Schedule #11

County Registers of Deeds

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE  68508
(402) 471-2559
REQUEST FOR APPROVAL OF
RECORDS RETENTION & DISPOSITION SCHEDULE

TO: STATE RECORDS ADMINISTRATOR
    STATE OF NEBRASKA

SCHEDULE NUMBER

AGENCY, BOARD OR COMMISSION
COUNTY REGISTERS OF DEEDS

DIVISION, BUREAU OR OTHER UNIT

Supersedes edition of April 15, 1981

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

[Signature]

TITLE
Director of Records Management

DATE
[Signature]

PART II — ARCHIVAL APPROVAL

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

[Signature]

TITLE
Assistant State Archivist

DATE
[Signature]

PART III — APPROVAL BY 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

[Signature]

DATE
[Signature]
INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. **Note**: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.

2. Dispose of records that have met their retention periods.

3. 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. This report establishes that the destruction was done in your normal course of business.

   Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in the Records Management Division 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 local government entity to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that 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 a Records Management Consultant in the Records Management Division. We will help you with any questions the schedule may present.

Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559
## INDEX

### SCHEDULE 11

**RECORD OF COUNTY REGISTERS OF DEEDS**

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SCHEDULE NO. II - RECORDS OF COUNTY REGISTERS OF DEEDS

11-1  BANKRUPTCY RECORDS

11-1-1  BANKRUPTCY PROCEEDINGS INDEX
An alphabetical index of bankruptcies showing name of bankrupt, notice of bankruptcy proceedings, book and page or roll and frame where recorded, and date of order or petition.
Dispose of 60 years after date of last case recorded in the index.

11-1-2  NOTICE OF BANKRUPTCY PROCEEDINGS
Record contains certified copies of petitions commencing bankruptcy proceedings, certified copies of decrees of adjudication, or orders approving the bonds of trustees appointed in bankruptcy proceedings showing name of bankrupt, address, date of filing, assets, and liabilities.
ORIGINAL RECORD: Dispose of 60 years after filing; OR, microfilm and destroy originals per section II,IX.
SECURITY MICROFILM: Transfer to State Archives; dispose of 60 years after last date of filing.
MICROFILM WORK COPY: Dispose of 60 years after last date of filing.

11-2  FIELD NOTES AND PLATS

11-2-1  FIELD NOTES OF IRREGULAR TRACTS, NUMERICAL INDEX TO
Numerical index to irregular land divisions showing lot number, owner, acres, and page indicating section, township, and range.
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-2-2  FIELD NOTES OF IRREGULAR TRACTS
Original field notes for survey of irregular tracts of land indicating tract number, description of size and location of property, and location in deed books or microfilm roll and frame number.
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX. Contact State Archives prior to disposal for possible accession.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-2-3  IRREGULAR TRACTS, NUMERICAL INDEX TO
Numerical index to irregular tracts (e.g., where a quarter section has been divided into smaller tracts by a railroad right-of-way) indicating name of grantor and grantee, kind of instrument filed, and book and page or roll and frame number where filed.
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.
11-2-4  MUNICIPAL SUBDIVISIONS, INDEX TO
Index to subdivisions of municipalities showing block, log, by whom platted, book and page or roll and frame where filed, lot number, and book and page or roll and frame where indexed.
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.
SECURITY MICROFILM: Transfer to State Archives; retain permanently
MICROFILM WORK COPY: Retain permanently.

11-2-5  PLATS
Plats of the county and the cities and villages therein.
ORIGINAL RECORD: Retain permanently; OR, microfilm and transfer originals to State Archives; retain permanently.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-2-6  PLAT BOOKS
Contains maps of all surveys taken in the county including urban subdivisions. Original set may be accompanied by a duplicate set of books.
ORIGINAL RECORD: Retain permanently, microfilm one complete set of all surveys for security.
SECURITY MICROFILM: Transfer to State Archives; retain permanently
MICROFILM WORK COPY: Retain permanently.

