

Schedule 22

CITY/VILLAGE CLERKS

December 18, 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**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE 22
	AGENCY, BOARD OR COMMISSION CITY/VILLAGE CLERKS
	DIVISION, BUREAU OR OTHER UNIT
	Supersedes Edition of February 29, 1992

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 <i>Barbara Kehring, MMC</i>	
TITLE <i>NMCA President</i>	DATE <i>12-2-09</i>

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 <i>Gayle Koutny</i>	DATE <i>12-3-2009</i>
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PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

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

SIGNATURE <i>Dean Hoffman</i>	DATE <i>12-9-09</i>
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PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE <i>John A. Hall</i>	DATE <i>12/18/09</i>
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RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the 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 22 CITY/VILLAGE CLERKS

22-1 COUNCIL AND MAYOR'S RECORDS

22-1-1 ADVISORY BOARD MINUTES

MINUTES of meetings of boards such as Power Advisory Board, Water Advisory Board, Equalization Board, etc.

See Schedule 24 – General Records for Local Government, item 24-2-13.

22-1-2 AFFIDAVITS OF PUBLICATION

See Schedule 24 – General Records for Local Government, item 24-2-32.

22-1-3 CALL FOR SPECIAL COUNCIL MEETING

Petition by Council, Chairperson or Mayor to clerk to call special session.

Dispose of 1 year after meeting has been held or was scheduled.

22-1-4 CITY ANNUAL REPORTS

See Schedule 24 – General Records for Local Government, item 24-2-30.

22-1-5 CITY ATTORNEY OPINIONS

See Schedule 24 – General Records for Local Government, Item 24-2-15.

22-1-6 CITY CHARTER

Copies of original CITY CHARTER.

ORIGINAL RECORD: Microfilm for security and transfer one copy to the State Archives; retain original permanently. This record may NOT be destroyed after microfilmed.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-1-7 CITY CHARTER AMENDMENTS

Certified copies of proposed amendments to CITY CHARTER and petitions for amendment.

ORIGINAL RECORD: Microfilm for security, retain permanently. This record may NOT be destroyed after microfilmed.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-1-8 CITY COUNCIL PROCEEDINGS OR MINUTES

MINUTES of City Council Meetings. Also includes MINUTES of Councils of annexed areas.

See Schedule 24 – General Records for Local Government, item 24-2-13.

22-1-9 CITY COUNCIL RESOLUTIONS

Original RESOLUTIONS with seal and signatures; directives and other requests and orders for action or permission for actions.

ORIGINAL RECORD: Microfilm and destroy OR retain permanently. Originals may be transferred to State Archives after 10 years, provided the records have not been microfilmed.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-1-10 CITY ORDINANCES

Original ORDINANCES signed by Mayor and Clerk. Also ORDINANCES of annexed municipalities.

ORIGINAL RECORD: Microfilm for security, retain permanently. This record may NOT be destroyed after microfilmed.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-1-11 EXECUTIVE ORDERS

ORDERS approving land purchases, transfer of funds, letting of bids and contracts, etc.

ORIGINAL RECORD: Microfilm and destroy OR retain permanently.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-1-12 INDEX TO COUNCIL PROCEEDINGS

INDEX giving volume and page or roll and frame numbers of actions taken by Council.

ORIGINAL RECORD: Retain permanently OR microfilm and transfer originals to the State Archives. This record may NOT be destroyed after microfilmed.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-1-13 INDEX TO RECORDS OF ANNEXED MUNICIPALITIES

ORIGINAL RECORD: Microfilm for security, retain permanently.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-1-14 MISCELLANEOUS REPORTS

Minor reports such as city water bacteriological reports, etc.

Dispose of after 2 years.

22-1-15 NEWSPAPER CLIPPINGS

May include, but not limited to articles, notices, ordinances and other items clipped from local newspapers as resources or items of interest. Does not include notarized certificate of publication.

CLIPPINGS: Nonrecord material. Dispose of at the discretion of the agency head.

No 'Records Disposition Report (RMA 03006D)' is required.

PROOF OF PUBLICATIONS: See Schedule 24 – General Records for Local Government, item 24-2-32.

