

# **Schedule 3-7**

## **CRIMINAL JUSTICE COMMISSION**

### **LAW ENFORCEMENT TRAINING CENTER**

**March 19, 2013**

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

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

SCHEDULE

**3-7**

AGENCY, BOARD OR COMMISSION

**CRIMINAL JUSTICE COMMISSION**

DIVISION, BUREAU OR OTHER UNIT

**LAW ENFORCEMENT TRAINING CENTER**

Supersedes Edition of December 10, 2010

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

**PART I – AGENCY STATEMENT:**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



TITLE

*Executive Director*

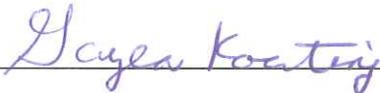
DATE

*2/28/2013*

**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

*3/14/2013*

**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



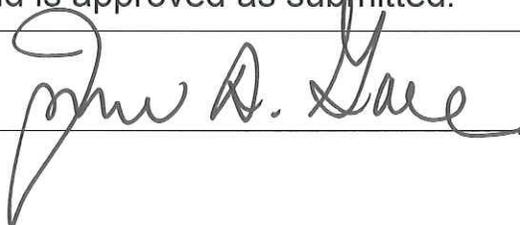
DATE

*3/15/13*

**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

*3/19/13*

## INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule 124 contains those records common to most state government agencies. 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 State Agencies General Records Schedule 124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the 2<sup>nd</sup> to the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business. **Please remember to retain the blank form for future use.**

### NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

### QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or 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**

**SCHEDULE 3-7**  
**CRIMINAL JUSTICE COMMISSION**  
**LAW ENFORCEMENT TRAINING CENTER**  
**March 19, 2013**

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

Supersedes Edition of December 10, 2010

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
003-007-001-000-000-000-000	ADMINISTRATIVE - ADA SELF EVALUATION	American with Disabilities Act (ADA) Self Evaluation	Superseded	
003-007-002-000-000-000-000	ADMINISTRATIVE - DONOR FILE	Gifts and donations to Training Center. May include by not limited to: Mitchie Law books, Jimmy Wilson Fund, swimming pool gift files.	5 years OR when no longer of reference value (whichever is later)	
003-007-003-000-000-000-000	ADMINISTRATIVE - GRANT FILES	Copies of records of grants received from Federal, State, and other agencies.	When no longer of reference value	Original records maintained at Criminal Justice Commission Headquarters, see GRANT FILES item 3-2-
003-007-004-000-000-000-000	ADMINISTRATIVE - LOST OR STOLEN PROPERTY REPORTS		ORIGINAL RECORD: Send to Department of Administrative Services, Material Division TRAINING CENTER COPY: When no longer of reference value	
003-007-005-000-000-000-000	ADMINISTRATIVE - SHERIFF ELECTION CANDIDATE BACKGROUND CHECK	Records may include, but not limited to: Fingerprint cards, TABE results and correspondence.	1 year after election	Neb. Rev. Stat. §12-1701.01
003-007-006-000-000-000-000	ADMINISTRATIVE - TRAINING CENTER OWNED VEHICLES	Vehicle titles.	Transfer with vehicle after it is surplusd or salvaged	
003-007-007-000-000-000-000	ADMINISTRATIVE - TRAINING CENTER PROPERTY FILES	Property or structures belonging to the Training Center. May include, but not limited to: backflow, Warm Slough/Moores Creek Flood Control Project, outside watering concerns, Indoor Firearms Range, gas storage tanks, training tank, and blue prints.	2 years after sale or building vacated (whichever is later), subject to review by State Archives for possible accession	Contact State Archives to negotiate transfer
003-007-008-000-000-000-000	ADMINISTRATIVE - USE OF FACILITY EQUIPMENT FILE	Original visitor/guest waiver of liability forms, sign-in-out registers, and whirlpool logbooks.	2 years	
003-007-009-000-000-000-000	ADMINISTRATIVE - USE OF FACILITY FILE		When no longer of reference value	
003-007-010-000-000-000-000	CERTIFICATION - INSTRUCTOR FILES	May include applications to be approved by PSAC (Police Standards Advisory Council) and Crime Commission to teach law enforcement courses	4 years after certification expired	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
003-007-011-000-000-000-000	CERTIFICATION - K-9 POLICE SERVICE DOGS (PSD)	May include, but not limited to: copies of PSD Evaluator Certificates issued by the PSD Judge, copy of the Nebraska Police Service Dog Standards, ample copies of evaluations forms used by PSD judge and evaluators.	5 years after certification OR when no longer of reference value (whichever is later)	
003-007-012-000-000-000-000	CERTIFICATION - NEBRASKA JAILER SCHOOL FILE	May include but not limited to: copy of certificate, evaluation, change-in-status form, injury/medical memos, and copy of any disciplinary actions	1 year after student has graduated from school	
003-007-013-000-000-000-000	CERTIFICATION - NEBRASKA OFFICER FILE	May include by not limited to: personnel change-in-status form, application for training, fingerprint cards, evaluation forms, copy of birth certificate, copy of high school diploma, handgun qualification score, memos, and any information regarding any disciplinary action.	100 years after certification	
003-007-014-000-000-000-000	CERTIFICATION - NON-CERTIFIED FILE	File of applicants who applied for training but did not attend training.	1 year after application	
003-007-015-000-000-000-000	CERTIFICATION - REVOCATION FILE	May include by not limited to: officer file, court reports, PSAC Hearing, Crime Commission Hearing, and Notification of Decertification.	100 years after decertification	
003-007-016-000-000-000-000	CERTIFICATION - SPECIALIZED CLASS FILES (RADAR, SFST, ETC. ALL BUT BASIC & RESERVE/IN-LIEU OF TRAINING	May include but not limited to: roster of attendees, schedule of classes and test scores.	3 years	
003-007-017-000-000-000-000	CURRICULUM - ACADEMY INSPECTION	Original annual Academy Inspection of NSP, OPD, LPD and NLETC. May include, but not limited to: curriculum, instructors, letter of approval, and memorandum of report.	2 years	
003-007-018-000-000-000-000	CURRICULUM - BASIC / MANDATED FILES	Describes in detail how many hours of each subject were taught during a school year and supplements the student transcript. Each class starts and finishes under a specific Basic Curriculum.	Permanent	
003-007-019-00-000-000-000	CURRICULUM - COLLEGE CREDIT INFORMATION	Amount of college credit each college will give to officers attending basic training.	Superseded	
003-007-020-000-000-000-000	CURRICULUM - EVALUATION	Contains curriculum comparison.	Superseded	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
003-007-021-000-000-000-000	DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS	Back-up tapes or other storage media are only to be used for system restoration in the event of a disaster. Disaster recovery back-ups are never to be used or considered for records management or archiving purposes. Two sets of tapes remain onsite and one set is stored offsite.	<b>EMAIL RECORDS:</b> See OCIO DISASTER RECOVERY DATA FOR THE ENTERPRISE EMAIL SYSTEM, item 124-043 <b>ALL OTHER ELECTRONIC RECORDS:</b> <b>DAILY (SMWThF):</b> 3 weeks <b>WEEKLY (T):</b> 3 weeks	
003-007-022-000-000-000-000	HANDGUN QUALIFICATION - ANNUAL AGENCY REPORT FORM	Agency Verification form that provides listing of officers, handgun qualification date type of handgun, and qualifying instructor.	<b>1 year after approval by Police Standards Advisory Council (PSAC)</b>	
003-007-023-000-000-000-000	INSTRUCTIONAL FILES - INSTRUCTOR EVALUATIONS	Evaluations completed by basic and specialized students on the Training Center instructors for the purpose of instructor yearly evaluations by the Deputy Director of training.	<b>15 months after evaluation of instructor</b>	
003-007-024-000-000-000-000	INSTRUCTIONAL FILES - SCHOOL LESSON PLANS AND RELATED MATERIAL	May include outlines and handouts.	<b>100 years</b>	
003-007-025-000-000-000-000	STUDENT RECORDS - BASIC 14-WEEK FILE	May include, but not limited to: Acceptable Use Forms, Background Investigation (Old Brown), Basic Survey form (TC-069), Oath of Honor, TABE Results, Technical Use Policy, Waiver of Liability (TC-061) and PBT Verification.	<b>After class graduation</b>	
003-007-026-000-000-000-000	STUDENT RECORDS - BASIC ADMINISTRATIVE FILE	May include, but not limited to: authority to release information, pre-absence/absentee form, acceptance letter, reports by instructors, and violation letters.	<b>1 year after graduation of officer</b>	
003-007-027-000-000-000-000	STUDENT RECORDS - BASIC CLASS BOX	May include, but not limited to: reports, tests and reports, all practical performance material, pictures, and student evaluations.	<b>1 year</b>	
003-007-028-000-000-000-000	STUDENT RECORDS - BASIC SCHOOL 4 YEAR FILE	May include, but not limited to: medical examination, current health status, CPR certification, driver's license, injury reports, DD-214, Waiver (TC-061), In-Lieu-Of Comp. Exam, In-Lieu-Of-Previous Training, and Personal History Information Report including LESI Report.	<b>4 years after graduation</b>	
003-007-029-000-000-000-000	STUDENT RECORDS - DENIED ADMISSIONS OR SEPARATED FROM BASIC TRAINING		<b>50 years</b>	
003-007-030-000-000-000-000	STUDENT RECORDS - DIPLOMA, COMPLETED TRAINING-NEVER HIRED (UNCERTIFIED)	Includes entire basic application packet and transcript.	<b>2 years after graduation</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
003-007-031-000-000-000-000	STUDENT RECORDS - INDIVIDUAL TESTS	May include but not limited to: supervision, management, Jail Management Operations and other specialized courses.	1 year after graduation	
003-007-032-000-000-000-000	STUDENT RECORDS - RESERVE/IN-LIEU-OF SCHOOL 4 YEAR FILE	May include, but not limited to: Medical form, waiver of liability, copy of CPR Card and comprehensive In-Lieu-of Examination.	4 years after graduation	
003-007-033-000-000-000-000	STUDENT RECORDS - RESERVE/IN-LIEU-OF SCHOOL ADMINISTRATIVE FILE	May include, but not limited to: Authority to Release Information form, Pre-Absence/ Absentee form acceptance letter and reports.	1 year after graduation	
003-007-034-000-000-000-000	STUDENT RECORDS - SPECIALIZED TRAINING-4 YEAR FILE	May include, but not limited to: waiver, copy of any disciplinary actions, and any injury/medical memos. Courses to include JMO, Firearms, DT, and Rifle Instructor.	4 years	
003-007-035-000-000-000-000	TABE - TEST DATABASE	Database consisting of TABE (Test of Adult Basic Education) test information. May include, but is not limited to: student name, test date, test scores and name of agency the test taken for.	100 years after test date	
003-007-036-000-000-000-000	TABE - TEST FILES	Alphabetical files of students who have taken the TABE Test, original test forms and result letters.	1 year	

# RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 <sup>TH</sup> 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
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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.)**

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