

NEBRASKA ADMINISTRATIVE CODE

Title 45 - DEPARTMENT OF BANKING AND FINANCE

Chapter ~~27~~ 4 - SCHEDULE FOR RECORDS RETENTION BY BANKS

001 DEFINITIONS.

001.01 For purposes of this Rule:

001.01A “Electronic” means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities; and

001.01B “Electronic record” means information that is stored in an electronic or other medium and is retrievable in paper form through an automated process used in conventional commercial practice.

002 RETENTION FORMAT.

002.01 ~~The Department of Banking and Finance, pursuant to the provisions of Sections Neb. Rev. Stat. §§ 8-170 and 8-175 R.R.S., authorizes banks to dispose of old records in accordance with the following schedule. for destruction of old bank records, except those ledger this Rule. Corporate records that relate to the corporate existence of the bank shall not be destroyed.~~

002.02 ~~Records established through a computer or an electronic process, and information received relative to this such records in the form of a computer print-out or electronic record shall be maintained in such a manner as so that the accounts reflected thereon can be reconstructed from the date of origin to show all entries and may are to be retained in accordance with the attached schedules this Rule.~~

002.03 ~~Banks which used microfilm or microfiche is an acceptable means of maintaining to maintain such records may continue to retain the records in those media, providing it is provided that each record is retrievable and readable or legible.~~

002.04 ~~Computer print-outs Any record~~ reflecting unpaid balances in favor of depositors shall not be destroyed without means of reconstruction of each such account.

003 SCOPE.

003.01 ~~This retention schedule indicates Rule provides~~ only the minimum retention periods prescribed by the Department.

003.02 ~~Longer retention periods may be prescribed by other regulatory agencies in some cases and circumstances or for certain records.~~

003.03 ~~individual entities~~ A bank may prefer elect to maintain certain records for longer periods of time.

003.04 A bank chartered to exercise trust powers within a trust department must retain trust department records in accordance with 45 NAC 4.

003.04 This schedule Rule is also not considered an all-inclusive list of records which the bank may be responsible for retaining.

001.01 004 PERMANENT RECORDS.

001.01A 004.01 A bank must keep the original of the following:

001.01A1 004.01A Bank charter

001.01B Charter amendments

001.01A2 004.01C Capital stock ~~book~~ records

001.01A3 Customer's deposit ledgers showing unpaid balances

001.01A4 004.01D Inventory of drilled safe deposit boxes

001.01A5 004.01E Minutes of stockholders' meetings

001.01A6 004.01F Minutes of Board of Directors' meetings

001.01A7 004.01G All other records that relate to the corporation or to the corporate existence of the bank. (~~See Section 8-170.~~)

004.02 Customer deposit ledgers showing unpaid balances in favor of depositors are to be retained permanently unless the bank remits such unpaid balances to the State Treasurer in accordance with the Uniform Disposition of Unclaimed Property Act. A record of each remittance shall then be retained by the bank for ten years.

001.02 005 ALL OTHER RECORDS.

001.02A Except as provided in Subsections 003.02 and 003.03 of this Rule, a bank must keep records for the time period indicated provided below, which commences ~~from the date the record originated unless otherwise noted, on the first of January following the creation of said record.~~ Microfilm or microfiche is an acceptable means of maintaining such records providing it is readable.

<u>RECORD</u>	<u>TIME PERIOD</u>
<u>001.02A1</u> Advices of deposits	1 year
<u>001.02A2</u> Advices from correspondents (due from banks)	1 year
<u>001.02A3</u> Bank Call Reports	7 years
<u>001.02A4</u> Bank examination reports	10 years

<u>001.02A5</u> Bank statements (due from banks)	3 years
<u>001.02</u> Bond ledger	7 years
<u>001.02A7</u> Cancelled checks for truncated checking accounts - original must be maintained for 6 months and may be filmed at that time <u>imaged immediately.</u>	6 years
<u>001.02A8</u> Cash item records	3 years
<u>001.02A9</u> Cashier's checks	7 <u>5</u> years
<u>001.02A10</u> Certified check register	7 years
<u>001.02A11</u> Collection receipts	1 year
<u>001.02A12</u> Collection register	3 years
<u>001.02A13</u> Credit files (after credit is extinguished)	3 years
<u>001.02A14</u> Correspondence, general	1 year
<u>001.02A15</u> Coupon cash letters, outgoing	1 year
<u>001.02A16</u> Customers' deposit ledgers	7 years
<u>001.02A17</u> Daily Statement	10 years
<u>001.02A18</u> Debit and credit tickets	7 years
<u>001.02A19</u> Departmental or teller's proof sheets	1 year
<u>001.02A20</u> Drafts	7 years
<u>001.02A21</u> Draft register	7 years
<u>001.02A22</u> Dividend checks	7 <u>5</u> years
<u>001.02A23</u> Dividend check register	7 years
<u>001.02A24</u> Expense checks	5 years

<u>001.02A25</u> Expense check register	7 years
<u>001.02A26</u> Financial Institution Bonds (after expiration of bond)	7 years
<u>001.02A27</u> General ledger	10 years
<u>001.02A28</u> General journal	10 years
<u>001.02A29</u> General ledger tickets	10 years
<u>001.02A30</u> Income and expense records	7 years
<u>001.02A31</u> Incoming cash letter	10 years
<u>001.02A32</u> Incoming registered mail log	1 year
<u>001.02A33</u> Insurance records (after expiration of policy)	7 years
<u>001.02A34</u> Liability ledger	7 years
<u>001.02A35</u> Minutes of any committee appointed by either stockholders or directors , unless the minutes are incorporated or attached to minutes of appointing authority	10 years
<u>001.02A37</u> Negotiable collateral record	7 years
<u>001.02A37</u> Night depository agreements	7 years
<u>005.01A38</u> Night depository daily records	1 year
<u>001.02A39</u> Note or discount ledger	7 years
<u>001.02A40</u> Outgoing cash letter	7 years
<u>001.02A41</u> Outgoing registered mail log	1 year
<u>001.02A42</u> Personnel records (After termination of employment and pension rights)	10 years
<u>001.02A43</u> Paid certificates of	

deposits	7 years
<u>001.02A44</u> Proof tapes	7 years
<u>001.02A45</u> Proxies	1 year
<u>001.02A46</u> Reconcilements (due to banks)	3 years
<u>001.02A47</u> Reconcilements register (due from banks)	3 years
<u>001.02A48</u> Registered mail return receipt cards	1 year
<u>001.02A49</u> Reserve computations, daily	3 years
<u>001.02A50</u> Safe deposit contracts (after termination of contract)	7 years
<u>001.02A51</u> Safe deposit entry records (after termination of contract)	7 years
<u>001.02A52</u> Safe keeping records and receipts	7 years
<u>001.02A53</u> Signature cards (after closing of account)	7 years
<u>001.02A54</u> Stop payment orders	3 years
<u>001.02A55</u> Tax records	7 years
<u>001.02A56</u> Tellers' cash books	1 year
<u>001.02A57</u> Tellers' tickets	1 year
<u>001.02A58</u> Traveler's checks, records of close	1 year
<u>001.02A59</u> Travelers' checks register	1 year