

FILED

JUL 20 2007

BEFORE THE BOARD OF COMMISSIONERS
OF LANCASTER COUNTY, NEBRASKA

LANC. COUNTY CLERK

IN THE MATTER OF AMENDING)
THE POLICY FOR MANAGEMENT OF)
RECORDS AT THE RECORDS CENTER)

RESOLUTION NO. 07-0065

WHEREAS, the Lancaster County Board of Commissioners, recognizing the importance of managing County Records, previously adopted a policy, dated December 3, 2003, for management of public records located at the Records Center; and

WHEREAS, the County Board desires to amend the policy to more effectively adhere to the retention and disposition regulations promulgated by the Secretary of State; and

WHEREAS, effective management of public records will reduce the cost of records storage which is borne by the taxpayers.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Lancaster County, Nebraska, hereby adopts the following amended policy for management of records stored in the Records Center.

1. Records shall be destroyed after they have been microfilmed and according to the minimum requirements of the approved record retention and disposition schedules.
2. The Records Center shall notify the department director/elected official responsible for the records at least two (2) weeks prior to the actual date the records are scheduled for destruction. If the responsible department director/elected official believes the records should not be destroyed, an exception request shall be filed, as provided in Paragraph 6 of this policy, prior to the date set for destruction of the records.
3. Non-record material and convenience copies are not allowed to be stored in the Records Center.
4. Access to records in the custody of the Records Center will be given only to employees who have been authorized in writing by the responsible department director/elected official. Requests from the public for access to records must be made through the responsible department. Response to records requests will be within the time required by law, unless it is not possible to comply within that time frame. In those cases, the requesting member of the public will be notified by the responsible department.
5. It is recognized that there may be sensitive and confidential information contained in a record stored in the Records Center. The Records Center will take measures to verify the identity and authority of those requesting access to the records in it's custody. The Records Center shall inform it's employees, volunteers, interns, and independent contractors that information contained in the records shall not be discussed with

unauthorized individuals and shall only be disclosed or reproduced as authorized by management. Should the Records Center receive a subpoena or other court document requesting access to or production of records, it shall contact the County Attorney's Office immediately for direction on how to proceed.

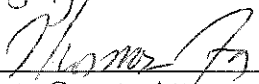
6. Exceptions to this policy must be requested in writing by the department director/elected official, with specific reasons for the request, to the Records Manager. Approval or denial of the request shall be made by the County Board with possible additional costs charged to the responsible department if the request is granted.
7. For purposes of this policy the following definitions shall apply:
 - **Record:** Any book, document, paper, photograph, microfilm, sound recording, magnetic storage medium, optical storage medium, or other material regardless of physical form or characteristic created or received pursuant to law, charter, or ordinance or in connection with any other activity relating to or having an effect upon the transaction of public business (see Neb. Rev. Stat. §84-1202(6)).
 - **Convenience Copy:** A duplicate copy of an official document kept for the use of a person or office. A convenience copy is not an official document.
 - **Non-record Material:** Includes things such as magazines kept for reference purposes, blank forms, and duplicated documents.

DATED this 31 day of July, 2007.

BY THE BOARD OF COUNTY COMMISSIONERS OF
LANCASTER COUNTY, NEBRASKA

APPROVED AS TO FORM
this 31 day of

July, 2007.


Deputy County Attorney
FOR GARY E. LACEY
Lancaster County Attorney

