

Schedule 18

COUNTY COURTS

January 3, 2018

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
18
AGENCY, BOARD OR COMMISSION COUNTY COURT
DIVISION, BUREAU OR OTHER UNIT
Supersedes Edition of August 4, 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

DATE

Nebraska State Court Administrator

12-4-17

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

Doreen Krentz

12/13/2017

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

Dawn Hauffman

1/3/18

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

John A. Gace

1/3/18

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. 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 18 COUNTY COURTS

November 28, 2017

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

Supersedes Edition of August 4, 2010

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
18-1	ADOPTION RECORDS-CASE FILES	This is a CONFIDENTIAL RECORD, which includes the name of the person adopted, the identity of the attorney, and all original papers filed in the court.	ORIGINAL RECORD: Scan to JUSTICE and retain originals permanently OR microfilm and destroy originals SECURITY MICROFILM: Transfer to a secure location. Permanent. MICROFILM WORK COPY: Permanent ELECTRONIC RECORD: Permanent	43-113, R.R.S. 1943
18-2	ADOPTION RECORDS-REGISTER OF ACTIONS (UPDROA)	This is a CONFIDENTIAL RECORD. Index to adoption records listing both child and parents. It also lists case number, all fees paid, reason for payment, file-stamp dates, and date of entry of each court order and judgment.	ORIGINAL RECORD: Scan to JUSTICE and retain originals permanently OR microfilm and destroy originals SECURITY MICROFILM: Transfer to a secure location. Permanent. MICROFILM WORK COPY: Permanent ELECTRONIC RECORD: Permanent	43-113, R.R.S. 1943
18-3	BOND RECORDS	Bonds of personal representatives, administrators, conservators, executors, guardians, and trustees, as well as appeal, appearance, bail and cost bonds are maintained as part of the case file, if filed, and are not kept separately.	NOT FILED CRIMINAL CASES: 5 years from the date any bond money is refunded, providing audit has been completed, or 5 years from the date a personal recognizance bond is issued. OTHER BONDS: Retain in appropriate case file and follow the disposition schedule which applies to that case ELECTRONIC RECORD: NOT FILED CRIMINAL CASES: 5 years from the date any bond money is refunded, providing audit has been completed, or 5 years from the date a personal recognizance bond is issued. OTHER BONDS: Retain in appropriate case file and follow the disposition schedule which applies to that case	
18-4	BOND RECORDS-COUNTY OFFICIALS' BONDS AND BOND RECORD	Record of bonds executed to guarantee performance of duties by the county clerk and members of the county board as well as the bonds themselves.	ORIGINAL RECORD: 10 years after release, replacement or expiration of the bond ELECTRONIC RECORD: 10 years after release, replacement or expiration of the bond	§25-209, R.R.S. 1943

