

Updated Disposition Report instructions and address 11/2022
No changes were made to records retention

Schedule 87

ACCOUNTABILITY AND DISCLOSURE COMMISSION


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

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

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER 87
	AGENCY, BOARD OR COMMISSION Accountability and Disclosure Commission
	DIVISION, BUREAU OR OTHER UNIT Supersedes Edition of February 3, 1998

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 June 24, 1999

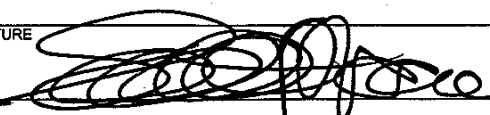
PART II - ARCHIVAL APPROVAL

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 *	
Andrea I. Faling	
STATE ARCHIVIST	DATE June 25, 1999

PART III - APPROVAL BY 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 *	
	
ADMINISTRATOR	DATE 7-1-99

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. 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 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. 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** (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 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
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402-471-2559**

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SCHEDULE 87 - ACCOUNTABILITY AND DISCLOSURE COMMISSION

87-11 AUDIT FILES

Files pertaining to audits performed by staff auditors, both in office and field audits.
Dispose of 3 years after committee has dissolved or candidate has left office, whichever applies.

87-19 CFLA (CAMPAIGN FINANCIAL LIMITATIONS ACT) FORMS

All reports filed in conjunction with the Campaign Financial Limitations Act.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-1 CAMPAIGN STATEMENTS

Committee CAMPAIGN STATEMENTS showing committee receipts and expenditures pursuant to the Political Accountability and Disclosure Act. Includes separate statements for political parties and all other political committees. These records are duplicated in the offices of the election commissioners or county clerks.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-16 CAMPAIGN STATEMENTS OF INDEPENDENT COMMITTEES

CAMPAIGN STATEMENT OF INDEPENDENT COMMITTEES provides a reporting mechanism for Independent Committees (a political committee other than a candidate, ballot question, or political party committee) pursuant to the provisions of Nebraska Statute § 49-1455.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-15 CAMPAIGN STATEMENTS OF POLITICAL PARTY COMMITTEES CAMPAIGN

STATEMENT OF POLITICAL PARTY COMMITTEES provides a reporting mechanism for Political Party Committees (a state, central, district, or county committee of a political party) pursuant to the provisions of Nebraska Statute § 49-1455.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly; Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-17 COMPLAINTS

COMPLAINTS are documents that contain the sworn complaints of individuals who allege that violations have occurred which precipitate an investigation by the Commission.

Dispose of one year after investigation is completed.

87-21 CONTRACTUAL INTEREST STATEMENT

Forms provided by the Nebraska Political Accountability and Disclosure Commission for governmental officers to file with the custodian of the records (usually a city or county clerk) in the respective jurisdiction where original contracts are filed. There is no requirement to file with the Nebraska Political Accountability and Disclosure Commission.

Dispose of upon receipt.

87-12 EDUCATIONAL MANUALS

Manuals developed by the agency designed for education of candidates, treasurers, political action committees and lobbyists. Manuals of both a general nature and those specifically for a given election.

Dispose of after superseded or after the pertinent election is completed, whichever is sooner.

87-22 EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS DISCLOSURE STATEMENT

Forms provided by the Nebraska Political Accountability and Disclosure Commission for governmental officers to file with the custodian of the records (usually a city or county clerk) in the respective jurisdiction where the governmental officer has the authority to hire, recommend the hiring, or possibly the direct supervision of an immediate family member. There is no requirement to file with the Nebraska Political Accountability and Disclosure Commission.

Dispose of upon receipt.

87-2 FINANCIAL INTEREST STATEMENTS

Statements of financial interest of public officials or employees which are required to be filed by the Political Accountability and Disclosure Act. Includes original filing and updates. These records are duplicated in the offices of the election commissioners or county clerks.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-18 LOBBYIST REPORTS

The following reports are duplicative reports filed with the Commission. These reports have also been filed with the Clerk of the Legislature who assumes control of the original record:

APPLICATION FOR REGISTRATION AS A LOBBYIST
NEBRASKA REGISTERED LOBBYIST MONTHLY AND INTERIM REPORT
NEBRASKA PRINCIPAL MONTHLY AND INTERIM REPORT
NEBRASKA LOBBYIST STATEMENT OF ACTIVITY
EXEMPTION TO MONTHLY AND INTERIM REPORTS
TERMINATION OF LOBBYISTS REGISTRATION

Dispose of after 5 years.

87-20 OUT OF STATE CONTRIBUTION REPORT

Reports filed by corporations, unions, industry associations, trade associations, or professional associations which are not organized under the laws of the State of Nebraska and which make contributions or expenditures totaling more than \$10,000 in any calendar year.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-4 POTENTIAL CONFLICT OF INTEREST STATEMENT

Describes potential conflict of interest; shows nature of financial benefits and persons involved.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-10 REPORTS OF EARMARKED CONTRIBUTION

Filings made by persons acting as an intermediary or agent for an earmarked contribution pursuant to 49-1479.01, R.S. Supp. 1987. These records are duplicated in the offices of the election commissioners or county clerks.

ORIGINAL RECORD: Microfilm current filings weekly; Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-5 REPORTS OF INDEPENDENT EXPENDITURE

Reports of expenditures by a person other than a committee, which are required to be filed by the Political Accountability and Disclosure Act. These records are duplicated in the offices of the election commissioners or county clerks.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-6 REPORTS OF LATE CONTRIBUTIONS

Shows name and address of contributor and political committee; also amount and nature of contribution. Filed by political committee receiving any late contributions. These records are duplicated in the offices of the election commissioners or county clerks.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-7 REPORTS OF POLITICAL CONTRIBUTIONS OF CORPORATIONS, UNIONS AND OTHER ASSOCIATIONS

Shows contributions, expenditures and personal services provided for candidates or political committees. Filed by contributor and only with the Nebraska Accountability and Disclosure Commission.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-13 SPECIAL REPORTS

Special reports as published by the Accountability and Disclosure Commission (e.g., Special Report on Use of Campaign Funds, etc.)

Transfer 4 copies to the Library Commission Publications Clearinghouse; Dispose of other copies after no longer of administrative value.

87-8 STATEMENTS OF DISSOLUTION

STATEMENTS OF DISSOLUTION of committees which are filed pursuant to the Political Accountability and Disclosure Act. These records are duplicated in the offices of the election commissioners or county clerks.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-9 STATEMENTS OF ORGANIZATION

STATEMENTS OF ORGANIZATION of candidate committees, ballot question committees, political party committees, and other committees. Filed pursuant to the Political Accountability and Disclosure Act. These records are duplicated in the offices of the election commissioners or county clerks.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.

87-14 SUMMARIES OF ELECTIONS

Reports of the summary of elections as filed with and compiled by the Accountability and Disclosure Commission.

Transfer 4 copies to the Library Commission Publications Clearinghouse;

Dispose of other copies after no longer of administrative value.

87-23 AGENT'S EXPENDITURE REPORT

An AGENT'S EXPENDITURE REPORT is required to be filed by an agent or independent contractors or by individuals or entities gathering petition signatures who make expenditures to "third party payees" when committees do not report the "third party payee" transaction.

ORIGINAL RECORD: Microfilm or electronic image current filings weekly;

Dispose of originals after 6 months.

SECURITY MICROFILM or ELECTRONIC IMAGE: Transfer to security storage;

Dispose of after 5 years.

MICROFILM or ELECTRONIC WORK COPY: Dispose of after 5 years.