be all encompassing. Permanent student records may include: <ol style="list-style-type: none"> 1. Student's social security number 2. Summary attendance records 3. Grade level completed 4. Transcript of classes taken with grades and credits received 5. Record of date and of type of inoculations and health examinations which are given to the class or student body as a whole 6. Record of participation in officially recognized school activities and sports 7. Signatures of people who are required to sign for access to permanent student records and statement of purpose for such access 8. Student's or student's parents' written consent of release of permanent student records | ORIGINAL RECORD: Permanent; OR, durable medium and destroy originals pursuant to section 10-6-10 upon the student's graduation or after a 3 year continuous absence from school SECURITY MICROFILM: Transfer to secure offsite storage MICROFILM WORK COPY: Permanent DURABLE MEDIUM COPIES: Permanent | NOTE: These records are confidential |
| 10-62 | STUDENT RECORDS-REPORT CARDS (SCHOOL COPY) | School copy of grade report given to each student. | Dispose of after information is transferred to student's permanent record | |
| 10-63 | STUDENT RECORDS-SCHOOL ATTENDANCE RECORDS | School's record of student's specific attendance during a school year which includes days present and days absent. | Dispose of after summary information is transferred to student's permanent record | |
| 10-64 | STUDENT RECORDS-SPECIAL EDUCATION RECORDS | All records of students in special education programs including financial records and individual student records. | 5 years after no longer needed to provide services for the student or after 20 years, whichever is sooner | See 34 CFR 300 |
| 10-65 (10-1-2) | STUDENT RECORDS-SUBSIDIARY STUDENT RECORDS | The items listed below are examples of the types of records which would be considered subsidiary student records. The list is not meant to be all encompassing. Subsidiary student records may include: <ol style="list-style-type: none"> 1. Results of standardized achievement, aptitude, ability, interest and intelligence tests 2. Early entrance to Kindergarten 3. Protocols of tests administered to the class or student body as a whole 4. Psychological examination reports 5. Diagnostic education evaluations 6. School social worker's case study reports 7. School Educational Specialists' Report 8. Truancy reports 9. Final reports by non-school special consultants 10. Correspondence concerning student 11. Educational, medical and family histories and data particular to individual students 12. Data summary reports 13. Transcripts of school hearings concerning students (non-disciplinary) 14. Student's or student's parents' written consent of release of subsidiary student records 15. Parents' written consent permitting special examination of their child 16. Anecdotal records 17. Signatures of people who are required to sign for access to subsidiary student records and statement of purpose for such access 18. Extra copies of permanent student records (confidential record) 19. Limited English Proficient Individual Student data | Dispose of all SUBSIDIARY STUDENT RECORDS upon the student's graduation or after the student's 3 year continuous absence from school | |
| 10-67 | STUDENT RECORDS-TEACHER PLAN BOOKS | Teacher's record of lesson plans, assignments and tests during a school year. | Dispose of when no longer of reference value | |
| 10-72 | HIGH SCHOOL YEAR BOOKS | High school yearbooks published annually by individual schools, grades 9 through 12 or 7 through 12. | Permanent- 1 copy Duplicate copies: Transfer to State Archives | Contact State Archives to negotiate transfer |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|-------------------|---|-----------|--------------------|
| 10-67 | FINANCIAL RECORDS | All financial records created or received by school districts | 7 years | EDGAR |

Nebraska Secretary of State

- John A. Gale

Records Management

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Durable Medium Frequently Asked Questions

How does the adopted definition of durable medium affect my agency?

Historically, a state agency, political subdivision or local agency was required to seek approval from the Secretary of State, as State Records Administrator, before they could destroy original paper records they were converting to another medium, often utilizing the process of scanning. Since adoption of a definition for durable medium, your agency does not need to seek permission from the State Records Administrator when making decisions about changes. Agencies now have the responsibility to review their processes and determine whether or not transitioning the records from one medium to another meets the definition of durable medium. Additionally, they should carefully research their current records series and ensure there are no requirements (regulations or laws) in existence which require a records series to be maintained in a specific medium (e.g., paper or microfilm) before making any changes.

Should agency specific records retention schedules be updated to reflect process changes made as a result of the adopted durable medium definition?

Yes. It is important that agencies update their schedules on a regular basis (annually) and whenever process changes are made in the way records are created, collected, protected or stored.

What types of records *cannot* be retained in a digital-only format?

Examples can be found when looking at meeting minutes in both *Schedule 124 – General Records for State Agencies* and *Schedule 24 – General Records for Local Agencies*. The Nebraska State Historical Society (State Archives) has determined that this record must remain in paper medium and may NOT be destroyed even after microfilming or scanning to a digital format.

What does the State Records Administrator recommend when determining which medium to choose for agency records?

The State Records Administrator recommends that agencies consider microfilming records for security purposes when a record has a permanent value or a long-term retention period (30 years or more) due to the unknown sustainability of digital records. However, agencies will need to make their own decisions based on their business needs and capabilities, while being in compliance with the [Uniform Photographic Copies of Business and Public Records as Evidence Act](#).

How do agencies demonstrate that a system used by an agency is sustainable for the required retention period as stated in Item Number 1 of the durable medium definition and if the technology they use is the right solution?

Inquire of the vendor how long their system has been in use both privately and publicly, and see if you can get company and agency contacts. Ask the vendor if they have performed any tests for electronic records durability. If so, ask them to explain their testing methodology. Most vendors will probably not explain their methodology for proprietary reasons, but their response can tell you just as much as if they did respond with their methods. With microfilm and paper, accelerated age tests prove out their sustainability. With electronic systems, there is rarely such a test or claim at this time.

In Item Number 3 of the durable medium definition, it says “*accurately reproducible.*” Does this mean that the record must be accurate from the standpoint of the content or does the record need to look exactly like it did when it was created?

Content will be the most important factor, however, we suggest agencies seek the advice of their legal counsel to determine what policies they may need to develop for gathering and storing electronic records to ensure their

accurate reproduction. Agencies may have specific statutes, rules and procedures that must be followed regarding the creation, storage and reproduction of their records.

How does the definition of durable medium apply to records scanned *prior* to the adoption of the definition of durable medium?

The definition of durable medium was effective on October 31, 2009. If the process used to scan the records to the electronic media/system meets the definition of durable medium and there are no requirements in existence mandating the records series in question to be maintained on paper or microfilm, agencies have the option to determine the media type(s) on which the record series will be retained.

Where is durable medium found in Nebraska state statutes?

[View applicable statute.](#)

If you have questions regarding the information provided above, please contact:

Secretary of State
Records Management Division
(402) 471-2559

STATE OF NEBRASKA
STATE RECORDS ADMINISTRATOR
DURABLE MEDIUM WRITTEN BEST PRACTICES & PROCEDURES
(ELECTRONIC RECORDS GUIDELINES)

OCTOBER 2009

Following is a voluntary guideline issued by the State Records Administrator (Secretary of State) for use by state and local government agencies in the State of Nebraska. This is a guideline only and does not have the force and effect of rule and regulation or of law except where stated. The State Records Administrator strongly recommends that these guidelines be followed with any electronic records system.

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State of Nebraska
State Records Administrator
Durable Medium Written Best Practices & Procedures
(Electronic Records Guidelines)

001 Scope and Purpose

001.01 Scope. These guidelines apply to all state and local government agencies in the State of Nebraska as defined in the Records Management Act (Revised Statutes of Nebraska, Chapter 84, Article 12). The term “agencies” means state and local government agencies.

001.02 Purpose. These guidelines do not require agencies to create, send, communicate, receive, store, preserve, or otherwise process records by electronic means or in electronic form. Rather, they provide guidance for agencies that choose to use technology for these purposes.

002 Definitions

002.01 Record. The Records Management Act (Revised Statutes of Nebraska, Chapter 84, Article 12) defines a record as: “any book, document, paper, photograph, microfilm, sound recording, magnetic storage medium, optical storage medium, or other material regardless of physical form or characteristics created or received pursuant to law, charter, or ordinance or in connection with any other activity relating to or having an effect upon the transaction of public business.” A record is information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

002.02 Public record. The Records Management Act (Revised Statutes of Nebraska, Chapter 84, Article 12) defines a public record as follows: “Public records includes all records and documents, regardless of physical form, of or belonging to this state or any agency, branch, department, board, bureau, commission, council, subunit, or committee of this state except when any other statute expressly provides that particular information of records shall not be made public. Data which is a public record in its original form shall remain a public record when maintained in computer files.”

002.03 Electronic record. A record created, generated, sent, communicated, received, or stored by electronic means.

002.04 Records retention schedule. A listing of approved records retention periods governing the retention and disposition of all government records.

002.05 Electronic records management. The application of records management principles to electronic records and the management of those records using electronic systems.

002.06 Electronic records management system. A system consisting of software, hardware, policies and processes to automate the preparation, organization, tracking, distribution and disposition of records regardless of media.

003 Records Retention

003.01 Records Retention Schedule Compliance for Electronic Records.

All records, regardless of the media on which they reside, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. must be retained for the minimum retention period required per State of Nebraska general records retention schedules (24 and 124) and/or agency specific records retention schedules. All current approved records retention schedules are located at:

http://www.sos.ne.gov/records-management/retention_schedules.html

003.02 Non-permanent records with an established retention.

State and local government officials may maintain non-permanent records in an electronic records system and dispose of the originals provided agencies:

003.02.01 Maintain security copies of the disks, tapes, and indexes in off-site storage.

003.02.02 Migrate and convert both the working and security copies of the disks, tapes, and indexes if:

(a) the systems are upgraded or changed in a way that prevents access to the contents of the old system, or

(b) the information has not been migrated in ten years.

003.02.03 Sample both the working and security copies of the disks and indexes at least once a year to make certain the data is readable and recopy to new media immediately if any loss of information is detected.

Agencies not able to ensure compliance with points 1-3 above should retain a paper or a microform that meets state standards for the established retention period.

003.03 Records with a permanent retention.

003.03.01 General. Agencies should meet all the requirements found in Section 003.02 above.

003.03.02 Transfers to the Nebraska State Historical Society (NSHS). The NSHS is responsible for the care, maintenance and reference use of state records with enduring value, regardless of media. The NSHS will accept electronic records deemed of permanent historical value that are scheduled for transfer to the Society, or it will work with the agencies in preserving and accessing electronic records maintained in agency custody. Because of the variety of formats of electronic records, issues of proprietary software and specialized hardware, decisions should be made in consultation between the NSHS staff, the agency staff and the State Records Administrator about either transferring the records or

maintaining them in the agency of origin. Agencies should have preliminary discussions with NSHS staff at the point at which new records series are created or new electronic records management systems are considered. If a decision to transfer electronic records to the NSHS is made, the method, frequency and format of the transfer should be determined cooperatively between the agency and the NSHS.

003.03.03 Non-transfers. If the decision is made to maintain the records in the agency of origin, the agency should be responsible for making the records accessible to the public in a manner consistent with the way the NSHS would perform this function. The originating agency should be responsible for upgrading the system to current technology standards so that data remain usable over time and for testing at regular intervals any storage medium used for accuracy or loss of data.

003.04 Use of Electronic Records Management System Software. Agencies should use electronic records management system software that complies with DoD 5015.2-STD, "Design Criteria Standard for Electronic Records Management Software Applications," as issued by the U.S. Department of Defense or the latest version thereof.

004 Documentation

004.01 General. The agency should establish operational practices and provide technical and administrative documentation to ensure the future usability of the system, continued access to long-term records as operating environments change, and a sound foundation for assuring the system's legal integrity. Procedural controls should reflect requirements for the legal acceptance of records as outlined in AIIM TR 31-1992, "Performance Guideline for the Admissibility of Records Produced by Information Systems as Evidence" or the latest edition thereof. In addition, agencies should keep full documentation of:

004.01.01 Hardware and software, including brand names, version numbers and dates of installation, upgrades, replacements, and conversions.

004.01.02 Data structure and content, including the file layout and data dictionaries.

004.01.03 "Enhancement" algorithms. These are techniques for processing an image so that the result is visually clearer than the original image.

004.01.04 Operating procedures, including: methods for scanning or entering data; revising, updating, or expunging records; indexing, backing up disks, tapes, microfilm, etc.; testing the readability of records; applying safeguards to prevent tampering and unauthorized access to protected information; and carrying out the disposition of original records. In addition, to provide audit trails, agencies should document procedures for logging and tracking.

005 Hardware and Software

005.01 Open systems. Agencies should require open system architecture or require vendors to provide a bridge to systems with non-propriety configurations.

005.02 Staffing. The agency should assign a permanent staff member as system administrator and require the vendor to provide a project director during the installation and training periods.

005.03 Indexing. Agencies should use an indexing database that provides for efficient retrieval, ease of use, and up-to-date information about the records stored in the system. The indexing database should be selected after an analysis of agency operations and user needs.

005.03.01 Query Interface. The query interface for the indexing database should meet the requirements of Federal Information Processing Standards Publication 127-2, "Database Language SQL." The purpose of FIPS SQL is to promote portability and interoperability of database application programs.

005.04 Document Imaging System. If your electronic records management system includes an imaging process, the following guidelines apply:

005.04.01 Image file format. Agencies should use a non-proprietary digital image file format or provide a bridge to a non-proprietary digital image file format. A standard definition for file formats is found in: American National Standards Institute (ANSI)/Association for Information and Image Management (AIIM) MS53-1993, "Standard Recommended Practice, File Format for Storage and Exchange of Images, Bi-Level Image File Format, Part 1." or latest version thereof, or open published standard file formats, such as the Adobe Portable Document Format (PDF and PDF/A), HTML or XML. If a proprietary header is used, the system should provide a bridge to a non-proprietary header label standard such as ANSI/AIIM MS54, "File Format for Storage and Exchange of Images, or Bi-Level File Format, Part 1" or the latest edition thereof.

005.04.02 Compression. Agencies should seek vendors who use standard rather than proprietary compression algorithms to make future migrations of data more certain and reliable. Imaging systems should utilize the Consultative Committee on International Telegraphy and Telephony (CCITT) Group 3 or Group 4 compression techniques without proprietary alterations to the algorithm. If the use of a proprietary compression algorithm is unavoidable, the system should provide a gateway to either Group 3 or Group 4 standards.

005.04.03 Scanning resolution. When determining document scanning resolution, agencies should consider data storage requirements, document scanning throughput rates, and the accurate reproduction of the image. Vendor claims should be validated using a sampling of the agency's documents. Calibration and maintenance of the scanners should meet the manufacturers' recommended schedule. The following minimum resolution readings are for black and white documents:

1. **Standard text office documents.** A minimum resolution of 200 dots per inch (dpi) is desired.
2. **Drawings, maps and plans.** A minimum resolution of 300 dots per inch (dpi) is desired.
3. **Deteriorating documents or documents with fine detail.** A minimum resolution of 600 dots per inch (dpi) is desired.

005.04.04 Error correction and detection. Agencies should select equipment that conforms to the standard methodology for media error detection and correction.

005.04.05 Quality control. The agency should perform a visual quality control evaluation of each scanned image and related index data. When the system is operational, the agency should perform a weekly scanning quality test that complies with ANSI/AIIM MS44-1988

(R1993), “Recommended Practice for Quality Control of Image Scanners” or latest edition thereof.

006 Media

006.01 Optical disks. If optical disks are used the system should provide techniques for monitoring and reporting verification of the records stored on a digital optical disk, and the system administrator should actively follow the status of the monitors. The system should comply with ANSI/AIIM MS59-1996, “Media Error Monitoring and Reporting Techniques for Verification of Stored Data on Optical Digital Data Disks” or latest edition thereof.

006.02 CDs. If CDs or DVDs are used only archival grade gold CDs and DVDs are recommended while explicitly excluding non-archival grade CDs and DVDs.

007 Media Handling and Storage

007.01 Annual sample. On an annual basis, agencies should select a sample of records from both primary and backup storage media to verify continued accessibility. The sample size should be adequate to provide statistically valid results.

007.02 Labeling. Disks, tapes, and other storage containers should be labeled with particular care since it is impossible to determine content merely by looking at a disk or tape. Labeling is critical when the disk and its index are stored on different media.

007.03 Security copies. Security copies should be marked with appropriate external labels that identify the government entity, system and software used, and any access restrictions.

007.04 Documentation. The agency should maintain specific, detailed documentation of the contents and the system specifications needed to access each tape or disk.

007.05 Storage conditions. Backups for electronic records stored on magnetic or optical media should be housed in an area with stable environmental conditions. The current standards for magnetic media are: room temperature, 65-75 degrees Fahrenheit; relative humidity, 40-45 percent. These environmental standards also should be observed for security copies of optical media.

007.06 Planning. Agencies should prepare a plan for “refreshing” data and for migrating electronic records to new media as needed to preserve the records in an accessible form.

007.07 Migrating. Records maintained on electronic media should be migrated onto new media at least once every 10 years.

008 Backup and Disaster Recovery

008.01 Backup. The agency should implement backup procedures to create security copies of electronic records and their related index.

008.02 Backup storage. Security copies should be stored in secure and suitable off-site facilities.

009 Nebraska Information Technology Commission (NITC) Standards

Electronic Records Systems are required to meet NITC technical standards and guidelines. NITC standards and guidelines are located at:

<http://www.nitc.state.ne.us/standards/>.

010 Records Management Act

Electronic Records are required to meet all Statutes listed in the Records Management Act (84-1201 – 84-1208). The Records Management Act is located at:

http://www.sos.ne.gov/records-management/records_mgmt_act.html.

Time for Records in Record Time!


KSB SCHOOL LAW

Karen Haase • Bobby Truhe

(402) 804-8000

ksb@ksbschoollaw.com

 /KSBschoollaw

 @karenhaase • @btruhe



Your Burning Questions!

- What things constitute "public records?"
- How long do schools have to keep all these different kinds of records?
- What do schools have to do to respond to requests to review public records?

What Constitutes a "Public Record?"

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"Remember, once you get past my secretary, assistant, and security, my door is always open."

Public Records

▪84-712.01: "public records shall include all records and documents, regardless of physical form, of or belonging to the [district].... Data which is a public record in its original form shall remain a public record when maintained in computer files."

E-mails and Other Electronic Information

- AG: Emails are public records "if they relate to official school business"
 - Includes "home and private" e-mails
 - Nebraska Attorney General's Office, Disposition Letter re Hyannis Area Schools (2007)
- Applies to websites
- Applies to security video footage
- Probably applies to social media messages
- Must follow SOS Record Retention Schedules

Public Records and "Private" Messages

FIRST IN THE WORLD-HERALD

Amid superintendent search, OPS board members sniped at each other into the night, texts show

By Erin Duffy // World-Herald staff writer May 9, 2017

Should exchanges be open for viewing?

Mayor Stothert's use of text messages raises public records concerns

By Roseann Moring // World-Herald staff writer Apr 21, 2015

Public Records and "Private" Messages

- AG Disposition Letter, 2015
 - To the extent text messages by and between city officials relate to the official business of the City of Omaha, they are public records subject to disclosure under §84-712
 - We believe generally that text messages made in the course of public business by governmental officials are public records

Scanned Documents?

- Revisions to Schedule 10 will allow transfer to durable media (except for meeting minutes and materials and yearbooks)
- Data in its original form and then digitized remains a public record if the original was a public record—think time cards, PPACA reports, etc.

Public Records and Hiring



Public Records and Hiring

- Neb. Rev. Stat. §84-712.05(15)
 - Job application materials means employment applications, resumes, reference letters, and school transcripts
 - Finalist means any applicant ... (i) who reaches the final pool of applicants, numbering four or more, from which the successful applicant is to be selected, (ii) who is an original applicant when the final pool of applicants numbers less than four, or (iii) who is an original applicant and there are four or fewer original applicants

Steckelberg v. Neb. State Patrol (2016)

- State Patrol Trooper applies to be Executive Protection Trooper; doesn't get the job
- Requests candidate scorecards; request is denied
- NE Supreme Court
 - Personal information does not need to be in a personnel file to be exempt from disclosure
 - Candidate score sheets, notes, comments, and ultimate recommendation are NOT job application materials

Public Records and Open Meetings

- Open Meetings Act wins over public record exceptions
 - Public record exceptions allow a public body to withhold certain records, but do not require it
 - AG: "The Board's good faith motivation for the closed sessions, i.e., protecting non-finalists' names and applications from disclosure, is not a cure for noncompliance of the Open Meetings Act."
 - Formulation of interview questions, screening of candidates, should be done in open session, absent the threat of injury to the candidate's reputation

Public Records and FERPA

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"Before I write my name on the board, I'll need to know how you're planning to use that data."

Education Records are "Public Records"

- Federal Law: FERPA
 - "education record" means materials which "contain information directly related to a student [and] maintained by an educational agency"
 - Includes "print or computer media"
- Under FERPA parents have a right to inspect* student's records
 - School must comply with request within 45 days
 - Parents can request explanation and amendment of records

Education Records are "Public Records"

- Key FERPA definitions:
 - "maintained"
 - Records kept in one place with a single record of access
 - Sole possession notes are not "education records" under FERPA (but are they public records?)
 - "Directory information"
 - Check your policy
 - And check the retention schedule

Education Records are "Public Records"

- State Law: "The following records . . . may be withheld from the public by the lawful custodian of the records:"
 - (1) Personal information in records regarding a student . . . when such records are maintained by and in the possession of a public entity, other than routine directory information specified and made public consistent with 20 U.S.C. 1232g. . .
 NEB. REV. STAT. 84-712.05

Education Records are "Public Records"

- Nebraska's student record statute:
 - Each public school may establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student, except that the imposition of a fee shall not prevent parents of students from exercising their right to inspect and review the students' files or records....
 NEB. REV. STAT. 84-712.05(2)

**Owasso Ind. Sch. Dist. v. Falvo,
534 U.S. 426 (2002)**

- Parent sued over peer grading
- Supreme Court: No FERPA violation
- Grades not "education records" until recorded in grade book
- Peer-graded items were not "maintained" – students only handled items for a few moments
- Student graders not "person acting for an educational institution"

**Red Lion Area Sch. Dist.,
112 LRP 2720 (Penn. SEA 2011)**

- Long history of litigation between family and school
- Parents demanded all e-mail:
"correspondence among members of the IEP team and/or district staff that may or may not consider themselves or be considered IEP team members either through e-mail or hard copy communication."
- The district provided only e-mails from student's permanent file

**Red Lion Area Sch. Dist.,
112 LRP 2720 (Penn. SEA 2011)**

- Produced two bankers' boxes worth of documents to the parents
- District had created two storage archives for Student on its server
- Hearing officer: no violation of FERPA

**Ellis v. Cleveland Muni. Sch. Dist.,
104 LRP 14907**

- Student suing over corporal punishment by subs
- Sought records involving allegations of physical altercations
- School claimed student records therefore protected by FERPA and not public records

**Ellis v. Cleveland Muni. Sch. Dist.,
104 LRP 14907**

- Court: School must disclose
 - Records not "education records" as defined by FERPA, therefore public records
 - "Congress did not intend FERPA to cover records directly related to teachers and only tangentially related to students."

**Special Education Records as
Public Records**

© MARK ANDERSON WWW.ANDERSTOONS.COM



"If I have to fill out one more behavior chart,
I'm gonna need a behavior chart!"

Special Education Records

- IDEA requires notification of SpEd parents prior to deleting ed records which contain "personally identify information collected, maintained, or used"
- If e-mail is special ed record, you'll have to notify parents before hitting "delete" (!!)

**S.A. v. Tulare County Office of Educ.,
109 LRP 60382 (E.D. Cal. 2009)**

- Parents asked for copies of all e-mail sent or received by the district concerning or personally identifying their autistic son
- District sent only e-mails which were printed and in file
- Parents claimed all e-mails that specifically identify the student, are education records

**S.A. v. Tulare County Office of Educ.,
109 LRP 60382 (E.D. Cal. 2009)**

- Cal. Dept. of Ed. upheld the district's interpretation
- Parents appealed, arguing that all e-mails are "maintained" in the district's electronic mail system and could be located with tech. search

**S.A. v. Tulare County Office of Educ.,
109 LRP 60382 (E.D. Cal. 2009)**

- Court: Ruled for School
 - FERPA contemplates that ed. records be kept in one place
 - "An e-mail may be sent, received, read and deleted within moments"
 - Rejected idea that all e-mails on any computer that identify student are "maintained" by school

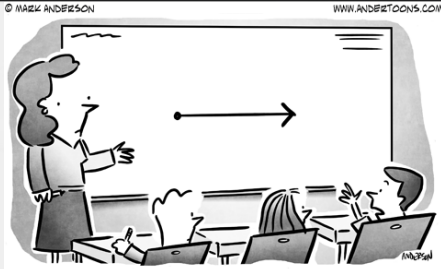
**To Ponder: Does Your Staff Know
These are Public Records?**

- E-mail?
- Text messages?
- Security video?
- Lesson plans?
- Websites?
- Your school's Twitter/Facebook page?
- Your school's all-call messages?

**Questions about what constitutes a
"public record?"**

Text Karen at (402) 499-0547

How Long Do Schools* Have to Retain Records?



"So that goes on forever? Should we warn people in the hallway?!"

Destroy at Will (with no report required)

- Employee "fringe activities"
- Extra copies
- Junk
- "Non-record communications"

The Good News!

- Under the new Schedule 10, schools can scan records to digital format and destroy originals
- (with some exceptions)

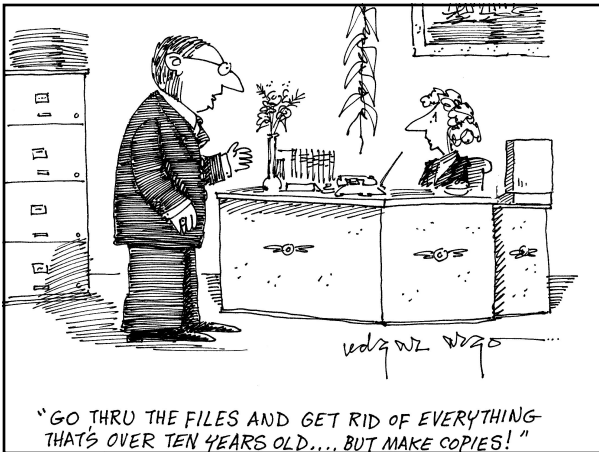
Schedule 10 is Currently *DRAFT*



IT'S THE LATEST GOVERNMENT GUIDANCE ON 'MANAGING PAPERWORK FOR SMALL BUSINESSES'

The Not So Good News!

- All of these destructions need to be documented with a records destruction report
- Sample from Secretary of State's Office



**Destroy at Discretion
(report required when destroyed)**

- Drafts/Working Copies
- Report Cards and Attendance Records
(after transferred to permanent records)

**Retain for 6 Months
(report required when destroyed)**

- Short-term communications
 - "Communications related to work/agency but has no documentary or evidentiary value."
 - "May include generic requests for replies to information, notices including memoranda and other records that do not serve as the basis for official actions or professional interest materials retained for short-term reference."

**Retain for 1 year
(report required when destroyed)**

- Employers Quarterly Report
 - NDOL Unemployment Insurance Division
 - 1 year applies only to reimbursable agencies
- I9 Forms - later of:
 - 1 year after termination
 - 3 years after date of hire
- Press Releases
 - Must contact State Archives before destroying

**Retain for 2 years
(report required when destroyed)**

- Calendars
 - "desk and pocket calendars, appointment books and planners, both paper and electronic, including but not limited to Lotus, Exchange, PDAs and similar devices"
- Garnishments
- Logs
 - Visitors logs
- Public Records requests that you have replied to

**Retain for 2 years
(report required when destroyed)**

- "Medium-term Communications"
 - "Communications related to agency operations and administration of agency programs which are not included in another schedule."
 - "Does not have long-term significance, establish legal rights or have policy implications"

**Retain for 3 years
(report required when destroyed)**

- Audit Reports
- Complaints
- Student Disciplinary Records
 - all disciplinary material **shall** be removed and destroyed after a student's continuous absence from the school for a period of three years." NEB. REV. STAT. 79-2,104
- Subsidiary Student Records
 - "Dispose of all subsidiary student records upon the student's graduation or after the student's 3 year continuous absence from school"

Subsidiary Student Records (examples, not exhaustive)

- | | |
|--|---|
| 1. Results of standardized achievement, aptitude, ability, interest and intelligence tests | 12. Data summary reports |
| 2. Early entrance to Kindergarten | 13. Transcripts of school hearings concerning students (non-disciplinary) |
| 3. Protocols of tests administered to the class or student body as a whole | 14. Student's or student's parents' written consent of release of subsidiary student records |
| 4. Psychological examination reports | 15. Parents' written consent permitting special examination of their child |
| 5. Diagnostic education evaluations | 16. Anecdotal records |
| 6. School social worker's case study reports | 17. Signatures of people who are required to sign for access to subsidiary student records and statement of purpose for such access |
| 7. School Educational Specialists' Report | 18. Extra copies of permanent student records (confidential record) |
| 8. Truancy reports | 19. Limited English Proficient Individual Student data |
| 9. Final reports by non-school special consultants | |
| 10. Correspondence concerning student | |
| 11. Educational, medical and family histories and data particular to individual students | |

Subsidiary Student Records (examples, not exhaustive)

- | | |
|--|---|
| 1. Results of standardized achievement, aptitude, ability, interest and intelligence tests | 12. Data summary reports |
| 2. Early entrance to Kindergarten | 13. Transcripts of school hearings concerning students (non-disciplinary) |
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| 7. School Educational Specialists' Report | 18. Extra copies of permanent student records (confidential record) |
| 8. Truancy reports | 19. Limited English Proficient Individual Student data |
| 9. Final reports by non-school special consultants | |
| 10. Correspondence concerning student | |
| 11. Educational, medical and family histories and data particular to individual students | |

Retain for 4 years (report required when destroyed)

- Applications and other documents related to job openings
- Complaints alleging harassment
- W-4 and W-2

**Retain for 5 years
(report required when destroyed)**

- Most business records*
 - Bank records, audits, accounts payable* and receivable, contracts, etc.
- Building and grounds maintenance
- Contractual Interest Statement Ledger
- Class Rosters
- Documents underlying NDE reports
- Documents related to any purchase using federal funds
- Leave request forms

**Retain for 5 years
(report required when destroyed)**

- Legal advice
- Event-Driven Communications
 - "Communications with open-ended, event-driven retention periods which occur at some future date"
- Fiscal Communications
 - Communications created or received documenting purchases, financial obligations, fiscal revenues, etc."
- Special Education Records

**Subsidiary Student Records
(examples, not exhaustive)**

- | | |
|--|---|
| 1. Results of standardized achievement, aptitude, ability, interest and intelligence tests | 12. Data summary reports |
| 2. Early entrance to Kindergarten | 13. Transcripts of school hearings concerning students (non-disciplinary) |
| 3. Protocols of tests administered to the class or student body as a whole | 14. Student's or student's parents' written consent of release of subsidiary student records |
| 4. Psychological examination reports | 15. Parents' written consent permitting special examination of their child |
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| 7. School Educational Specialists' Report | 18. Extra copies of permanent student records (confidential record) |
| 8. Truancy reports | 19. Limited English Proficient Individual Student data |
| 9. Final reports by non-school special consultants | |
| 10. Correspondence concerning student | |
| 11. Educational, medical and family histories and data particular to individual students | |

**Retain for 6 years
(report required when destroyed)**

- 1099s
- Policy Manuals

**Retain for 8 years
(report required when destroyed)**

- Long-Term Communications
 - "Communications containing information related to the mission of the agency i.e. documents major transactions, establishes or implements policy, establishes legal rights or responsibilities, or has other long-term ramifications to the operation of the agency"
 - Elected officials: subject to review by State Archives for possible accession

**Retain for 10 years
(report required when destroyed)**

- Bonds (treasurer, etc.)
- Employee's insurance file
- Public records requests that you've denied
- Report of records destruction

**Retain for 50 years
(report required when destroyed)**

- Personnel file (after termination)
 - Any staff member who qualifies for NPERS
 - Non-NPERS staff retain for 10 years after termination of employment

**Retain for 75 years
(report required when destroyed)**

- Payroll

**Retain Permanently
(report required when destroyed)**

- Directory Information
- Meeting Minutes, Agendas and Materials
 - Must be kept in original form, even if scanned
- Permanent student records
 - May be scanned after graduation or 3 years' continuous absence
- Teacher evaluation policies
- Yearbooks
 - Must transfer one copy to state historical society librarian

Questions about retention of records?

Text Karen at (402) 499-0547

How to Respond to Requests to Review Records



"First, we deny any wrongdoing. Then we'll want to play up any rightdoing."