11-3  FISCAL RECORDS

11-3-1  FEE BOOKS
Itemized list of all fees received showing date, grantor-grantee, documentary tax if required, filing fee, type of instrument, and where instrument is.
FEE BOOKS USED AS INDEX TO MICROFILM: Retain permanently.
OTHER FEE BOOKS: Dispose of after 10 years or after audit, whichever is later.

11-4  LIEN RECORDS

11-4-1  FEDERAL TAX LIEN INDEX
Alphabetical index of tax lien notices filed against property owner for nonpayment of federal taxes showing the name and residence of the property owner, date of filing, amount of assessment, amount of penalty, and date of issuance of a certificate of discharge.
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-4-2  FEDERAL TAX LIEN NOTICES
Record of tax lien notices filed against property owner for nonpayment of federal taxes showing the name and residence of the property owner or his place of business, the class of tax, period for which tax is due and the unpaid balance of assessment due.
ORIGINAL RECORD: Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.
11-4-3   FEDERAL TAX LIEN DISCHARGES
Records of certificates of release of federal tax liens showing the same information as recorded on federal tax lien notices, and certifying the discharge of said liens.
ORIGINAL RECORD:  Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.
SECURITY MICROFILM:  Transfer to State Archives; retain permanently. MICROFILM WORK COPY:  Retain permanently.

11-4-4   STATE TAX LIEN INDEX
Alphabetical index of tax lien notices filed against property owner for nonpayment of state taxes showing the name and residence of the property owner, the amount of assessment and penalty, and date of filing of a certificate of discharge.
ORIGINAL RECORD:  Retain permanently; OR, microfilm and destroy originals per section II,IX.
SECURITY MICROFILM:  Transfer to State Archives; retain permanently.
MICROFILM WORK COPY:  Retain permanently.

11-4-5   STATE TAX LIENS
Record of state tax lien notices filed against property owner for nonpayment of state taxes showing the name and residence of the property owner, and the unpaid balance of assessment due.
ORIGINAL RECORD:  Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.
SECURITY MICROFILM:  Transfer to State Archives; retain permanently.
MICROFILM WORK COPY:  Retain permanently.

11-4-6   ASSISTANCE LIEN INDEX (Obsolete I976)
Alphabetical index of liens against property of recipients of old age assistance showing the name and residence of the property owner, mortgage record and page or roll and frame where recorded, date of filing, date of discharge, and description of property.
ORIGINAL RECORD:  Retain permanently; OR, microfilm and destroy originals per section II,IX.
SECURITY MICROFILM:  Transfer to State Archives; retain permanently.
MICROFILM WORK COPY:  Retain permanently.

11-4-7   STATE CORPORATE OCCUPATION TAX LIEN INDEX (Obsolete I976)
Alphabetical index of liens against property of foreign and domestic corporations for violations of corporate occupation tax laws showing the name of the corporation, principal place of business, amount of assessment and penalty, date of issuance, and date of filing.
ORIGINAL RECORD:  Retain permanently; OR, microfilm and destroy originals per section II,IX.
SECURITY MICROFILM:  Transfer to State Archives; retain permanently.
MICROFILM WORK COPY:  Retain permanently.
11-4-8 STATE CORPORATE OCCUPATION TAX LIENS
Record of corporation occupation tax liens filed by the Secretary of State against the property of foreign and domestic corporations for violation of corporate occupation tax laws showing the name of the corporation, principal place of business, amount of assessment and penalty, and date of filing.
ORIGINAL RECORD: Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-4-9 MECHANIC'S LIEN INDEX
Alphabetical index of liens for labor, materials, machinery or fixtures showing the name of the person imposing lien, name of property owner, mechanic's lien record and page, and mechanic's lien number.
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-4-10 MECHANIC'S LIEN RECORD
Record of liens for labor, materials, machinery or fixtures showing the name of the person imposing lien, name of property owner, date of filing, dates of first and last days of service, value of the labor and/or goods furnished, description of the property under lien, and the release of lien.
ORIGINAL RECORD: Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-4-11 STATE TAX LIEN DISCHARGES
Records of certificates of release of state tax liens showing the same information as recorded on state tax lien notices and certifying the discharge of said liens.
ORIGINAL RECORD: Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-5 MORTGAGE RECORDS