22-1-16 ORDINANCE BOOKS AND PAMPHLETS

Not original ORDINANCES, but bound record of them, for reference use.

Dispose of after no longer of reference value, subject to review by the State Archives for possible accession.

22-2 DEED RECORDS

22-2-1 DEED RECORD

Ledger record of property sales to city.

ORIGINAL RECORD: Retain permanently OR microfilm 3 years after last entry, and transfer originals to the State Archives. This record may NOT be destroyed after microfilmed.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-2-2 DEEDS

DEEDS to city owned or used property.

ORIGINAL RECORD: Microfilm and destroy OR retain permanently.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-2-3 EASEMENTS

EASEMENTS for construction and maintenance of sewers, electric lines, etc.

ORIGINAL RECORD: Microfilm and destroy OR retain permanently.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-3 ELECTION RECORDS

22-3-1 ABSTRACTS OF VOTES CAST (COPIES)

See item 22-3-6.

22-3-2 ABSTRACTS OF VOTES CAST LEDGER

ORIGINAL RECORD: Microfilm and destroy OR retain permanently. Originals may be transferred to the State Archives after 10 years, provided the records have not been microfilmed.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-3-3 CONTRACTUAL INTEREST STATEMENT

Filings made to disclose potential officers of governing body. May include, but not limited to: Conflict of Interest, Contractual Interest and Employment of a Family Member statements. This record is not duplicated in the Accountability and Disclosure Commission.

Dispose of 5 years after the date of the interested officer's last day in office.

22-3-4 ELECTION SUPPLIES AND APPLICATIONS

See item 22-3-6.

22-3-5 LIST OF VOTERS BOOKS (ONE AND TWO)

See item 22-3-6.

22-3-6 MISCELLANEOUS ELECTION RECORDS

Various records related to the elections. May include, but not limited to, public notices, election results, certification of votes cast, elections supplies, ballots, applications etc.

Dispose of 22 months after date of the election, provided Election results have been certified by the County and State Canvassing Boards.

22-3-7 NOMINATION PAPERS

See item 22-3-6.

22-3-8 OFFICIAL, NONPOLITICAL, CONSTITUTIONAL AMENDMENTS, INITIATIVE AND REFERENDUM BALLOTS, AND ELECTION NOTICES

See item 22-3-6.

22-3-9 OFFICIAL SUMMARY OF VOTES CAST (ONE AND TWO)

See item 22-3-6.

22-4 FISCAL RECORDS

22-4-1 AGENCY STATEMENTS OF MONTHLY CASH RECEIPTS

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

22-4-2 BONDS AND COUPONS

Paid and returned to the City/Village.

Dispose of after bond issue is satisfied, provided audit has been completed.¹

22-4-3 CLAIM RECORDS

See Schedule 24 – General Records for Local Government, item 24-1-5.

22-4-4 DELINQUENT ACCOUNT LISTS

Usually computer generated list of residents or businesses behind on utility bills. Often duplicated in treasurer's office.

Dispose of 1 year after account is paid, brought current or written off as uncollectible, or after audit, whichever is latest.¹

22-4-5 DISTRICT FILES

Files for paving, water, sewer, gravel, grading and other utility districts; includes petitions, calls for bids, recommendations of bids, contracts, inspectors' reports and bond issuance files.

If district is included in a bond issue or if special assessments have been levied, dispose of after paid in full. Otherwise, dispose of 3 years after completion of contract, unless duplicated in the office of the city engineer, in which case dispose of after completion of the contract, provided audit has been completed.¹

22-4-6 MONTHLY OCCUPATION TAX RECORDS

Includes reports and financial statements for public utility corporations.

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

22-4-7 QUARTERLY REPORTS OF WAGES PAID

See Schedule 24 – General Records for Local Government, item 24-1-29.

22-4-8 SALES AND USE TAX WORKSHEETS (FORM 10)

Worksheets for reporting sales and use tax to State.

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

22-4-9 TAX INCREMENT FINANCING (TIF) PROJECTS

Any supporting document received or generated by the city or village that provides support for the receipts or payments associated with a tax increment financing project. This may include invoices, reports, claims, contracts, etc.

Dispose of after 3 years following the end of the fiscal year in which the last ad valorem tax is collected.

22-5 PETITIONS

22-5-1 INITIATIVE PETITIONS

Petitions to enact ORDINANCES.

ORIGINAL RECORD: Microfilm and destroy OR retain permanently.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-5-2 MISCELLANEOUS PETITIONS

PETITIONS expressing the opinions of the signers but having no official or legal significance, such as petitions against rezoning and for a change in parking patterns on city streets.

Dispose of 2 years after action is terminated.

22-5-3 RECALL PETITION RECORDS

The actual petition papers and related records demanding that the question of removing an official be submitted to the registered voters.

Dispose of after 10 years.

22-5-4 REFERENDUM PETITIONS

PETITIONS protesting passage of certain ordinances and asking for a vote on the issue.

ORIGINAL RECORD: Microfilm and destroy OR retain permanently.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-6 MISCELLANEOUS RECORDS

22-6-1 AFFIDAVITS OF MAILING OF NOTICE OF SPECIAL ASSESSMENT

Proof of mailing of special assessment notices for weed control, for Dutch elm disease control, snow removal, etc.

Dispose of after 10 years.

22-6-2 BINGO TAX REPORTS (OBSOLETE SEPTEMBER 1, 2007)

Tax reports which are sent to State.

Dispose of after 2 years, provided audit has been completed.¹

22-6-3 BUILDING INSPECTOR'S REPORTS

Monthly report of inspections made by type (construction, gas, sewer, electrical, etc.) and name.

Dispose of after 5 years.

22-6-4 BUILDING PERMITS

Alteration requests and board actions on each request. Includes permits issued, blueprints, notes, etc.

Dispose of 10 years after work is completed or 1 year after denial.

22-6-5 CEMETERY RECORDS

Records of sales of lots, internments, etc. for city owned cemeteries.

ORIGINAL RECORD: Microfilm and destroy OR retain permanently.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-6-6 CONTRACTS (FORMERLY SERVICE AGREEMENTS)

CONTRACTS AND AGREEMENTS for general obligations, not including construction. May include PERFORMANCE BONDS.

Dispose of 5 years after fulfillment of contract, provided audit has been completed.¹

22-6-7 GRANT RECORDS

All related documents for applying for and administering a federal or state awarded grant, including closeout document.

Dispose of 3 years after the fiscal year to which any claim relates or as specified in grant requirements, provided audit has been completed, whichever is later.¹

22-6-8 HANDICAPPED PARKING PERMITS

Information related to Handicapped Parking Permits.

Dispose of 1 year after expiration of permit.

22-6-9 LICENSES AND PERMITS, MISCELLANEOUS

May include licenses, permits and related files for occupations (plumbers, electricians, etc.), pets, sale of tobacco, public amusements, dining and dancing, house moving, billiards and others. Does not include liquor or beer licenses.

Dispose of 2 years after expiration of license or permit.

22-6-10 LIQUOR AND BEER LICENSES

May include copies of licenses, petitions concerning granting of license, correspondence and health and police reports.

Dispose of 4 years after expiration of license.

22-6-11 MISCELLANEOUS ANNEXATION EXHIBITS

Requests for annexation by civic groups, expression of confidence in city government, reports relative to contracts, franchises and licenses of annexed municipalities.

Transfer to the State Archives after formal action by the Council.

22-6-12 MISCELLANEOUS PAPERS RELATED TO PETITIONS

Withdrawals of names from petitions, denials of signature, statement of presence of witness to signature, etc.

Retain with actual PETITION, see series 22-5.

22-6-13 OATHS OF OFFICE

Official oaths signed by elected or appointed officials and public officers.

Dispose of 2 years after end of term or employment.

22-6-14 PUBLIC OFFICIAL BONDS

See Schedule 24 – General Records for Local Government, item 24-2-16.

22-6-15 RAILWAY SAFETY REPORTS

Notices from Public Service Commission concerning safety of railways in city.

Dispose of after 5 years.

