

Schedule 149

CITY OF LINCOLN

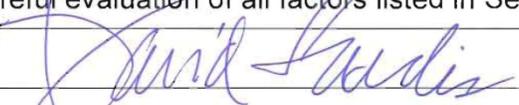
**URBAN DEVELOPMENT
DEPARTMENT**

August 17, 2009

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 149
	AGENCY, BOARD OR COMMISSION CITY OF LINCOLN
TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	DIVISION, BUREAU OR OTHER UNIT URBAN DEVELOPMENT DEPARTMENT

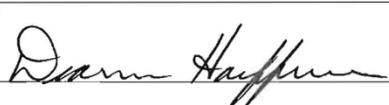
PART I – AGENCY STATEMENT:

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE 	
TITLE Director, City of Lincoln, Urban Development Dept.	DATE 8/10/2009

PART II – APPROVAL OF STATE ARCHIVES:

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE 	DATE 8-6-2009

PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.	
SIGNATURE 	DATE 8/12/09

PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE 	DATE 8/17/09

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the Local Agencies General Records Schedule #24 contains those records common to most local government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over 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 or transfer to the NE State Historical Society (State Archives), your agency is required to contact the State Archives and negotiate the transfer. Additionally, once the records are accessioned to their collection, they become the possession of the State Archives. 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 your Records Management Specialist in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

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

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SCHEDULE 149 – CITY OF LINCOLN – URBAN DEVELOPMENT DEPARTMENT

149-1 ADMINISTRATION, COMMUNITY DEVELOPMENT, HOUSING REHAB & REAL ESTATE, AND WORKFORCE INVESTMENT ADMINISTRATION

149-1-1 APPLICATIONS FOR FEDERAL GRANTS AND OTHER FUNDS

History files that include, but are not limited to, applications for Community Development Block Grants, HOME funds, Emergency Shelter Grants, and American Dream Down payment Initiative.

Dispose of after 50 years.

149-1-2 BUDGET REQUESTS

The actual budget requests and all the related materials used in preparing the budget.

Dispose of after 7 years, provided audit has been completed.¹

149-1-3 CLAIMS

Dispose of after 7 years, provided audit has been completed.¹

149-1-4 CONSTRUCTION CONTRACTS AND RECORDS

Non-building contracts that may include performance bonds.

ACCEPTED BIDS: Dispose of 10 years after completion or fulfillment of contract, provided audit has been completed.¹

REJECTED BIDS: Responsibility of City Finance Dept.

149-1-5 CONSULTANT SERVICES PROPOSALS

Proposals for consulting services, including but not limited to description and scope of proposed services, selection process materials, service proposal and related consultant contact information.

ACCEPTED PROPOSAL: Dispose of 3 years after completion of the services.

REJECTED PROPOSALS: Dispose of 1 year after consultant selected or if no consultant is selected, dispose of 1 year after proposals requested.

149-1-6 ENCUMBRANCE RECORDS

Records of encumbered funds.

Dispose of after 7 years.

149-1-7 ENVIRONMENTAL IMPACT STATEMENTS (EIS)

In-depth reports that are federally-required when the complexity, scope, and/or potential impact of a project on the environment are/is substantial. EIS documents the concerns and considerations that have ongoing impact.

Dispose of 20 years after project completion, provided audit has been completed.¹

149-1-8 HOUSING REHABILITATION CASE FILES

All documentation as required in program financial and construction check lists for paid off loans.

HILP (NIFA) (Home Improvement Loan Program, funded by Nebraska Investment Financing Authority): Dispose of after 25 years, provided audit has been completed.¹

CDBG (Community Development Block Grant): Dispose of after 3 years, provided audit has been completed.¹

HOME (Home Investment Partnership Act Funds): Dispose of after 5 years, provided audit has been completed.¹

STATE OF NEBRASKA: Dispose of after 5 years, provided audit has been completed.¹

UNCOLLECTIBLE LOANS: Dispose of after 25 years, provided audit has been completed.¹

149-1-9 MAYOR’S NEIGHBORHOOD ROUNDTABLE

May include non-binding meeting summaries and agendas of the Mayor’s Neighborhood Roundtable discussion. These are not minutes.

Dispose of after 5 years.

149-1-10 POSTAGE METER RECORDS

Dispose of after 7 years, provided audit has been completed.¹

149-1-11 PUBLICATION FILES

May include final publications authored or commissioned by Urban Development Department.

ORIGINAL RECORD (1 COPY): Dispose of after 25 years, subject to review by the State Archives for possible accession.

ALL OTHER COPIES: Dispose of when no longer of reference value.

