

# **Schedule 170-11**

# **UNIVERSITY OF NEBRASKA BOARD OF REGENTS GENERAL COUNSEL**

October 19, 2011

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



John J.  
Signature

*John J. [Signature]*

DATE  
10/19/11

## **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 me**

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## SCHEDULE 170-11 – UNIVERSITY OF NEBRASKA BOARD OF REGENTS – GENERAL COUNSEL

### **General Guidance:**

UNIVERSITY RECORD - The single authorized copy, regardless of physical form or characteristics, kept by the custodian charged with creating or maintaining the record copy.

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

ITEM NUMBER	RECORDS SERIES	ITEM TITLE/ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE/COMMENTS
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ITEM NUMBER	RECORDS SERIES	ITEM TITLE/ITEM DESCRIPTION	RETENTION	OFFICE OF RECORD	REFERENCE/COMMENTS
170-11-14	LEGAL RECORDS	<b>PRESERVATION NOTICES</b> Issued Document Preservation / Notices of Legal Hold, Reminder Notices, Release Notices and related documentation.	<b>10 YEARS</b> <b>After superseded or termin</b>		

# RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	<small>AGENCY</small> <b>Board of Regents of the University of Nebraska</b>
	<small>DIVISION</small>
	<small>SUB-DIVISION</small>

## REQUIRED INFORMATION:

In accordance with the Records Management Act, Neb. Rev. Stat. § 84-1212.02 (Reissue 1999) 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 REVER

## VOLUME ESTIMATING GUI