Examples of Requests



SmartProcure

Obligation to Produce Public Records

- Neb. Rev. Stat. §84-712 et seq
 - Broadly interpreted
 - All public records and documents unless exception specifically exists
 - Proceedings for failure to comply are given priority in court
 - Denial must be in writing and contain certain required disclosures
 - Fees may be charged under certain circumstances
 - Timeline for reply

Denial

- If you deny a public record request, you must reply within four business days, and the denial must include:
 - A description of the contents of the records withheld and a statement of the specific reasons for the denial
 - The name of the public official or employee responsible for the decision to deny the request; and
 - Notification to the requester of any administrative or judicial right of review

Production

- If you grant a public record request, your reply must be made within four business days, and must include:
 - Access to or, if copying equipment is reasonably available, copies of the public record, or

Production

▪If the entire request cannot be fulfilled within four business days due to difficulty or extensiveness of the request, a written explanation, including the earliest practicable date for fulfilling the request, an estimate of the expected cost of any copies, and an opportunity for the requester to modify or prioritize the items within the request

Production

▪If the entire request cannot be fulfilled within four business days due to difficulty or extensiveness of the request, a written explanation, including the earliest practicable date for fulfilling the request, an estimate of the expected cost of any copies, and an opportunity for the requester to modify or prioritize the items within the request.

Production

▪If the entire request cannot be fulfilled within four business days due to difficulty or extensiveness of the request, a written explanation, including the earliest practicable date for fulfilling the request, an estimate of the expected cost of any copies, and an opportunity for the requester to modify or prioritize the items within the request.

Production

- If the entire request cannot be fulfilled within four business days due to difficulty or extensiveness of the request, a written explanation, including the earliest practicable date for fulfilling the request, an estimate of the expected cost of any copies, and an opportunity for the requester to modify or prioritize the items within the request

Production

- If you don't receive a response to your reply within ten business days you do not have to fulfill the request
- Business days exclude weekends and any day the offices of the custodian of the records is closed

Production

- 84-712(3)(a)
 - "This section shall not be construed to require a custodian to copy any public record that is available to the requester on the custodian's web site on the Internet."
 - Must inform requester of location of requested documents
 - May still have to produce if requester does not have internet access

Public Records

- A few quick points:
 - You do not need to create documents to respond to records requests
 - Groups like SmartProcure will ask for records repeatedly, so keep track of the time you spend
 - Data in its original form and then digitized remains a public record if the original was a public record—think time cards, PPACA reports, etc.

Fees for Production



"Tom, come quick! Kinney in accounting has come up with a way to put a price on happiness!"

Fees for Production

- NEB. REV. STAT. §84-712(3)
 - Shall not exceed actual cost of production
 - Reasonably calculated additional actual added cost
 - For computer records, can include programming or IT services
 - Labor that exceeds four cumulative hours of searching, identifying, physically redacting, or copying
 - The fee for records shall not include any charge for the services of an attorney to review the requested public records seeking a legal basis to withhold the public records from the public

Fees for Production

- NEB. REV. STAT. §84-712(3)
 - If estimated fees exceed \$50, district may require a deposit prior to fulfilling the request
 - If the district uses a vendor to create an online portal, a reasonable fee schedule for access to the portal must be created and approved by the State Records Board

Exceptions

- NEB. REV. STAT. §84-712.05
 - Student records
 - Medical records
 - Trade secrets
 - Attorney/client work
 - Law enforcement investigations (need clarification)
 - Appraisals and negotiations of real estate
 - Personal information of personnel other than salaries and routine directory information

Exceptions

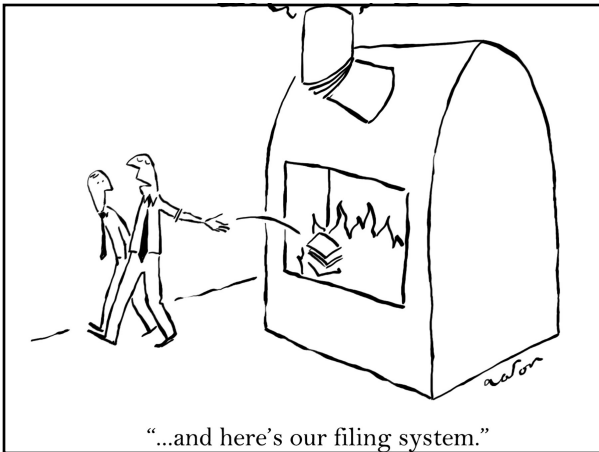
- NEB. REV. STAT. §84-712.05
 - Security information and standards
 - Job application materials (non-finalists)
 - SSN, financial account numbers

Questions about retention of records?

Text Karen at (402) 499-0547

A couple of last words:

- Provide training on and follow your record retention policies
 - All staff
 - Board members
- Review your routine e-mail deletion protocols
- Keep logs of deletions of any records
- Consider a policy addressing social media
- Put in a "if in doubt" provision applicable to all staff



Time for Records in Record Time!


KSB SCHOOL LAW

Karen Haase • Bobby Truhe

(402) 804-8000

ksb@ksbschoollaw.com

 /KSBSchoollaw

 @karenaase • @btruhe

RECORDS DISPOSITION REPORT

| |
|--------------|
| AGENCY |
| DIVISION |
| SUB-DIVISION |

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

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.



NEBRASKA SECRETARY OF STATE RECORDS DISPOSITION REPORT

Send to: Records Management Division
440 S. 8th Street, Suite 210
Lincoln, NE 68508-2294 402-471-2559
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.

| | |
|---|-------------------------|
| 1. AGENCY & DIVISION <i>City of Lincoln - Urban Development</i> | |
| 2. SCHEDULE NUMBER(S) ONLY- AGENCY SPECIFIC SCHEDULE OR GENERAL RECORDS SCHEDULE <i>99-1-48</i> | |
| 3. RECORD MEDIUM PAPER <input checked="" type="checkbox"/> ELECTRONIC <input type="checkbox"/> OTHER <input type="checkbox"/> _____ | |
| 4. FINAL DISPOSITION METHOD <i>Recycled</i> | |
| 5. VOLUME OR FILE SIZE OF RECORDS DISPOSED <i>3 Cubic Feet</i> | |
| 6. OPTIONAL DETAILS FOR ELECTRONIC AND PAPER RECORDS (list whatever level of detail you will want to keep for future use to document what specifically you deleted/destroyed): <i>FY 2012-2013 Daily Parking Receipt Reconciliations</i> | |
| 7. SIGNATURE PRINTED NAME _____ | DATE <i>12/19/17</i> |
| SIGNATURE _____ | |

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.

Schedule 24

LOCAL AGENCIES

GENERAL RECORDS

January 5, 2015

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

24

AGENCY, BOARD OR COMMISSION

LOCAL AGENCIES

DIVISION, BUREAU OR OTHER UNIT

GENERAL RECORDS

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

Supersedes Edition of February 12, 2013

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

Catherine A. Dvorak

TITLE

Deputy Secretary of State for Records Management

DATE

January 5, 2015

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

Gayle Koutney

DATE

1/5/2015

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

Deann Haffner

DATE

1/5/15

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. Gale

DATE

1/5/15

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. The Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying this schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is 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 24
LOCAL AGENCIES
GENERAL RECORDS
January 5, 2015**