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
18-5	CIVIL RECORDS-CIVIL, SMALL CLAIMS AND CONDEMNATION CASE FILES	All original papers, documents and court orders filed in a case.	<p>CIVIL AND SMALL CLAIMS CASE FILES: Scan to JUSTICE Case Management system and dispose of after image quality has been verified OR 5 years after the date a case is dismissed or a judgment satisfied OR 15 years after the date the last pleading was filed or last payment was made in the case.</p> <p>CONDEMNATION CASE FILES: Scan to JUSTICE Case Management system and dispose of after image quality has been verified OR 20 years after the date the last pleading in the case was filed</p> <p>ELECTRONIC RECORD:</p> <p>CIVIL AND SMALL CLAIMS IMAGES: 5 years after the date a case is dismissed or a judgment satisfied OR 15 years after the date the last pleading was filed or last payment was made in the case.</p> <p>CONDEMNATION CASE IMAGES: 20 years after the date the last pleading in the case was filed</p>	
18-6	CIVIL RECORDS-CIVIL, SMALL CLAIMS AND CONDEMNATION REGISTERS OF ACTION (UPDROA)	Registers of action summarize the activity in a case. These records contain the names of the parties and their attorneys, the kind of action, the date and amount of judgment, a paper filed and the date of entry and a summary of each order of the court.	<p>CIVIL AND SMALL CLAIMS CASE FILES: 15 years after the date the last pleading was filed</p> <p>CONDEMNATION CASES: 20 years after the date the last pleading was filed</p> <p>ELECTRONIC RECORD:</p> <p>CIVIL AND SMALL CLAIMS CASES: 15 years after the date the last pleading was filed</p> <p>CONDEMNATION CASES: 20 years after the date the last pleading was filed</p>	Until 2000, registers of action were on cards filed in alphabetical order, replacing the index. Currently all information is retained in the JUSTICE computer system
18-22	ESTATE RECORDS - DEMANDS FOR NOTICE	This filing notifies the court that an individual demands notice of any order or filing pertaining to a decedent's estate in which he or she has a financial or property interest.	<p>ESTATE FILED: Mail a copy to the personal representative or his/her attorney, include the demand in the estate file and retain permanently</p> <p>NO ESTATE FILED: 5 years from the date the demand is filed if no estate is filed and no other action is taken, unless the Court orders extended retention for good cause shown.</p>	Neb. Rev. Stat. §30-2413
18-20	ESTATE RECORDS - RECORDS OF GUARDIANSHIP OR CONSERVATORSHIP CASES IN WHICH INTRASTATE TRANSFER IS DENIED	Provisional Transfer of Jurisdiction Order from originating court, order denying transfer for lack of jurisdiction, and any additional paperwork related to an intrastate transfer of a guardianship or conservatorship case for which intrastate transfer to the court is denied.	<p>Original Record: Receiving Court: Retain for 5 years after entry of order denying transfer</p> <p>Originating Court: Retain permanently as part of guardianship or conservatorship file.</p>	Supreme Court Rule 6-1443.02

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
18-8	ESTATE RECORDS-CASE FILES	Files contain original papers relative to a probate, guardianship or conservatorship case. A sample of documents which might be found in a file includes: petitions, wills, letters appointing a personal representative, guardian or conservator, bonds, oaths, inventories, appraisals, affidavits of publication, claims against the estate, pleadings and orders of the court.	<p>ORIGINAL RECORD: Scan to JUSTICE Case Management system and retain permanently; OR microfilm and destroy originals pursuant to Section 124-12</p> <p>PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives</p> <p>SECURITY MICROFILM: Transfer to State Archives</p> <p>MICROFILM WORK COPY: Permanent</p> <p>ELECTRONIC RECORD: Permanent</p>	
18-7	ESTATE RECORDS-ENTRY BOOK AND ESTATE BOOK (DEFUNCT)	These records were created by 1866 Territory Law and discontinued by 1895 Session Laws. Information is now contained in the PROBATE FEE BOOK and PROBATE RECORD (See Estate Case Files), respectively.	Immediately transfer to the State Archives	
18-9	ESTATE RECORDS-FEE BOOK OR PROBATE FEE BOOK (DEFUNCT)	Separate book used to record all of the fees paid in an estate case. The record includes: the case number, the case caption, the date each paper was filed or issued, dates of court orders and the judgment, and an accounting of all fees paid, including the date, name of person making payment, amount of payment, and the name of person entitled to payment and reason for payment	<p>FEE BOOKS USED AS A MICROFILM INDEX: Permanent or microfilm and destroy originals pursuant to section 124-12</p> <p>SECURITY MICROFILM: Transfer to a secure location; permanent</p> <p>MICROFILM WORK COPY: Permanent</p> <p>FEE BOOK NOT USED AS A MICROFILM INDEX: 5 years</p> <p>ELECTRONIC RECORD: Permanent</p>	Information in this record is now recorded on the ESTATE REGISTER OF ACTIONS
18-12	ESTATE RECORDS-GUARDIANSHIP DOCKET (DEFUNCT)	This is an alphabetical index to guardianships. Information contained on this record includes: case number, classification of guardianship, and fee book and page or roll and frame where the case is recorded.	<p>ORIGINAL RECORD: Permanent or microfilm and destroy originals pursuant to section 124-12</p> <p>PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives</p> <p>SECURITY MICROFILM: Transfer to the State Archives</p> <p>MICROFILM WORK COPY: Permanent</p> <p>ELECTRONIC RECORD: Permanent</p>	The information on this form is now included on the ESTATE REGISTER OF ACTIONS
18-10	ESTATE RECORDS-INDEX	Alphabetical index to estate cases, providing first and last names, case number, the docket and page if recorded in an obsolete docket book, and the roll and frame if microfilmed.	<p>ORIGINAL RECORD: Permanent or microfilm and destroy originals pursuant to section 124-12</p> <p>PRIOR TO 1920: Records not microfilmed may be transferred to the State Archives</p> <p>SECURITY MICROFILM: Transfer to State Archives</p> <p>MICROFILM WORK COPY: Permanent</p> <p>ELECTRONIC RECORD: Permanent</p>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
18-13	ESTATE RECORDS- INDEX TO WILLS DEPOSITED FOR SAFEKEEPING AND WILLS NOT PROBATED	This record includes: the date each will was deposited; an alphabetical listing of the names of people making wills, the name of the person who delivered the will for filing, and the final disposition of the will.	ORIGINAL RECORD: Permanent or microfilm and destroy originals pursuant to section 124-12 SECURITY MICROFILM: Transfer to a secure location, permanent MICROFILM WORK COPY: Permanent ELECTRONIC RECORD: Permanent	Required by §25-2757, R.R.S. 1943
18-11	ESTATE RECORDS- REGISTERS OF ACTION AND INDEX	A summary of case activity contained on a card which is filed alphabetically to provide an index. A sample of the information contained on the card includes: case number, filing date, case type, names of the deceased or protected person, personal representative, guardian or conservator, and attorneys, payments received by the court with date of receipt and name of payer, claims filed, etc.	ORIGINAL RECORD: Permanent or microfilm and destroy originals pursuant to section 124-12 SECURITY MICROFILM: Transfer to the State Archives MICROFILM WORK COPY: Permanent ELECTRONIC RECORD: Permanent	<ul style="list-style-type: none"> •Until 2000, this record served as the probate record, fee book, and general index to probate records which are required by §24-554, R.R.S. 1943 •Current information is retained on the JUSTICE computer system
18-14	ESTATE RECORDS- WILLS DEPOSITED FOR SAFEKEEPING AND WILLS NOT PROBATED		Deliver to appropriate person or court upon request or dispose of 100 years after deposited with the court	Required by §30-2355, R.R.S. 1943
18-24	FELONY, MISDEMEANOR AND INFRACTION RECORDS-CRIMINAL REGISTERS OF ACTION AND INDEX	Prior to 2000, the CRIMINAL REGISTER OF ACTION was a card filed alphabetically by the last name of the defendant, which contained, case number, the defendant's name, attorneys for the State and defendant, charges filed, fees and costs, a summary of pleadings and orders filed in the case together with the filing date, etc.	See 18-25 and 18-26 Retention of Registers of Action and Indexes is consistent with related case files.	Currently all information is retained on JUSTICE computer system
18-25	FELONY, MISDEMEANOR AND INFRACTION RECORDS-FELONY CASE FILES	Original papers filed in felony cases. The county court conducts a bond hearing and a preliminary hearing in felony cases. If probable cause is found, the defendant is "bound over" (the case is transferred) to the district court for further proceedings.	CASE BOUND OVER: Transfer the entire original record to the Clerk of the District Court electronically and dispose of paper after image quality has been verified or deliver originals as a paper transcript CASE NOT BOUND OVER (PROBABLE CAUSE NOT SHOWN): ORIGINAL RECORD: Scan to JUSTICE Case Management system and dispose of after image quality has been verified OR 2 years after the court's order ELECTRONIC RECORD: 2 years after the court's order CHARGE REDUCED TO MISDEMEANOR AND DISPOSED OF AS A MISDEMEANOR: See MISDEMEANOR CASE FILES	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
18-26	FELONY, MISDEMEANOR AND INFRACTION RECORDS- MISDEMEANOR CASE FILES	Misdemeanor cases include those originally filed as felonies but disposed of in the county court as misdemeanors.	MISDEMEANORS CONVICTIONS: Scan to JUSTICE Case Management system and dispose of after image quality has been verified OR 15 years after judgment is entered ELECTRONIC RECORD: 15 years after judgment is entered DISMISSED: ORIGINAL RECORD: Scan to JUSTICE Case Management system and dispose of after image quality has been verified OR 5 years after court's order ELECTRONIC RECORD: 5 years after court's order	Previously called CRIMINAL CASE FILES
18-27	FELONY, MISDEMEANOR AND INFRACTION RECORDS-TRAFFIC CASE FILES	These contain the original documents in traffic cases, including: court's copy of the traffic citation, the waiver and plea of guilty signed by the defendant, receipt (if a copy is kept), and any pleadings or orders of the court.	ORIGINAL RECORD: Scan to JUSTICE Case Management system and dispose of after image quality has been verified OR 5 years after judgment was satisfied ELECTRONIC RECORD: 5 years after judgment was satisfied DISMISSED: ORIGINAL RECORD: Scan to JUSTICE Case Management system and dispose of after image quality has been verified OR 5 years after court's order	
18-28	FELONY, MISDEMEANOR AND INFRACTION RECORDS-TRAFFIC REGISTERS OF ACTION AND INDEX	Until 2000, a card was maintained for each traffic infraction filed which included: traffic misdemeanors (excluding serious traffic offenses such as DWI which are criminal records), traffic ordinances and traffic infractions. The card listed the defendant's name, attorneys, charges filed, and a summary of events in the case. Some courts maintain the record on computers. The information on the card was transmitted to the Department of Motor Vehicles (DMV). For failures to appear, a report sent to the DMV resulted in the suspension of the defendant's license to drive.	ORIGINAL CARDS: 5 years after judgment was satisfied or dismissal entered. ELECTRONIC RECORD: 5 years after judgment was satisfied or dismissal entered.	Currently all information is retained on JUSTICE computer system
18-15	FISCAL RECORDS-AUDIT REPORTS	Audits authorized by the county board and internal audits reporting on the regularity of all fiscal accounts and records.	5 years	
18-16	FISCAL RECORDS-INHERITANCE TAX STATEMENTS	Statements to treasurer by county judge and clerk magistrate concerning parties who are known or presumed to owe inheritance taxes.	5 years	§77-2030, R.R.S. 1943

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
18-17	FISCAL RECORDS- INVENTORY REPORTS	Annual inventory report to the county clerk of all county personal property maintained by the clerk of the county court.	5 years after superseding inventory is taken	•§23-346 and §23-350 •§24-590, R.R.S. 1943
18-18	FISCAL RECORDS- RECEIPTS	The receipt process is part of the JUSTICE Case Management system and receipts are not always printed	If printed, Give to customer OR retain in and dispose of with the appropriate case file	
18-19	FISCAL RECORDS- REPORT OF COUNTY JUDGES' RETIREMENT FUND FEES	Courts' copy of recurrent report showing fees collected and transmitted to the Director of the Nebraska Retirement Systems for the County Judges Retirement Fund.	5 years	Payment to the State Treasurer accompanies this report
18-21	FISCAL RECORDS- UNCLAIMED WITNESS FEE STATEMENT	Quarterly statements to the county board of unclaimed fees in their possession.	5 years	§77-2401, R.R.S. 1943
18-29	GENERAL COURT RECORDS-CALENDAR	Judges' calendar of cases to be heard in county court.	Dispose of when no longer of administrative value	
18-30	GENERAL COURT RECORDS-DEPOSITIONS	A deposition is the testimony of someone who may know about a case, taken under oath, committed to writing and authenticated by a court reporter. Under new discovery rules, depositions should not be routinely filed with the court.	SEALED DEPOSITIONS (NOT USED IN THE CASE): After the case is closed and the time for appeal has expired without an appeal being filed DEPOSITIONS USED IN COURT: CIVIL AND EQUITY CASES: 1 year after the last matter has been decided CRIMINAL CASES: BINDOVERS FROM PRELIMINARY HEARINGS: Transfer to the district court when the case is bound over OTHER CRIMINAL CASES: 1 year after the date when the records of the court show no unfinished matter pending in the case, including payment of the fine, service of sentence and release from probation or parole. If deposition is retained in the case file, retain and destroy pursuant to the schedule for the case type.	
18-31	GENERAL COURT RECORDS-EXCEPTIONS, BILLS OF	A transcript of testimony including an index showing each witness in the order called, witnesses direct, cross or further examinations, DEPOSITIONS and EXHIBITS, and pages where they are identified, offered, ruled and found, stipulations, motions to dismiss or to instruct a verdict, together with rulings thereon, and page(s) where they are found, and Certificate of Court Stenographer.	CIVIL AND PROBATE CASES: 1 year after the records of the court show no unfinished matter pending in the case CRIMINAL CASES: 1 year after the records of the court show no unfinished matter pending in the case, including payment of the fine, service of the sentence and release from probation	

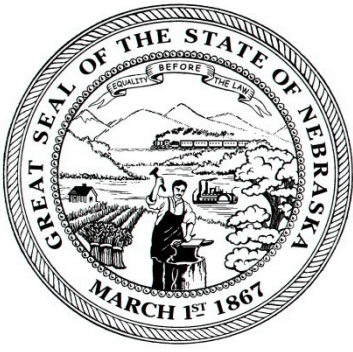
ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
18-32	GENERAL COURT RECORDS-EXHIBITS	Exhibits offered or received in evidence in the trial of any action, or materials which have been substituted for those exhibits (such as a photograph instead of a bulky object) pursuant to the rules of the Nebraska Supreme Court, and which remain in the custody of the court after the trial of the case. Release or substitution of exhibits is governed by the rules of the Nebraska Supreme Court, and this disposition item applies on to EXHIBITS which have not been released and therefore remain in the custody of the court.	CIVIL AND DOMESTIC RELATIONS CASES: Dispose of according to the rules of the Nebraska Supreme Court 1 year after date when court records show no unfinished matter is pending in the case CRIMINAL CASES BOUND OVER TO DISTRICT COURT: Return to the attorney who introduced them at the close of the preliminary hearing OTHER CRIMINAL CASES: Dispose of according to the rules of the Nebraska Supreme Court 1 year after the date when court records show no unfinished matter pending in the case, including payment of the fine, service of the sentence and release from jail, probation, or parole DISTRICT COURT DOMESTIC RELATIONS CASES AND PROTECTION ORDERS heard by a county court judge - Upon termination of matter, surrender exhibits to district court clerk and obtain written receipt unless otherwise ordered by judge.	District Court Cases Supreme Court Rule 1-210
18-33	GENERAL COURT RECORDS-FIREARM CERTIFICATE APPEALS	Appeal received by the court after police or sheriff denial of a firearm certificate. May include application, copy of criminal history documents, letter of denial, and court decision.	3 years after court decision	
18-35	GENERAL COURT RECORDS-MOTHERS' PENSIONS (1911-1930) (OBSOLETE)	Bound volumes or ledger books of pensions paid to mother of the house (also referred to as mothers aid). The pensions were intended to provide a universal subsidy to families with dependent children but without an adult mail income. The male was either deceased or in some instances it was a case of abandonment. Not all counties would have this record as counties were not mandated to provide the plan.	Immediately dispose of obsolete records, subject to review by the State Archives for possible accession	
18-36	GENERAL COURT RECORDS-RECEIPT FOR COURT PAPERS BOOK	Record of court papers checked out, who took them, and when they were returned.	Dispose of When no longer of administrative value	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
18-38	GENERAL COURT RECORDS-TESTIMONEY AND PROCEEDINGS RECORDING TAPES/CD'S	Recordings and notes of testimony on audio tapes or CD's which are maintained in all cases. When transcribed and certified according to court rule, these recordings become the bill of exceptions. Erase from laptop 1 year after recording has been transferred to CD, providing CD has been checked for successful download of content.	CRIMINAL CASES: Erase tape or destroy CD after 15 years CIVIL CASES: Erase tape or destroy CD 30 days after appeal time has elapsed for every case on the tape ADOPTION CASES: Permanent JUVENILE CASES: Erase tape or destroy CD after the juvenile in each case on it has reached the age of majority or is otherwise no longer subject to juvenile court jurisdiction PROBATE CASES: Erase tape or destroy CD 30 days after appeal time has elapsed for every case on the tape SMALL CLAIMS CASES: Erase tape or destroy CD 30 days after appeal time has elapsed for every case on the tape MULTIPLE TYPES OF CASES ON ONE TAPE: A tape or CD which contains several types of cases, each with its own retention period, should be erased or destroyed pursuant to the records retention rule for the case requiring the longest retention DOMESTIC RELATIONS AND PROTECTION ORDERS HEARD BY COUNTY COURT JUDGES: 10 years	
18-39	GENERAL COURT RECORDS-WIRETAP RECORDS	Applications, Orders, Oaths of Affirmations, Statements of Procedures, Extensions, wire or tape recording, pen registers, trap-and trace device records, and judges' reports.	10 years after the last action on the matter, provided the judge has ordered destruction	§86-705 (8), R.R.S. 1943
18-40	JUSTICE REPORTS-DAILY ACTION REPORTS	Daily JUSTICE reports that are used to correct records, information stays on the report until it has been corrected. List may include, but is not limited to: Daily Warrant Return List-JUSB3590 Overdue Actions-JUSB0220	PAPER RECORD: Daily or when no longer of administrative value, whichever is longer	JUSTICE generated reports that are generally ran daily