11-5-1 MORTGAGE RECORD INDEX
Alphabetical grantor-grantee index to mortgages showing name of grantor and grantee, book and page or roll and frame number where recorded, date of filing, type of instrument, date of instrument, and description of property.
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.
11-5-2 MORTGAGE RECORD
Record of mortgages and securities showing name of mortgagor and mortgagee, terms of mortgage, dates of filings, property description, extension agreements, release of mortgage, and assignment of rents.
ORIGINAL RECORD: Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.
SECURITY MICROFILM: Transfer to State Archives; retain permanently
MICROFILM WORK COPY: Retain permanently.

11-6 MISCELLANEOUS RECORDS

11-6-1 BLANKET DOCUMENTS, GENERAL INDEX TO
Index to documents filed in the office of register of deeds that do not have reference to a specific piece of land ("without legal description") including such documents as death certificates, powers of attorney, etc. Shows type of document, name of each party, date of filing, and date of instrument.
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II, IX.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-6-2 CEMETERIES, NUMERICAL INDEX TO
Index to all cemeteries in the county showing name of cemetery, section, lot number, book and page or roll and frame where recorded, name of grantee, and date of filing.
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II, IX. Contact State Archives prior to disposal for possible accession.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-6-3 HOMESTEAD RECORD
Record of land grants issued under the Homestead Act showing date of sale, name of recipient, and description and total acreage of land received.
Transfer to State Archives; retain permanently.

11-6-4 MISCELLANEOUS RECORD
Record of all instruments not specifically provided for in the statutes showing name of each party, date of filing, date of instrument, includes such instruments as notification of purchase of property by tax sale, notice to redeem from tax sale, affidavits of publication, notice of lis pendens, agreements, assignment of contract for warranty deed, easement for right-of-way, appointment of registered agent and designation of registered office for corporations, discharge of severance agreement, report of appraisers, certificate of death, and water service contracts.
ORIGINAL RECORD: Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.
SECURITY MICROFILM: Transfer to State Archives; retain permanently
MICROFILM WORK COPY: Retain permanently.
11-6-5 MISCELLANEOUS RECORD INDEX
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-6-6 TAX SALE RECORD
Records affidavits of notification to property owner that said property has been purchased at a tax sale showing name of debtor and purchaser, date of filing, and description of the property. Information previously contained in this record is now recorded in the MISCELLANEOUS RECORD.
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-7 RECORDS OF REAL PROPERTY TITLES AND CONVEYANCES

11-7-1 DEED RECORD
Recorded copies of absolute conveyances of real property showing name of grantor and grantee, date of instrument, location and description of property, consideration, terms of payments, and register of deed's seal.
ORIGINAL RECORD: Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-7-2 GRANTOR-GRANTEE INDEX
Alphabetical GRANTOR-GRANTEE INDEX to all deeds filed showing name of grantor and grantee, book and page or roll and frame where filed, type of instrument filed, date of instrument, date of filing, description of tract, and book and page where recorded.
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-7-3 NUMERICAL INDEX
Index of all conveyances of instruments affecting realty including mechanic's liens, numerically ordered by section, township, and quarter. Urban areas are further broken down by subdivision, block and lot number. Nonurban areas are broken down as previously indicated, showing the total acreage. Index shows grantor and grantee, type of instruments filed, and book and page or roll and frame where recorded. All papers relating to realty are to be recorded in the NUMERICAL INDEX with reference to the book in which they are recorded.
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II,IX.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.
11-7-4 POWER OF ATTORNEY INDEX
Alphabetical grantor-grantee index showing book and page or roll and frame where the instrument is recorded, and date of filing.
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II, IX.
MICROFILM WORK COPY: Retain permanently.