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

Supersedes Edition of February 12, 2013

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---------------------|---|---|--------------------|
| 24-1 | 1099 FORMS | Forms sent to entities where charges for services exceed \$600. Information included vendor FTIN and payments. | 6 years | |
| 24-2 | ACCOUNTS PAYABLE | Any supporting document received or generated by the agency that provides support for payments made to vendors for goods and services, employee for reimbursement of expenses and any other situation where a warrant or electronic payment is issued. May include, but not limited to: invoices, reports, disbursement documents, purchase orders, packing slips, requisitions, employee expense reimbursement forms, etc. | 5 years or maximum of 10 years if no audit has been performed | |
| 24-3 | ACCOUNTS RECEIVABLE | Any supporting record received or generated by an agency for billing state or non-state agencies or institutions for supplies, services, or repairs provided by an agency. May include, but not limited to: invoices, reports, etc. | 5 years or maximum of 10 years if no audit has been performed | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|--|---|---|
| 24-4 | APPLICATIONS AND OTHER SUPPLEMENTAL MATERIAL USED TO HIRE AND NOT HIRE PERSONS | May include internal job postings, application, resumes, structured interview questions, supplemental questionnaires, background checks, screening or scoring devices and any other material used in the hiring process or in the failure or refusal to hire any person. An Interstate Identification Index (III) name based background check may be done at a local law enforcement level and does not require the use of fingerprints. | HIRED: APPLICATION, RESUME, COVER AND LETTER: Transfer to EMPLOYMENT HISTORY FILE, item 24-41 SCREENING/SCORING RECORDS: 4 years after date of personnel action to which record relates NOT HIRED-ALL RECORDS: 4 years after date of personnel action to which record relates FINGERPRINT CARDS/TRIPLE III BACKGROUND CHECKS: See FBI FINGERPRINT CARDS AND BACKGROUND CHECK FOR APPLICANTS REQUIRED BY STATE AGENCIES, item 24-94 | <ul style="list-style-type: none"> • Complaints under ADEA (American Disability Employment Act) may be filed for a period up to 4 years after a personnel action is made • 29 CFR 1602.14 |
| 24-5 | AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING | Unless specifically prohibited under a separate record series listing, records may be destroyed immediately after microfilming, provided that the following provisions are met before disposal of such records: 1. The micrographics project shall be registered with the State Records Administrator. 2. All micrographics recording shall be done in accordance with State Records Administrator's Rule. 3. A sample of the micrographics system shall have been inspected and approved by the State Records Administrator before such document disposal. | | <ul style="list-style-type: none"> • 430 NAC Ch. 7, § 001.04 • No RECORDS DISPOSITION REPORT (RMD 03006B) is required |
| 24-6 | AUTHORITY FOR DISPOSAL OF RECORDS FOLLOWING A DURABLE MEDIUM PROCESS CONVERSION | Unless specifically prohibited under a separate record series listing OR state and federal laws and regulations, records converted to an alternative medium may be destroyed immediately after conversion, provided the agency has determined the alternative process and chosen medium complies with the Durable Medium Definition, and as long as the converted records continue to follow the stated retention periods. | | <ul style="list-style-type: none"> • 430 NAC Ch. 1, § 001.18 • No RECORDS DISPOSITION REPORT (RMA 03006B) is required |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|--|--|---|
| 24-7 | BANK RECORDS | Records used to maintain and balance banking accounts. Records may include but are not limited to: bank statements, cancelled checks and stubs, check registers, deposit slips, registered warrants, warrants and warrant register. | 5 years or maximum of 10 years if no audit has been performed | |
| 24-8 | BIDS/EQUIPMENT AND SUPPLY PROCUREMENT RECORDS | May include specifications, affidavits of publication of calls for bids, accepted and rejected bids, purchase orders and correspondence relating to the acquisition of supplies and equipment for agency use. | REJECTED: 5 years ACCEPTED BIDS AND RELATED INFORMATION: 5 years after fulfillment of contract | CONSTRUCTION BIDS: See BUILDING CONSTRUCTION CONTRACTS AND RECORDS, item 24-12 |
| 24-9 | BONDS (FOR OFFICIALS) | | 10 years after release, replacement, or expiration of the bond | |
| 24-10 | BONDS AND BOND COUPONS | Revenue bonds as returned by the county clerk to a political subdivision when complete issue has been satisfied and statutory compliance has been met. | Verification of complete redemption of issue | Neb. Rev. Stat. §10-209 |
| 24-11 | BUDGET REQUEST | The actual budget request and all related material used in preparing the budget. | 3 years | |
| 24-12 | BUILDING AND LAND IMPROVEMENT PROJECT PLANS AND SPECIFICATIONS (FORMERLY BUILDING CONSTRUCTION AND CONTRACTS AND RECORDS) | Includes project plans and specifications of building and land operated and maintained by local government entities. Records may include, but are not limited to: plans, specifications, blueprints, drawings & renderings, major remodeling and upgrades to buildings, construction contracts and records, photographs (including digital photos), slides, filmstrips, email and other forms of correspondence. | ACCEPTED: MICROFILMED: Dispose of after microfilming NOT MICROFILMED: 5 years after building/improvement demolition OR sale date (whichever is sooner), subject to review by the State Archives for possible accession SECURITY MICROFILM: Transfer to State Archives MICROFILM WORK COPY: 5 years after building/improvement demolition OR sale date (whichever is sooner) REJECTED: 5 years | •Neb. Rev. Stat. §72-808 •Neb. Rev. Stat. §72-810 (Historic structure notification and alterations) •Neb. Rev. Stat. §72-814 & §72-815 •Contact the State Archives to negotiate transfer |
| 24-13 | BUILDING GROUNDS AND MAINTENANCE | All grounds keeping activities, including but not limited to assignments, work responsibilities, checklists, inspections, reports and other related documents. | 5 years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|--|--|---|
| 24-14 | BUILDING MAINTENANCE RECORDS | All maintenance, repairs and remodels to buildings owned or leased by the local government entity. Used to verify repairs were made. May include, but not limited to: location, work completed, materials used, personnel completing work, authorization, dates and related information. | NON-HISTORIC: 5 years HISTORIC: 5 years; subject to review by the State Archives for possible accession | •Neb. Rev. Stat. §72.809 Historic structure shall mean any building significant in American History or Architecture on a local, state or national level •Contact State Archives to negotiate transfer |
| 24-15 | BUILDING PLANS AND SPECIFICATIONS | | | See BUILDING AND LAND IMPROVEMENT PROJECT PLANS AND SPECIFICATIONS (FORMERLY BUILDING CONSTRUCTION AND CONTRACTS AND RECORDS), item 24-12 |
| 24-16 | CALENDARS | Desk and pocket calendars, appointment books, and planners, both paper and electronic, including but not limited to Lotus, Exchange, PDAs and similar devices. | 2 years | |
| 24-17 | CASH REGISTER RECORDS | Documents received and created related to an Agency's cash register. Records may include, but are not limited to coupons, cash register tape, charge slips, void slips and credit card receipts. | 5 years | |
| 24-18 | CASH/FEE BOOKS | Accounting of cash paid and fees collected. May include name of party involved in the transaction, date of payment, amount, and reason for payment. | ORIGINAL RECORD: 5 years or maximum of 10 years if no audit has been performed EXCEPTION: If books are used as an index to microfilm: Permanent, or microfilm and destroy originals pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to the State Archives MICROFILM WORK COPY: Permanent | Record may be computer generated |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|--|--|--|
| 24-19 | CITIZENSHIP ATTESTATION FORM | Attestation form used by applicants/recipients of public benefits, public contractors and public employees for verification of lawful presence and eligibility status of U.S. citizens or qualified aliens. | Retain and dispose of with appropriate record series to which they pertain | <ul style="list-style-type: none"> •EMPLOYMENT: See INS FORM I-9 AND EMPLOYMENT ELIGIBILITY VERIFICATION FORM, item 24-52 •CONTRACTS: See CONTRACTS AND AGREEMENTS, item 24-31 •Neb. Rev. Stat. §4-111 (R.R.Supp. 2009) |
| 24-20 | CLAIMS AND REGISTERS | Claims against the agency by vendors for goods or services rendered. | 5 years or maximum of 10 years if no audit has been performed | |
| 24-21 | COMMUNICATIONS - PUBLIC RECORD REQUESTS | Requests received by agencies for access to or copies of records maintained by them under the public records statutes. May include, but not limited to: responses and/or correspondence and related documentation, copy of information released and billing documentation. | COMPLETED: 2 years after request is completed or when no longer of administrative value (whichever is later) DENIALS: 10 years | •Neb. Rev. Stat §84-712 through §84-712.09 |
| 24-90 | COMMUNICATIONS - PUBLIC RECORD REQUESTS-ROUTINE | Routine requests for information which require no administrative action, policy decision, or special compilation or research. | 6 months after request is completed | NOTE: Excludes formal requests filed under the NE Public Records Statutes |
| 24-22 | COMMUNICATIONS, EVENT-DRIVEN | Communication with open ended, event-driven retention periods which occur at some future date. | MAYORS, COUNTY ELECTED OFFICIAL: State Archives after 5 years OTHER AGENCY HEADS, OTHER ELECTED OFFICIALS, CEO'S: 5 years; subject to review by the State Archives for possible accession COUNCIL & BOARD MEMBERS, CITY & VILLAGE CLERKS, ETC: 5 years ALL OTHER LOCAL EMPLOYEES: 5 years | Contact State Archives to negotiate transfer |
| 24-23 | COMMUNICATIONS, FISCAL | Communications created or received documenting purchases, financial obligations, fiscal revenues, etc. which are not included in your agency specific schedules. | 5 years or maximum of 10 years if no audit has been performed | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|---|--|--|
| 24-24 | COMMUNICATIONS, LONG-TERM | Communications containing information related to the mission of the agency, i.e., documents major transactions, establishes or implements policy, establishes legal rights or responsibilities, or has other long-term ramifications to the operation of the agency. | MAYORS, COUNTY ELECTED OFFICIAL: State Archives after 8 years OTHER AGENCY HEADS, OTHER ELECTED OFFICIALS, CEO'S: 8 years; subject to review by the State Archives for possible accession COUNCIL & BOARD MEMBERS, CITY & VILLAGE CLERKS, ETC: 8 years ALL OTHER LOCAL EMPLOYEES: 8 years | Contact State Archives to negotiate transfer |
| 24-25 | COMMUNICATIONS, MEDIUM-TERM | Communications related to agency operations and administration of agency programs, which are not included in another agency specific schedule. Does not have long-term significance, establish legal rights, or contain policy implications. May include, but not limited to: routine public communication, interoffice or interdepartmental communications related to work activities, request for replies to information and communication related to reports and research. | MAYORS, COUNTY ELECTED OFFICIAL: 2 years; subject to review by State Archives for possible accession ALL OTHERS: 2 years | |
| 24-26 | COMMUNICATIONS, NONRECORD | Communications not related to state government transactions or activities and are not included in another agency specific schedule. | No retention required | Also see NONRECORD MATERIAL, item 24-60 |
| 24-27 | COMMUNICATIONS, SHORT-TERM | Communications related to work/agency but has no documentary or evidentiary value. May include but not limited to: generic request for replies to information, notices including memoranda and other records that do not serve as the basis of official actions or professional interest materials retained for short-term reference. | 6 months | |
| 24-28 | EMPLOYMENT INVESTIGATION RECORD (FORMERLY COMPLAINT FILE) | Complaints filed by employees or by persons concerning the decisions or actions of a specific state agency regarding employment. Examples include unfair or discriminatory employment practices lawsuits. | DISCIPLINARY RECORDS RELATED TO WORKPLACE HARASSMENT: 4 years according to current labor contracts COMPLAINTS (NO ACTION): 3 years COMPLAINTS (RESULTING IN ACTION): 3 years after action and appeals are complete and final | 29 CFR 1602.14 |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---------------------------------------|--|--|--|
| 24-29 | COMPUTER DATA ENTRY FORMS | Form used to enter information into electronic storage media. | Immediately after information verified | |
| 24-30 | COMPUTER ERROR LISTING | Computer reports indicating errors in inputs, processing or output. | Immediately after error correction | |
| 24-31 | CONTRACTS AND AGREEMENTS | Contracts, leases and agreements that may include general obligation, land lease, utilities, consultants, services, software, IT systems and construction <i>except buildings</i> . Documents may include specifications, requests for proposals or information (RFP/RFI), affidavits of publication for calls for bids, accepted and rejected bids, contracts, letters of agreements, purchase orders, inspection reports, performance bonds and correspondence. | ACCEPTED: 5 years after completion, fulfillment, or voiding of contract; subject to review by the State Archives for possible accession REJECTED: 5 years | <ul style="list-style-type: none"> •BUILDINGS: See BUILDING CONSTRUCTION CONTRACTS AND RECORDS, item 24-12 •NOTE: Agreement and contracts may have language/conditions included in award that allows for alternative disposition. •Neb. Rev. Stat. §25-205 •Contact State Archives to negotiate transfer |
| 24-32 | CONTRACTUAL INTEREST STATEMENT LEDGER | Ledger of contractual interest statements made by certain officers disclosing an interest in a contract with the officer's governing body. Includes names of the contracting parties, nature of the interest of the officer in question, date that the contract was approved by the governing body, amount of the contract and the basic terms of the contract. | 5 years after interested officer's last day in office | NE Political Accountability and Disclosure Act, Section 49-14, 103.02, R.R.S. 1943 |
| 24-33 | DAILY BALANCE RECORDS | Records of daily receipts and disbursements including balances of cash on hand, disbursements for various funds, bank deposits, and daily account balances. | 5 years or maximum of 10 years if no audit has been performed | |
| 24-34 | DIRECTIVES | Document used to issue official orders or policy for local government. | State Archives after no longer pertinent to the operations of the agency | Contact State Archives to negotiate transfer |
| 24-35 | EMPLOYEE DIRECT DEPOSIT AGREEMENT | Form signed by an employee to authorize or cancel direct deposit of the employees net pay into his/her checking or savings account. | After superseded or 4 years after termination of employment (whichever is sooner) | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|--|---|--|
| 24-36 | EMPLOYEE PAYROLL DEDUCTION INFORMATION | Records may include, but are not limited to, deduction forms, vendor reports of employees contributions to charity campaigns and benefit plans. | DEFERRED COMPENSATION: Transfer form to EMPLOYMENT HISTORY FILE, item 24-41, upon separation/termination of employment ALL OTHERS: 5 years after superseded or obsolete | |
| 24-37 | EMPLOYEE INSURANCE FILE | | 10 years | Keep separate from EMPLOYMENT HISTORY FILE, item 24-41 |
| 24-38 | EMPLOYEES WITHHOLDING EXEMPTION CERTIFICATE (W-4 FORM) | Copy of W-4 forms retained by the agency. | 4 years after superseded or termination (whichever is sooner) | |
| 24-39 | EMPLOYERS QUARTERLY REPORT | Statistical report of employee's wages during a calendar quarter which is sent to the Nebraska Department of Labor Unemployment Insurance Division. Report includes contribution report and wage schedule. | CONTRIBUTORY AGENCY REPORTS: 5 years REIMBURSABLE AGENCY REPORTS: 1 year | |
| 24-40 | EMPLOYERS QUARTERLY TAX STATEMENT | | 5 years or maximum of 10 years if no audit has been performed | |
| 24-41 | EMPLOYMENT HISTORY FILE | May include application for employment, employment contract, performance reports, notices of promotion or demotion, commendations or reprimands, termination of employment, etc. <i>The defined benefit retirement plans include the Judges, School Employees and Douglas County Retirement Plans, while the defined Contribution Retirement Plans include the County Employees Retirement Plan administered by the Nebraska Public Employees Retirement System, Lancaster County and City of Lincoln Retirement Plan.</i> | EMPLOYEES IN A DEFINED BENEFIT PLAN: 50 years after termination EMPLOYEES IN A DEFINED CONTRIBUTION RETIREMENT PLAN: 10 years after termination FOR OTHER PLANS: Contact plan administrator for determination EMPLOYEES NOT IN A RETIREMENT PLAN: 10 years after termination | •NOTE: Retention for Employment History Files depends on the type of retirement plan the employee is in, if any, because verification and retention requirements are different |
| 24-42 | ENCUMBRANCE RECORDS | All records related to encumbrance of funds for future expenditures. | 5 years or maximum of 10 years if no audit has been performed | |
| 24-43 | EQUIPMENT HISTORY FILE | | 5 years after equipment is surplused or destroyed | |
| 24-44 | EQUIPMENT OPERATING COST RECORDS | | 5 years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|--|--|--|
| 24-45 | EXECUTIVE ORDERS OR MAYOR'S PROCLAMATIONS | | ORIGINAL RECORD: Permanent; records not microfilmed may be transferred to the State Archives when no longer of reference value SECURITY MICROFILM: Transfer to the State Archives OR off-site security storage MICROFILM WORK COPY: Permanent | •Microfilm for security annually •Record may <u>NOT</u> be destroyed after microfilming •Contact State Archives to negotiate transfer; SA will only accept one format |
| 24-46 | EXTENSION OF EMPLOYMENT RECORDS | Authorizations for one year extension of employment beyond the normal age of retirement. | File with EMPLOYMENT HISTORY FILE, item 24-41 | |
| 24-47 | FAX (FACSIMILE) TRANSMISSIONS | Facsimile transmissions sent or received. | Retain and dispose of with appropriate record series to which they pertain | |
| 24-94 | FBI FINGERPRINT AND BACKGROUND CHECK FOR APPLICANTS REQUIRED BY STATE AGENCIES | Fingerprint cards used by agencies to request Criminal History Reports and Information through the Nebraska State Patrol (NSP) in the National Automated Fingerprint Identification System (AFIS). The reports are disseminated by the NSP to the requesting agency. | FBI FINGERPRINT CARD: PRIOR TO 9/1/2013: Cards returned to agencies; shredded by agencies when application process completed AFTER 9/1/2013: Transfer to Nebraska State Patrol; destroyed by NSP when final dissemination report issued to agency (See CRIMINAL IDENTIFICATION-FINGERPRINT BACKGROUND CHECK FILE FOR APPLICANTS REQUIRED BY OTHER AGENCIES, Item 6-12-7) CRIMINAL HISTORY REPORT: Dispose of after all appeals and there is no unfinished matter pending; shred record | •Note: No third party, company or contractor should ever receive the dissemination reports •FBI (Federal Bureau of Investigation) CHRI (Criminal History Report & Information) Manual |
| 24-48 | FIRST REPORT OF ALLEGED ACCIDENT OR OCCUPATIONAL DISEASE OR FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS | | MEDICAL EXAMINATIONS AND REPORTS OF EMPLOYEE EXPOSURES TO TOXIC SUBSTANCES OR BLOOD BORNE PATHOGENS: 30 years after separation/termination of employment OCCUPATIONAL AND ILLNESS RECORDS: 5 years after case is closed COMPLAINT OR CHARGE FILED AFTER RECORDS RETENTION PERIOD: 5 years after all actions are complete | |
| 24-49 | GARNISHMENTS | Court orders calling for the employer to testify on the salary of employees for the purpose of withholding a percentage of their salaries for the payment of personal debts. | 2 years after settlement of debts or termination of employment (whichever is sooner) | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|--|--|--|
| 24-50 | GRANTS | Records that document the application, evaluation, award, administration, monitoring and status of grants which may come from federal or state governments or foundations and other private funding sources. May include but not limited to: applications, proposals, activities, budgets, award notification, grant evaluations, reports, project plans, expenditure reports, related correspondence and documentation. | AWARDED: 5 years after final expenditure report date of submission or as required by grant or program (whichever is later) SUPERFUND: 10 years after final expenditure report date of submission or as required by grant or program (whichever is later) NON-AWARDED: When no longer of reference value | <ul style="list-style-type: none"> •24 CFR §84.85(c) (2) •40 CFR §30.53(b) •40 CFR §31.42 •40 CFR §35-6705 |
| 24-51 | GRIEVANCE RECORDS | Reports submitted by employees of an alleged grievance. | 3 years after actions and appeals are complete OR when no longer of reference value (whichever is later) | |
| 24-52 | INS FORM I-9 AND EMPLOYMENT ELIGIBILITY VERIFICATION FORM (E-VERIFY) | Original form (<i>not a copy</i>) signed by employees and employers attesting to employment eligibility and verification. | After employee termination, dispose of 3 years after date of hire OR 1 year after date employment ended (whichever is later) | <ul style="list-style-type: none"> •Immigration Reform & Control Act 8 U.S.C. §1101 •Original I-9's must be kept on file for all employees hired after November 6, 1986 •Forms should be kept separate from Employment History File |
| 24-53 | INSURANCE POLICIES | Liability, theft, fire, accident, and other policies for agency property and personnel. | 5 years after lapse of the policy OR when all claims have been settled (whichever is later) | |
| 24-54 | INVENTORY RECORDS | Records of various inventories taken; including equipment inventory, supply inventory and copies of the personal property inventory statement. | 5 years | Neb. Rev. Stat. §23-347 R.R.S. 1943 |
| 24-55 | LEGAL OPINIONS AND ADVICE | | 5 years or when no longer pertinent to the operation of the agency (whichever is later) | |
| 24-56 | LOGBOOKS AND OTHER LOGS | Logbooks are maintained in a variety of formats and can also be used to document registration of visitors, non-agency personnel, etc. Information may include but is not limited to sender/name, subject matter/reason, date(s), time(s), etc. | SECURITY AND LAW ENFORCEMENT: 5 years ALL OTHERS: 2 years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|---|--|--|
| 24-57 | MEETING MINUTES AND MATERIALS | Official minutes, agenda and other information that may include, but are not limited to: presentation and supplemental meeting materials. | OPEN MEETING ACT DEFINED GROUPS: Retain permanently, subject to review by the State Archives for possible accession ALL OTHER COPIES: When no longer of reference value SECURITY MICROFILM: Transfer to the State Archives OR off-site security storage* MICROFILM WORK COPY: Permanent DIGITAL/VIDEO/AUDIO RECORDINGS: 1 year after minutes approved OTHER INFORMATION AND HANDOUTS: When no longer of reference value, subject to review by the State Archives for possible accession ALL OTHER MINUTES: When no longer of reference value, subject to review by the State Archives for possible accession | <ul style="list-style-type: none"> •Neb. Rev. Stat. §84-1409 •Neb. Rev. Stat. §84-1413 •Microfilm for security annually •Records may NOT be destroyed after microfilming •Contact State Archives to negotiate transfer; SA will only accept one format* |
| 24-58 | MICROFILM PROJECT REGISTRATION (FORM RMA) | Form used to register microfilm projects with Records Management. | Superseded or 1 year after project is discontinued (whichever is sooner) | |
| 24-59 | MONTHLY FINANCIAL STATEMENTS | | 5 years or maximum of 10 years if no audit has been performed | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---------------------|---|--|--|
| 24-60 | NONRECORD MATERIAL | <p>The following materials are declared to be nonrecord material, regardless of media on which they reside:</p> <ul style="list-style-type: none"> a. Books, periodicals, newspapers, and catalogues acquired and saved as a general reference resource; b. Extra copies of documents saved only for convenience or reference for which no action is recorded or taken (i.e. reading files); c. Identical or convenience copies of reports, memoranda, etc., for which your office was not the originator or the office of record, and which have not been annotated by your office; d. Stocks of publications, reproduced documents, or other printed materials preserved for supply purposes; e. Blank forms; f. Junk mail, spam, tickler files "to-do" and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected; g. Materials received documenting employee fringe activities (carpool locators, employee recreation and welfare activities, blood donors, charitable funds, community notices, holiday and social meetings, etc.). | NONRECORD MATERIAL may be destroyed at any time by the agency | <ul style="list-style-type: none"> •Neb. Rev. Stat. §84-1215 •No RECORDS DISPOSITION REPORT (RMA 03006B) is required |
| 24-91 | ORGANIZATION CHARTS | Documents the organizational structure and serves as a representation of changes within local government over time. May include, but not limited to: date, agency, divisions, branches, sections, names of unit heads and individuals responsible for activities. | Superseded, obsolete or no longer of administrative value (whichever is later); subject to review by the State Archives for possible accession | Contact State Archives to negotiate transfer |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|------------------------------|--|---|--|
| 24-61 | PAYROLL OR PAYMENT RECORDS | May include, but is not limited to payroll deduction register, payroll register, pre-payroll register, and payroll year-to-date register. Master Payroll List contains: pay periods, names of employee, social security number, gross salary, withholding and other deductions, pension payments and net salary. | MASTER PAYROLL LIST, ORIGINAL RECORD: 75 years OR microfilm and destroy originals pursuant to AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING, item 24-5 SECURITY MICROFILM: Transfer to off-site security storage; 75 years MICROFILM WORK COPY: 75 years OTHER PAYROLL RECORDS: 5 years or maximum of 10 years if no audit has been performed | |
| 24-62 | PER DIEM COST, MONTHLY | | 5 years or maximum of 10 years if no audit has been performed | |
| 24-92 | POLICY AND PROCEDURE MANUALS | Policy and procedures manuals created by local government to govern the behavior of their employees and procedures related to job tasks or database systems. May include, but not limited to: internal personnel policies (dress codes, employee conduct) and department procedures on answering phones, reporting maintenance problems and employee absences. | 6 years after superseded | Also see DIRECTIVES, item 24-34 OR EXECUTIVE ORDERS OR MAYOR'S PROCLAMATIONS, item 24-45 |
| 24-63 | POSTAGE METER RECORDS | Includes registered mail receipts. | 5 years or maximum of 10 years if no audit has been performed | |
| 24-64 | PRESS RELEASES | Prepared material for dissemination to the news media. | 1 year, subject to review by the State Archives for possible accession | Contact State Archives to negotiate transfer |
| 24-65 | PUBLIC NOTICES | Records documenting compliance with laws requiring public notice of governmental activities. May include, but not limited to: public or legal notices, proof (affidavits) of publication, notice of public hearings, meetings, solicitation of bids, auctions, delinquent taxes etc. | 5 years | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|--|---|---|--|
| 24-66 | PUBLICATION AND PUBLICATION FILES | Records for publication may include background material, copy (drafts), original art work, photo negatives, prints, flats, and final publications in any format including, but not limited to, video, audio, electronic, and Internet based publications. Copies of state publications in any format. State publications are maintained, indexed and made available for lending through the Publications Clearinghouse. | ORIGINAL ART WORK: When no longer of reference value; subject to review by the State Archives for possible accession FINAL PUBLICATIONS: Deposit 4 copies with the NE Publication Clearinghouse ELECTRONIC PUBLICATIONS: Notify State Documents Librarian before removal from agency internet sites ALL OTHER DOCUMENTS: When no longer of reference value | •Neb. Rev. Stat. §51-411 to 51-418 •Contact State Archives to negotiate transfer |
| 24-67 | REPORTS AND STUDIES | Monthly, special and other STUDIES AND REPORTS of agencies, officials, committees, or consultants which are not listed separately. | FINAL REPORT: When no longer of administrative value; subject to review by the State Archives for possible accession OTHER COPIES: When no longer of reference value | •RAW DATA: See WORKING PAPERS, item 24-89 •Contact State Archives to negotiate transfer |
| 24-68 | REPORTS-ANNUAL | Annual report of any local agency or official. | 5 years, subject to review by the State Archives for possible accession | Contact State Archives to negotiate transfer |
| 24-69 | REPORTS-AUDIT | Annual and special audits of all agencies. | 3 years | |
| 24-70 | REPORTS-INVESTMENT | Reports of investments of funds. | 10 years | |
| 24-71 | REPORTS-RECORDS DISPOSITION (FORM RMA 03006D) | Agency copy of "Records Disposition Report" used for the disposition of records based upon an approved records retention schedule. | 10 years | Neb. Rev. Stat. §84-1212.02 |
| 24-72 | REPORTS-WORKER'S COMPENSATION | | | See FIRST REPORT OF ALLEGED ACCIDENT OR OCCUPATIONAL DISEASE OR FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS, item 24-48 |
| 24-73 | REVENUE SHARING RECORDS | May include: public notices, waivers, records of bank accounts, expenditure records and reports, studies and reports, construction or other project reports and reviews, payroll forms, Affirmative Action or Equal Opportunity correspondence, requests for determination and determinations of compliance, trust fund records, vouchers, ledgers, financial statements, audit reports and checklists. | 5 years or maximum of 10 years if no audit has been performed | |
| 24-74 | SAVINGS ACCOUNT BOOKS | | 5 years or maximum of 10 years if no audit has been performed | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|---|--|--|---------------------------|
| 24-75 | SAVINGS BOND DEDUCTION LIST | | 5 years or maximum of 10 years if no audit has been performed | |
| 24-76 | SOCIAL NETWORKING SITES | | | See WEB SITES, item 24-87 |
| 24-77 | SOCIAL SECURITY RECORDS | Including employer's copies of W-2 forms. | 4 years after due date of taxes for the period involved, or 4 years after such taxes are paid (whichever is later) | |
| 24-78 | STATE/COUNTY TREASURERS DEPOSITS/RECEIPTS | Records received or created by Agencies for funds deposited with the State or County Treasurer's office. | 5 years or maximum of 10 years if no audit has been performed | |
| 24-79 | STATEMENT OF ACCOUNTS | | 5 years or maximum of 10 years if no audit has been performed | |
| 24-80 | SURVEY OF GOVERNMENT EMPLOYMENT | Voluntary survey form sent to government agencies by the Federal Census Bureau which is used to conduct a yearly census of governments. Agencies retain a copy of the completed form which contains information regarding employment and pay, labor-management relations and costs for selected employee benefits. | 1 year after form is submitted | |
| 24-93 | SURVEYS - OTHER | Method used for collection of information, data and/or opinions. | When no longer of reference value | |
| 24-81 | TELEPHONE CALL FORM | Form indicates to whom and when telephone calls are made. | 5 years | |
| 24-82 | TIME CARDS AND TIME SHEETS | | 5 years or maximum of 10 years if no audit has been performed | |
| 24-83 | TIME OFF REQUESTS | Any form used to request time off for vacation, illness, civil leave, or any other reason. | 5 years or maximum of 10 years if no audit has been performed | |
| 24-84 | VALIDATING TAPES | Paper tapes from validating machine which numbers, stamps, and validates receipts. | 5 years or maximum of 10 years if no audit has been performed | |
| 24-85 | VENDOR DIRECTORY | Information on vendors used for purchases, services, etc. Record may include Federal Taxpayer Identification Number (FIN), vendor name and address. | Superseded | |
| 24-86 | VOUCHERS/ VOUCHER REGISTER | | 5 years or maximum of 10 years if no audit has been performed | |