149-1-12 REAL ESTATE PROPERTY ACQUISITION FOR CITY DEPARTMENTS

Acquisition of property for City use, as approved by City Council. Files may include, but are not limited to, titles, plans, appraisals, records of negotiations, payment verifications, and related legal documents and correspondence.

Dispose of 20 years after completion of project, subject to a final review by Real Estate and Relocation Assistance Agent.

149-1-13 REAL ESTATE PROPERTY ACQUISITION FOR REDEVELOPMENT PROJECTS

Acquisition of property for redevelopment projects as approved by City Council. Files may include, but are not limited to titles, plans, appraisals, records of negotiations, payment verifications, and related legal documents and correspondence.

Dispose of 20 years after completion, subject to a final review by Real Estate and Relocation Assistance Agent.

149-1-14 REDEVELOPMENT PROJECT PROPOSALS

Proposals for projects in City Council approved Redevelopment Areas, including but not limited to: project description, site plan, and analysis/summary of existing conditions, selection process materials, project proposal and related developer contact information.

ACCEPTED PROPOSALS: Dispose of after completion of the redevelopment agreement or 15 years, whichever is sooner.

REJECTED PROPOSALS: Dispose of 3 years after developer has been selected for the project.

149-1-15 ROW ACQUISITION

Acquisition of real estate property for public right of way use. Files may include but are not limited to: titles, plans, appraisals, records of negotiation, payment verifications, and related legal documents and related correspondence.

Dispose of 20 years after completion, subject to a final review by Real Estate and Relocation Assistance Agent.

149-1-16 STREET AND ALLEY VACATIONS

Vacation of street or alley right of way by City of Lincoln to facilitate transfer by deed to private ownership. Files may include, but are not limited to: titles, plans, valuation estimates, and related legal documents and correspondence.

Dispose of 5 years after transfer of title.

149-1-17 SURPLUS PROPERTY

Disposition/sale of City property declared to be surplus by City Council. May include titles, plans, appraisals, records of negotiations, payment verifications, related legal documents and correspondence.

Dispose of 10 years after transfer of title.

149-1-18 VOUCHERS

Dispose of after 7 years, provided audit has been completed.¹

149-2 PARKING SERVICES

149-2-1 PARKING ACCOUNTS RECEIVABLE

Records of monthly parkers and charge account customers. Maintained by Parking Operator.

Dispose of after 1 year, provided audit has been completed.¹

149-2-2 PARKING BANK RECEIPTS

Bank deposit receipts.

CITY WORKING COPY: Responsibility of City Treasurer.

DIVISION COPY: Dispose of after 6 months.

149-2-3 PARKING CREDIT CARD RECEIPTS

Records of credit card payments for parking permits. Maintained by Parking Operator.

Dispose of after 3 years, provided audit has been completed.¹

149-2-4 PARKING DAILY REPORTS

Daily operating report by facility recapping. Maintained by Parking Operator.

ORIGINAL RECORD: Dispose of after 3 years.

DIVISION COPY: Dispose of after 3 years.

149-2-5 PARKING FINANCIAL STATEMENTS

Financial statements such as profile/loss statements and bond reporting statements.

Responsibility of City Finance Department.

149-2-6 PARKING MAINTENANCE LOGS

A log of maintenance items for each parking facility. Maintained by Parking Operator.

Dispose of after 1 year.

149-2-7 PARKING MANAGEMENT CONTRACT FILES

Files containing contract information on request for proposals (RFP's), signed contracts, etc. for Parking Operator.

ORIGINAL RECORD: Responsibility of City Clerk's Office.

DIVISION COPY: Dispose of 4 years after contract is superseded.

149-2-8 PARKING PAYROLL RECORDS

Summary sheets used to generate pay checks from Parking Operator. Maintained by Parking Operator.

Dispose of after 7 years, provided audit is completed.¹

149-2-9 PARKING PROJECT FILES

Original plans and drawings.

Retain permanently.

149-2-10 PARKING SERVICE RECORDS/CREW CARDS

Attendants' daily record of events such as maintenance, customer services, etc.

Information used for timesheets and budget performance reports. Maintained by Parking Operator.

ORIGINAL RECORD: Dispose of after 7 years.

DIVISION COPY: Dispose of after 5 years.

149-2-11 PARKING TICKETS

Spent parking tickets. Maintained by Parking Operator.

Dispose of after 3 years, provided audit has been completed.¹

NOTES

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

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.

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

RMA 03006D

VOLUME ESTIMATING GUIDE

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

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter- size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal- size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb