

Schedule 99-12

CITY OF LINCOLN

URBAN DEVELOPMENT

April 2, 2020

Nebraska Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
(402) 471-2559


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

SCHEDULE	99-12
AGENCY, BOARD OR COMMISSION	CITY OF LINCOLN
DIVISION, BUREAU OR OTHER UNIT	URBAN DEVELOPMENT
Supersedes Edition of June 27, 2017	

**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 <i>Director of Urban Dev.</i>	DATE <i>1/29/2020</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 	
DATE <i>3/9/2020</i>	

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 <i>3/31/20</i>	

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 <i>4/2/2020</i>	

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. Unless there is pending or on going, legal action, records request, or audit.
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 located on the Secretary of State Records Management website. https://appengine.egov.com/apps/ne/sos_records_disposition_report. This report establishes that the destruction was performed in your normal course of business.

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
3242 Salt Creek Circle
Lincoln, NE 68504
402-471-2559**

**SCHEDULE 99-12
CITY OF LINCOLN
URBAN DEVELOPMENT
April 2, 2020**

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

Supersedes Edition of June 27, 2017

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-12-2	BUDGET REQUESTS	The actual budget requests and all the related materials used in preparing the budget.	7 years	
99-12-3	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: 3 years after completion of the services REJECTED PROPOSALS: 1 year after consultant selected or if no consultant is selected, 1 year after proposal request	
99-12-4	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.	20 years after project completion	
99-12-5	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): 25 years CDBG(Community Development Block Grant): 5 years after CAPER HOME(Home Investment Partnership Act Funds): 5 years STATE OF NEBRASKA: 5 years UNCOLLECTIBLE LOANS: 2 years after determined uncollectable	
99-12-6	PROGRAM SERVICES	May include participant files, applicant files, OJT contract files, etc.	3 years	
99-12-7	PROPERTY ACQUISITIONS	Acquisitions of property for City use or redevelopment projects, includes right of way & real estate, 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.	5 years or maximum of 10 if no audit has been completed after sale of property	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-12-8	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 PROPOSAL: after completion of the redevelopment agreement or 15 years, whichever is sooner REJECTED PROPOSALS: 3 years after developer has been selected for the project. DIVISION COPY: no longer of reference value	
99-12-9	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.	5 years after transfer of title	