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
18-41	JUSTICE REPORTS-DAILY FISCAL REPORTS	Daily JUSTICE reports dealing with transactions, action & financial responsibilities of the courts. List may include, but is not limited to: Cash Short/Long Transactions-JUSB4528 Cumulative Account Balance Report-JUSB4637 Daily Balance-JUSB3455 Receipts Automatically Transferred to Cases-JUSb3460 Receipts by Cash Drawer-RCPTBCB	PAPER RECORD: 5 years	JUSTICE generated reports that are generally run daily
18-42	JUSTICE REPORTS-DMV AND TRAFFIC REPORTS	JUSTICE generated reports that are DMV related that may include, but are not limited to the following reports: Create DMV Abstract for Netview/DM Pickup-JUSB3836 Extract DMV Records for Pickup by Netview/DM-JUSB3835 Non-Compliance-Failure to Appear-JUSB3832 Non-Compliance-Failure to Pay-JUSB3831	PAPER RECORD: 6 months ELECTRONIC RECORD: 7 days CF/TR-Juvenile Dispositions Report-JUSB3478 PAPER RECORD: After AOC prints annual case load report ELECTRONIC RECORD: 7 days Officer's Report of Disposed Cases-JUSB3500 PAPER RECORD: Sent to Officer or officer office of jurisdiction, court does not retain a copy of this report.	
18-43	JUSTICE REPORTS-END OF FISCAL YEAR	JUSTICE generated reports at the end of the fiscal year that may include, but are not limited to: Statement of Cash-JUSB4619 Unclaimed Property Worksheet-JUSB3838 Unpaid Inheritance Tax Report to County Attorney-JUSB3408	PAPER RECORD: 5 years or scan to JUSTICE and dispose of paper when no longer of administrative value	
18-44	JUSTICE REPORTS-FOSTER CARE REVIEW OFFICE REPORTS	Court Action Report (Foster Care Review Office)-JUSB3636	ORIGINAL RECORD: Send to Foster Care Review Office every week COPY: File in case file and dispose of after jurisdiction of minor is terminated.	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
18-45	JUSTICE REPORTS- MONTHLY FISCAL REPORTS	Monthly JUSTICE reports dealing with transactions, action & financial responsibilities of the courts. List may include, but is not limited to: Automatic Claiming Report-JUSB3010 Case Balance-CASEBALR Check Reconciliation-CKRECON Claim Worksheet-JUSB3007 Forfeited Bonds Over 90 Days-JUSB3520 Monthly Fee/Fines Receipt Summary-JUSB3482 Non-Case Receipts Transferred to Cases-JUSB0228 Overdue Case Account-JUSB3470 Overdue Case Account Summary-JUSB3472 Overdue Case Account Restitution-JUSB3476 Overpayment General Ledger Account-JUSB4549	PAPER RECORD: 5 years or scan to JUSTICE and dispose of paper copy when no longer of administrative value.	JUSTICE generated reports that are generally run monthly
18-45	JUSTICE REPORTS- MONTHLY MISCELLANEOUS REPORTS	Monthly JUSTICE reports that are used to correct records and may include, but are not limited to: Active Warrant-JUSB3486 Age of Case Pending Detail-JUSB0225 Age of Case Pending Summary-JUSB0224 Bonds Held-JUSB4522 Cases Exceeding Progression Standards-JUSB3474 Cases/Motion Under Advisement-JUSB4622 Civil/Criminal Cases at Issue-JUSB3477 Civil Dispositions-JUSB0223 Continuance-JUSSB3480 Criminal Convictions-JUSB3475 Dismissals/No Service-JUSB4038 Dismissals/Supreme Court Rule-JUSB4037 Disposition Detail-JUSB1223 Percent Case Disposition-JUSB0226 Probate Report 18 Months or Longer-JUSB4542 Weighted Caseload-JUSB3471	PAPER RECORD: 6 months ELECTRONIC RECORD: 7 days Cases Filed-JUSB0222 PAPER RECORD: After AOC prints annual case load report	JUSTICE generated reports that are generally run monthly