22-6-16 SIDEWALK PROGRAM RECORDS

Includes sidewalk inspector reports, protests, maps, etc.

Dispose of 2 years after final action.

22-6-17 STREET AND HIGHWAY REPORTS

Cumulative 6 year plans sent to State with annual updates and financial status reports.

Dispose of after 3 years.

22-6-18 WASTEWATER TEST RECORDS

Test results and related records when wastewater tests are sent to the Nebraska Department of Environmental Control.

WASTEWATER RECORD: Dispose of after 3 years.

SLUDGE RECORD: Dispose of after 5 years.

22-6-19 WATER ANALYSIS RECORDS

Test results and related records when water tests are sent to the Nebraska Health Department. See Neb. Title 179 NAC 5 section 5-005.

BACTERIOLOGICAL, TURBIDITY, TEMPERATURE, pH, AND DISINFECTANT

RESIDUAL ANALYSES: Dispose of after 5 years.

CHEMICAL ANALYSES: Dispose of after 10 years.

22-6-20 WEED OR NUISANCE NOTICES

Notice to abate and remove such weeds or nuisance given to owner or owner's duly authorized agent and to the occupant, if any, by personal service or certified mail (see 22-6-1).

WEEDS OR NUISANCE REMOVED: Dispose of after 1 year.

SPECIAL ASSESSMENT LEVIED: Dispose of after paid in full, provided audit has been completed.¹

22-7 ZONING RECORDS

22-7-1 APPEALS TO ZONING BOARD OF APPEALS

ORIGINAL RECORD: Microfilm and destroy OR retain permanently.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-7-2 CHANGE OF ZONE FILES

Contain petitions to amend zoning ordinances, maps of property in question, recommendations of Planning Commission.

ORIGINAL RECORD: Microfilm and destroy OR retain permanently.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-7-3 CORRESPONDENCE TO PLATTERS

Correspondence and maps concerning plats of subdivisions and construction.

Dispose of after 10 years.

22-7-4 LIABILITY AGREEMENTS

Involves special use agreements with merchants to excavate and use area under sidewalks, who in turn accept liability for damage or injury.

Dispose of 2 years after expiration, replacement or cancellation of agreement, provided no CLAIM is pending.

22-7-5 MINUTES OF BOARD OF ZONING APPEALS

ORIGINAL RECORD: Microfilm and destroy OR retain permanently. Originals may be transferred to the State Archives after 10 years, provided the records have not been microfilmed.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-7-6 REPORTS OF ZONING BOARD

Annual reports, definitions and general recommendations.

ORIGINAL RECORD: Microfilm and destroy OR retain permanently.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-7-7 SIGN PERMITS

Applications for permission to erect signs within the zoning jurisdiction of the city. May include drawings, specifications, etc.

Dispose of 10 years after work is completed or 1 year after denial.

22-7-8 SPECIAL/CONDITIONAL USE PERMIT FILES (FORMERLY SPECIAL USE PERMIT FILES)

Applications for conditional or special use of property, maps, recommendations of Planning Board.

ORIGINAL RECORD: Microfilm and destroy OR retain permanently.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-7-9 ZONING APPLICATIONS

Requests for change in zone or for permission for action contrary to zoning laws. Includes application for change in zoning classification, appeal from ruling of Building Inspector and application for permit beyond city limits.

ORIGINAL RECORD: Microfilm and destroy OR retain permanently.

SECURITY MICROFILM: Transfer to the State Archives.

MICROFILM WORK COPY: Retain permanently.

22-8 AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING

Unless specifically prohibited under a separate records series listing, all records of the city clerks may be destroyed immediately after microfilming, provided that the following conditions 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.

DELETED RECORDS

- 22-1-18 CORRESPONDENCE, COUNCIL, FROM CLERK AND MAYOR
WAS 22-1-6
- 22-3-10 POLL BOOKS AND TALLY LISTS (OBSOLETE) WAS 22-3-9
- 22-3-11 STATEMENTS OF RECEIPTS AND EXPENDITURES
(CONTRIBUTION OR EXPENSE STATEMENTS) (OBSOLETE)
WAS 22-3-8

NOTE

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, AN 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