11-7-5 REGISTER OF INSTRUMENTS FILED (Record of Instruments)
A daily record of every instrument filed for record in the office of the register of deeds showing name of grantor and grantee, type of instrument, book and page or roll and frame where recorded, to whom delivered, and date of delivery.
Dispose of after 2 years.

11-7-6 SHERIFF'S DEED RECORD
Record of deeds issued by the county sheriff upon writ of execution for sale of land and tenements.
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II, IX.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-7-7 SURVIVORSHIP DEED RECORD
Record of warranty deeds which contain a covenant of warranty showing names of grantor and grantee, date of instrument, location and description of property, consideration, terms of payment and ownership, and register of deed's seal.
ORIGINAL RECORD: Microfilm and return originals to filer after verification of film; OR, photocopy and return originals to filer, and microfilm and destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for security annually, retain photocopies permanently.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-7-8 WILL INDEX
Alphabetical index of wills showing name of assignor, instruments filed such as wills and death certificates, will record and page where recorded, and date of filing. Wills are filed with registers of deeds when real estate is conveyed pursuant to Section 76-248, R.R.S. 1943.
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per section II, IX.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.
11-7-9    WILL RECORD
Record of last will and testament containing inventory of estate (real and personal property),
decree of judgement for execution of will, appointment of conservator, final decree, certificate of
transcript, last will and testament, certificate of proof of will, and inheritance tax decree, and
decree of heirship. Wills are filed with registers of deeds when real estate is conveyed pursuant
to Section 76-248, R.R.S. 1943.
ORIGINAL RECORD: Microfilm and return originals to filer
after verification of film; OR, photocopy and return originals to filer, and microfilm and
destroy photocopies annually; OR, photocopy and return originals to filer, microfilm for
security annually, retain photocopies permanently.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-8    SECURED TRANSACTIONS RECORDS

11-8-1    UNIFORM COMMERCIAL CODE INDEX
Alphabetical index of secured transactions showing the names and addresses of debtor or
assignor and secured party or assignee, file number, value of goods, date filed, and date
released.
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals per
section II, IX.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

11-8-2    UNIFORM COMMERCIAL CODE
Record of secured transactions where the goods have or will become fixtures, containing: affidavit
by vendor or seller certifying authenticity and accuracy of financing statement; financing statement
with name of debtor or assignor and secured party/assignee and their addresses; list of the property
secured (crops or goods) and location; statement of continuation; release of collateral; assignment
of security/interest under an additional financing statement; termination statement.
NOTE: In the event of refiling; attach the original filing to the refile and reindex to new location
so original equity is not lost.
LAPSED: Dispose of 10 years after filing of financing statement; OR, 10 years after filling
of last continuation statement, whichever is later.
TERMINATED: Upon receipt of a termination statement, mark all previous statements
"terminated" and send to the secured party.
11-9  AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING

Unless specifically prohibited under separate record series listing, all records of local government agencies 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 430 NAC 7, Micrographics Standards.
3. A sample of the micrographics system shall have been inspected and approved by the State Records Administrator before such document disposal.

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

<table>
<thead>
<tr>
<th>SCHEDULE NUMBER(S) ONLY</th>
<th>TOTAL VOLUME DISPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>(DO NOT INCLUDE SECTION AND ITEM NUMBERS)</td>
<td>(SEE REVERSE)</td>
</tr>
</tbody>
</table>

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

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

DATE

SIGNATURE

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

RMA 03006D
VOLUME ESTIMATING GUIDE

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

Vertical File Cabinet, 4 drawer letter-size ................................................................. 6 cubic feet
Vertical File Cabinet, 4 drawer legal-size ................................................................. 8 cubic feet
Lateral File, 4 drawer/shelf letter-size ........................................................................ 9 cubic feet
Lateral File, 4 drawer/shelf legal size ........................................................................ 12 cubic feet
Records center carton .................................................................................................. 1 cubic foot
About a pickup load ..................................................................................................... 50 cubic feet