

VRIS UPDATE

Records Retention Policy Retention and Destruction Chart Effective 6/14/10 Number 274

SUMMARY OF UPDATES

The destruction chart has been updated to reflect some records that were prematurely destroyed, to include the latest report date, and to add the current FY.

VRIS POSTING

The chapter is posted to VRIS: Program Manual: Operations: [Records Retention Policy](#)

MONITORING REQUIREMENTS

Destruction dates shown on Records Management storage forms and on boxes must be set according to this chart. Approval for destruction may be done only according to the dates in this chart.

TEAM COMMUNICATION

Office Directors please make sure all team members are aware of this requirement.

STATE OFFICE CONTACT

Tracey Hillman
tracey.hillman@nebraska.gov
402.471.3654