

VRIS UPDATE

Records Retention Effective January 31, 2014 Number 379

SUMMARY OF UPDATES

The Records Retention Policy has been updated to include the date records may be destroyed for FY 2011-2012. Additional guidance was added on records destruction when the files to be destroyed are kept in the local office. The link to the form on the Secretary of State's website has been added.

VRIS POSTING

Revised policy posted on VRIS: Program Manual – Operations Index – [Records Retention](#)

FORMS REVISED

none

QE2 UPDATE

none

MONITORING REQUIREMENTS

None

TEAM COMMUNICATION

Office Director and Records Retention staff review the revised policy to make sure their team/office is in compliance with Record Retention processes.

LEADERSHIP CONTACT

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