| ITEM NUMBER | RECORD TITLE | DESCRIPTION/EXAMPLES | RETENTION | REFERENCE/COMMENTS |
|-------------|----------------|---|--|--|
| 24-87 | WEB SITES | Internet web sites established and maintained by local agencies including posts to social networking web sites such as blogs, wikis, Face book, Twitter, etc. | | •Follow stated retention and disposition requirements already in place in Schedule 24 or agency specific schedules |
| 24-88 | WORK ORDERS | | 5 years or maximum of 10 years if no audit has been performed | |
| 24-89 | WORKING PAPERS | Raw data, research materials and drafts used when creating reports, studies, etc. | COMPLETED: completion of final report, study, etc. NOT COMPLETED: When no longer of reference value | |

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 |
|------|-----------|

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 |

The Secretary of State as State Records Administrator, through Rule and Regulation adoption authority, developed the following definition of Durable Medium, which is found at 430 NAC Ch. 1, § 001.18, effective October 31, 2009.

Durable Medium Definition

Durable medium shall be any information storage medium that is created by a durable process.

A process shall be the combination of hardware, software, storage media, techniques and procedures used to manage, create, store, retrieve, and delete information belonging to the custodian agency.

A process shall be a durable process if it meets all of the following criteria:

- (1) The process is capable of creating and storing information for the required records retention period as specified by the Records Retention and Disposition Schedules approved by the State Records Administrator and the State Archivist;
- (2) The process can be migrated to a successor process when necessary and will retain all information available in the original process after migration to the successor process;
- (3) The process maintains the integrity of information in a readily accessible manner, makes it retrievable, makes it processable through an established usual or routine set of procedures using available hardware and software, and makes it accurately reproducible in a human-readable form as determined by the needs of the custodian agency;
- (4) The process provides for disaster recovery backups, which are periodically, depending on a retention schedule, verified for restorability and readability, and can be stored in a separate geographical location from the original information.
- (5) The process is demonstrated to create and maintain information for the retention period as specified, in an accurate, reliable, trustworthy, dependable and incorruptible manner.
- (6) The process allows the removal of information when it reaches the end of its required retention period.
- (7) The process is documented so as to demonstrate to a reasonable person compliance with these criteria.

Written Best Practices and Procedures may be developed as voluntary guidelines for use by any agency in furtherance of implementation of the above definition of durable medium, as it relates to records retention and disposition schedules. Any Best Practices and Procedures developed are guidelines only and do not have the force and effect of rule and regulation or of law.

Retention Requirements By Category for Most Common Nebraska Public School Records

*NOTE: This list is not exhaustive but is provided as an illustrative guide.
School officials who are uncertain about whether a particular document may be destroyed or must be retained
should contact their school district legal counsel*

**References to Schedule 10 in this document refer to the proposed revision to Schedule 10, which has not yet been
formally adopted.*

| Document/Record | Law/Regulation | How Long to Retain |
|--|---|---|
| Board Records | | |
| Contractual Interest Statement Ledger | Schedule 24-32 | 5 years after board member's last day in office |
| Meeting Minutes, Agendas and Materials | Schedule 24-57 | Permanent ¹ |
| Policy Manuals | Schedule 24-92 | 6 years after superseded |
| Public Notices | Schedule 24-65 | 5 years |
| Business Records | | |
| 1099 Forms | Schedule 24-1 | 6 years |
| Accounts Payable (includes any document which provides support for payments made to vendors including employee expense reports but not including construction) | Schedule 24-2 | 5 years |
| Accounts Receivable | Schedule 24-3 | 5 years |
| Annual Report | Schedule 24-68 | 5 years |
| Any Purchase Using Federal Funds | 2 CFR 200.333 34 CFR 81.31(c) | 5 years |
| Audit Reports | Schedule 24-69 | 3 years |
| Bank Records | Schedule 24-7 | 5 years |

¹ Cannot destroy after scanning; must keep in original format

| | | |
|---|--|--|
| | | |
| Bids and quotes for purchase of equipment and supplies | Schedule 24-8 | 5 years after fulfillment of contract |
| Bonds | Schedule 24-9 | 10 years after release, replacement or expiration |
| Budget Requests | Schedule 24-11 | 3 years |
| Cash Books | Schedule 24-18 | 5 years |
| Contracts (other than construction and personnel) | Schedule 24-31 | 5 years after fulfillment |
| Employer's Quarterly Tax Statements | Schedule 24-40 | 5 years |
| Grant Applications That Aren't Successful | Schedule 24-50 | May dispose of when no longer of reference value |
| Grant Documents (successful applications, awards, budget, etc.) | Schedule 24-50 2 CFR 200.333 34 CFR 81.31(c) | 5 years |
| Insurance Policies | Schedule 24-53 | 5 years after lapse or policy or when all claims are settled, whichever is later |
| Inventory | Schedule 24-54 34 CFR 80.42 | 5 Years |
| Logs (including visitors logs) | Schedule 24-56 | 2 years |
| Report of Record Destruction | Schedule 24-71 | 10 years |
| School Lunch Records (child nutrition files including financial statements, fees, commodities, applications, receipts claims for reimbursement, analysis and production records, program records, verification records, etc.) | Schedule 10-6 2 CFR 200.333 34 CFR 81.31(c) | 5 years |
| Communications | | |
| Event-Driven Communication | Schedule 24-22 | 5 years |
| Fiscal Communications (created or received documenting purchases, financial obligations, fiscal revenues, etc.) | Schedule 24-23 | 5 years |
| Legal Advice | Schedule 24-55 | 5 years |

| | | |
|--|----------------|---|
| Long-term (contains information related to the mission of the agency i.e., documents major transactions, establishes or implements policy, establishes legal rights or responsibilities or has other long-term ramifications to the operation of the agency) | Schedule 24-24 | 8 years |
| Medium-term (related to the operations of the agency, but does not have long-term significance or policy implications) | Schedule 24-25 | 2 years |
| Nonrecord communication (communications which do not relate to work) | Schedule 24-26 | no retention required |
| Public Records Requests - denial | Schedule 24-21 | 10 years |
| Public Records Requests - completed | Schedule 24-21 | 2 years |
| Short-term communications (related to work but has no documentary or evidentiary value) | Schedule 24-27 | 6 months |
| Construction and Building Maintenance | | |
| Building Maintenance | Schedule 24-14 | 5 years ² |
| Construction Contracts and Records | Schedule 24-12 | 5 years after demolition or sale ³ |
| Grounds Maintenance | Schedule 24-13 | 5 years |
| Rejected bids | Schedule 24-31 | 5 years |
| Individual Student Records | | |
| Disciplinary Records | Schedule 10-60 | Destroy after 3 year continuous absence from school |
| Permanent Student Records | Schedule 10-61 | Permanent ⁴ |

² If your building is "historic" you must contact the State Archives before destroying these records

³ Must contact State Archives before destroying these records

⁴ May transfer to durable medium and destroy originals after student's graduation or 3 year continuous absence from school

| | | |
|---|------------------------------|--|
| Special Education Records ⁵ | schedule 10-64 34 CFR 300 | 5 years after no longer needed to provide service to the district ⁶ |
| Subsidiary Student Records | Schedule 10-65 | Destroy after graduation or 3 year continuous absence from school |
| NDE Reports | | |
| Annual NDE Reports (Fall Personnel Report, Fall Curriculum Report, School District Membership Report, State Aid Supplement, ESU Personnel Report) | Schedule 10-37 | Once records are filed with the state, they become state records. Schools to not need to retain copies of reports filed with NDE, although schools may need to retain supporting documents like receipts, invoices and the like. |
| Record of Last payment of state aid | Schedule 10-37 | 5 years |
| Teacher Evaluation Policies and Procedures | Schedule 10-42 | Most current must always be kept, old may be discarded after superseded |
| Other State Law | | |
| Report of School Fire Drill to State Fire Marshal | Schedule 10-32 | 2 years |
| Personnel Records | | |
| Applications and Other documents related to job openings | Schedule 24-4 | 4 years |

⁵ Additional special rules apply to special education records and their destruction.