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
18-46	JUSTICE REPORTS-ON DEMAND FISCAL REPORTS	Daily and weekly JUSTICE generated fiscal reports that can be 'recreated' and printed as needed 'on demand': Daily Deposit-JUSB3808 Daily G/L Account Balances-DLYACTOT Court Wide Receipt/Disbursement History-JUSB0116 Fee Forecast-Summary/Detail-JUSB3416 MTD Case Balance-JUSB0219 MTD G/L Account Balance-JUSB0215 Monthly Report of Non-Case Receipts-JUSB0228	PAPER RECORD: When no longer of administrative value	
18-47	JUSTICE REPORTS-WEEKLY REPORTS	Weekly JUSTICE generated reports that may include, but are not limited to: Holding Account-JUSB4525	PAPER RECORD: 5 years	



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	
2. SCHEDULE NUMBER(S) ONLY- AGENCY SPECIFIC SCHEDULE OR GENERAL RECORDS SCHEDULE	
3. RECORD MEDIUM PAPER <input type="checkbox"/> ELECTRONIC <input type="checkbox"/> OTHER <input type="checkbox"/> _____	
4. FINAL DISPOSTION METHOD	
5. VOLUME OR FILE SIZE OF RECORDS DISPOSED	
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):	
7. SIGNATURE PRINTED NAME _____ SIGNATURE _____	DATE

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.