⁶ Parents must be notified of all special education file destruction

| | | |
|--|----------------------------------|---|
| Complaints | Schedule 24-28 | 3 years after any action is completed and appeals final |
| Complaints alleging harassment | Schedule 24-28 29 CFR 1602.14 | 4 years |
| Copies of each teacher's certificate | Schedule 10-36 | While teacher is employed ⁷ |
| Direct Deposit Forms | Schedule 24-35 | 4 years after termination of employment or when superseded |
| Employee Payroll Deduction Information | Schedule 24-36 | 5 years after superseded or obsolete |
| Employee's Insurance file | Schedule 24-37 | 10 years - keep separate from personnel file |
| Employee's W-4 | Schedule 24-38 | 4 years after superceded or termination |
| Employers Quarterly Report | Schedule 24-39 | 5 years -Contributory Agency 1 year - Reimbursable Agency |
| Garnishments | Schedule 24-49 | 2 years after settlement or termination |
| Grievances | Schedule 24-51 | 3 years |
| I-9 Forms | Schedule 24-52 | 3 years after date of hire or 1 year after termination, whichever is later |
| Leave Request Forms | Schedule 24-83 | 5 years |
| Payroll Records | Schedule 24-61 | 75 years |
| Personnel File (Employment History File) | Schedule 24-41 | 50 years after termination of employment |
| Time Cards and Time Sheets | Schedule 24-82 | 5 years |
| W-2 and Other Social Security Records | Schedule 24-77 | 4 years after the due date of taxes for the period involved or 4 years after taxes are paid, whichever is later |
| | | |

⁷ Old certificates can be discarded as they are superseded

| School Year Records | | |
|-------------------------------------|----------------------------------|--|
| Calendars | Schedule 24-16 | 2 years |
| Class rosters | Schedule 10-58 | 5 years |
| Directory Information | Schedule 10-59 | Permanent ⁸ |
| Press Releases | Schedule 24-64 | 1 year ⁹ |
| Report Cards and Attendance Records | Schedule 10-62 Schedule 10-63 | Destroy after transferred to students' permanent records |
| Yearbooks | Schedule 10-72 | Permanent ¹⁰ |

Non-record Material: Non-record material may be disposed of at the discretion of the superintendent or ESU Administrator and the school/ESU does not have to file a Records Disposition Report. Non-record material includes:

- Extra copies and duplicates
- Junk mail
- To do lists and other reminders
- Draft or working copies after the final is completed
- Employee "fringe activities" such as carpools, holiday gatherings, etc.

⁸ May transfer to durable medium and destroy originals after student's graduation or 3 year continuous absence from school

⁹ Must contact State Archives before destruction

¹⁰ Schools must also transfer one copy to the state historical society librarian

Retention Chart by Date for Common Nebraska Public School¹ Records

*NOTE: This list is not exhaustive but is provided as an illustrative guide.
School officials who are uncertain about whether a particular document may be destroyed or must be retained
should contact their school district legal counsel.*

**References to Schedule 10 in this document refer to the proposed revision to Schedule 10, which has not yet been
formally adopted.*

| How Long to Retain | Law/Regulation | Note |
|---|----------------|------|
| Destroy at Will (no report needed) | | |
| Employee "fringe activities" (carpools, holiday gatherings, etc.) | Schedule 24-60 | |
| Extra copies and duplicates | Schedule 24-60 | |
| Junk mail, spam | Schedule 24-60 | |
| Non-record Communications | Schedule 24-26 | |
| To-do and task lists | Schedule 24-60 | |
| | | |
| Destroy at Discretion (Report Needed) | | |

¹ Schedule 95 governs record retention for ESUs. The Secretary of State's office has informed members of the education community that their staff intends to revise Schedule 95 to harmonize it with the new version of Schedule 10. Therefore, this handout does not address ESU specific records governed by Schedule 95.

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| | | |
| Copies of each teacher's certificate | Schedule 10-36 | Must retain while teacher is employed ² |
| Draft or working copies after the final is completed | Schedule 24-89 | |
| Grant applications that are unsuccessful | Schedule 24-50 | May dispose of when no longer of reference value |
| Report Cards and Attendance Records | Schedule 10-62 Schedule 10-63 | After transferred to students' permanent records |
| Working papers (i.e. notes used to create official reports) | Schedule 24-89 | |
| 6 months | | |
| Short-term Communications | Schedule 24-27 | |
| 1 Year | | |
| Employers Quarterly Report | Schedule 24-39 | Reimbursable Agency |
| I9 Forms | Schedule 24-52 | 1 year after termination or 3 years after date of hire or whichever is later |
| Press Releases | Schedule 24-64 | Must contact State Archives |
| 2 Years | | |
| Calendars | Schedule 24-16 | |
| Garnishments | Schedule 24-49 | After settlement or termination |
| Logs (including visitors log) | Schedule 24-56 | |
| Medium-term Communications (related to the operations of the agency, but does not have long-term significance or policy implications) | Schedule 24-25 | |

² Old certificates can be discarded as they are superseded

| | | |
|--|----------------|---|
| Public Records Requests - completed | Schedule 24-21 | |
| Report of School Fire Drill to State Fire Marshal | Schedule 10-32 | |
| 3 Years | | |
| Audit Reports | Schedule 24-69 | |
| Budget Requests | Schedule 24-11 | |
| Complaints (other than harassment) | Schedule 24-28 | After any action is completed and appeals final |
| Disciplinary Records | Schedule 10-60 | Destroy after 3 year continuous absence from school |
| Grievances | Schedule 24-51 | |
| I-9 Forms | Schedule 24-52 | 1 year after termination or 3 years after date of hire or whichever is later |
| Subsidiary Student Records | Schedule 10-65 | Destroy after graduation or 3 year continuous absence from school |
| 4 Years | | |
| Applications and other documents related to job openings | Schedule 24-4 | |
| Complaints Alleging Harassment | Schedule 24-28 | |
| Employee's W-4 | Schedule 24-38 | after superceded or termination |
| W-2 and other Social Security Records | Schedule 24-77 | 4 years after the due date of taxes for the period involved or 4 years after taxes are paid, whichever is later |
| 5 Years | | |

| | | |
|---|--|--|
| Accounts Payable (any document which provides support for payment made to vendors <u>including employee expense reports</u> but not including construction) | Schedule 24-2 | |
| Accounts Receivable | Schedule 24-3 | |
| Annual NDE Reports (Fall Personnel Report, Fall Curriculum Report, School District Membership Report, State Aid Supplement, ESU Personnel Report) | Schedule 10-37 | Once filed on the NDE portal, you do not have to retain other copies |
| Annual Reports | Schedule 24-68 | |
| Any purchase using federal funds | 2 CFR 200.333 34 CFR 81.31(c) | |
| Bank Records | Schedule 24-7 | |
| Bids and Quotes for Purchase of Equipment and Supplies | Schedule 24-8 | After fulfillment |
| Building Maintenance | Schedule 24-14 | Unless historic building |
| Cash Books | Schedule 24-18 | |
| Class Rosters | Schedule 10-58 | |
| | | |
| Construction Contracts and Records | Schedule 24-12 | after demolition or sale ³ |
| Contracts (other than construction and personnel) | Schedule 24-31 | After fulfillment |
| Contractual Interest Statement Ledger | Schedule 24-32 | after board member's last day in office |
| Employee Payroll Deduction Information | Schedule 24-36 | 5 years after termination of employment or when superseded |
| Employer's Quarterly Report | Schedule 24-39 | Contributory Agency |
| Employer's Quarterly Tax Statements | Schedule 24-40 | |
| Event-Driven Communication | Schedule 24-22 | |
| Fiscal Communications | Schedule 24-23 | |
| Grant Documents (successful application, award, budget, etc.) | Schedule 24-50 2 CFR 200.333 34 CFR 81.31(c) | |

³ Must contact State Archives before destroying these records

| | | |
|---|---|--|
| Grounds Maintenance | Schedule 24-13 | |
| Insurance Policies | Schedule 24-53 | after lapse or policy or when all claims are settled, whichever is later |
| Inventory | Schedule 24-54 34 CFR 80.42 | |
| Leave Request Forms | Schedule 24-83 | |
| Legal Advice | Schedule 24-55 | |
| Public Notices | Schedule 24-65 | |
| Rejected Bids | Schedule 24-31 | |
| School Lunch records (child nutrition files, including financial statements, fees, commodities, applications, receipts, claims for reimbursement, analysis and production records, program records, verification records, etc.) | Schedule 10-6 2 CFR 200.333 34 CFR 81.31(c) | 5 years |
| Special Education Records | schedule 10-64 34 CFR 300 | 5 years after no longer needed to provide service to the district ⁴ |
| Time Cards and Time Sheets | Schedule 24-82 | |
| 6 Years | | |
| 1099 Forms | Schedule 24-1 | |
| Policy Manuals | Schedule 24-92 | 6 years after superseded |
| 8 Years | | |
| Long-term Communications (contains information related to the mission of the agency i.e., documents major transactions, establishes or implements policy, establishes legal rights or responsibilities or has other long-term ramifications to the operation of the agency) | Schedule 24-24 | After project is completed |
| | | |

⁴ Parents must be notified of all special education file destruction

| | | |
|--|----------------|--|
| 10 Years | | |
| Bonds | Schedule 24-9 | after release, replacement or expiration |
| Employee's insurance file | Schedule 24-37 | keep separate from personnel file |
| Public Records Requests - Denial | Schedule 24-21 | |
| Report of Records Destruction | Schedule 24-71 | |
| 50 Years | | |
| Personnel File | Schedule 24-41 | after termination of employment |
| 75 Years | | |
| Payroll Records | Schedule 24-61 | |
| Permanent | | |
| Directory Information | Schedule 10-59 | May transfer to durable medium and destroy originals after student's graduation or 3 year continuous absence from school |
| Meeting Minutes, Agendas and Materials | Schedule 24-57 | must be kept in original form, even if scanned |
| Permanent Student Records | Schedule 10-61 | May transfer to durable medium and destroy originals after student's graduation or 3 year continuous absence from school |
| Teacher Evaluation Policies and Procedures | Schedule 10-42 | most current must always be kept, old may be discarded after superseded |

| | | |
|-----------|----------------|---|
| Yearbooks | Schedule 10-72 | Schools must also transfer one copy to the state historical society librarian |
|-----------|----------------|---|