The Department of Banking and Finance, pursuant to the provisions of Sections 8-170 and 8-175 R.R.S., authorizes banks to dispose of old records in accordance with the following schedule, except these ledger sheets showing unpaid balances in favor of any depositor or corporate records that relate to the corporate existence of the bank shall not be destroyed.

Records established through a computer and information received relative to this record in the form of a computer print-out shall be maintained in such a manner so that the accounts reflected thereon can be reconstructed from the date of origin to show all entries, and may be retained in accordance with the attached schedules. Computer print-outs reflecting unpaid balances in favor of depositors shall not be destroyed without means of reconstruction of each such account. Microfilm or microfiche is an acceptable means of maintaining such records providing it is readable.

This retention schedule indicates only the minimum retention period prescribed by the Department. Longer retention periods may be prescribed by other agencies in some cases and individual entities may prefer to maintain certain records for longer periods of time. This schedule is also not considered an all-inclusive list of records which the bank may be responsible for retaining.

001.01 PERMANENT RECORDS

001.01A Keep original

001.01A1 Bank charter

001.01A2 Bank-call-reports

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Assistant Attorney General
001.01A3--Bank-examiners-reports

001.01A4  001.01A2 Capital stock ledger book

001.01A5--Collateral-cards--(Note:--It-is-
recommended-that-receipts-be-secured-on-
collateral-cards.)}

001.01A6  001.01A3 Customer's deposit ledgers
showing unpaid balances

001.01A7--Insurance-records-Bankers-Blanket-
Bonds

001.01A4  Inventory of drilled safe deposit boxes

001.01A8--Ledgers-reflecting-loans-guaranteed-or-
insured-by-U.S.A.-or-instrumentality-thereof

001.01A9  001.01A5 Minutes of stockholders
meetings

001.01A10  001.01A6 Minutes of directors
meetings

001.01A11--Minutes-of-any-committee-appointed-by-
either-stockholders-or-directors-(if-report-in-
written-form-is-in-minutes-of-appointing-
authority,--that-is-enough.)

001.01A12--Receipts-for-abstracts-returned-to-
customers

001.01A13--Receipts-for-stock-certificates-of-
bank's-stock

001.01A14--Safe-deposit-contracts

001.01A15--Safe-keeping-records-and-receipts

001.01A16--Signature-cards-all-departments

001.01A17--Stock-certificates-stubs

001.01A18--Surrendered-stock-certificates

001.01A19--Tax-records
All other records that relate to the corporation or to the corporate existence of the bank. (See Section 8-170 R-8-5--Neb-49-49-amended+)

**001.02 ALL OTHER RECORDS**

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
<th>Retention Period</th>
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<tbody>
<tr>
<td>001.02A1</td>
<td>Advices of deposits</td>
<td>1 year</td>
</tr>
<tr>
<td>001.02A2</td>
<td>Advices from correspondents (due from banks)</td>
<td>1 year</td>
</tr>
<tr>
<td>001.02A3</td>
<td>Bank Call Reports</td>
<td>7 years</td>
</tr>
<tr>
<td>001.02A4</td>
<td>Bank examination reports</td>
<td>10 years</td>
</tr>
<tr>
<td>001.02A5</td>
<td>Bank statements (due from banks)</td>
<td>3 years</td>
</tr>
<tr>
<td>001.02A6</td>
<td>Bond ledger</td>
<td>7 years</td>
</tr>
<tr>
<td>001.02A7</td>
<td>Cancelled checks for truncated checking accounts — original must be maintained for 6 months and may be filmed at that time.</td>
<td>6 years</td>
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<tr>
<td>001.02A8</td>
<td>Cash item records</td>
<td>3 years</td>
</tr>
<tr>
<td>001.02A9</td>
<td>Cashiers checks</td>
<td>7 years</td>
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<tr>
<td>001.02A10</td>
<td>Certified check register</td>
<td>7 years</td>
</tr>
<tr>
<td>001.02A11</td>
<td>Collection receipts</td>
<td>1 year</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
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</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------</td>
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<tr>
<td>001.02A12</td>
<td>Collection register</td>
<td>3 years</td>
</tr>
<tr>
<td>001.02A13</td>
<td>Credit files (after credit is extinguished)</td>
<td>3 years</td>
</tr>
<tr>
<td>001.02A14</td>
<td>Correspondence, general</td>
<td>1 year</td>
</tr>
<tr>
<td>001.02A15</td>
<td>Coupon cash letters, outgoing</td>
<td>1 year</td>
</tr>
<tr>
<td>001.02A16</td>
<td>Customers' deposit ledgers</td>
<td>7 years</td>
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<td>001.02A17</td>
<td>Daily Statement</td>
<td>10 years</td>
</tr>
<tr>
<td>001.02A18</td>
<td>Debit and credit tickets</td>
<td>7 years</td>
</tr>
<tr>
<td>001.02A19</td>
<td>Departmental or teller's proof sheets</td>
<td>1 year</td>
</tr>
<tr>
<td>001.02A20</td>
<td>Drafts</td>
<td>7 years</td>
</tr>
<tr>
<td>001.02A21</td>
<td>Draft register</td>
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<td>001.02A22</td>
<td>Dividend checks</td>
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<td>Dividend check register</td>
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<td>001.02A24</td>
<td>Earnings-and-dividend-register</td>
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<td>001.02A25</td>
<td>Earnings-and-dividend-reports</td>
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<tr>
<td>001.02A26</td>
<td>Expense checks</td>
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<td>001.02A27</td>
<td>Financial Institution Bonds</td>
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<td>001.02A28</td>
<td>General ledger</td>
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<td>General journal</td>
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<tr>
<td>001.02A30</td>
<td>General ledger tickets</td>
<td>10 years</td>
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</tbody>
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4
001.02A30--Inde minimy-agreements-(after-
transaction-closed)  7 years
001.02A31 Income and expense records  7 years
001.02A32 Incoming cash letter  10 years
001.02A33 Incoming registered mail log  1 year
001.02A34 Insurance records (after
expiration of policy)  7 years
001.02A35 Minutes of any committee
appointed by either stockholders or
directors. (If report in written form is
incorporated or attached to minutes of
appointing authority, that is
sufficient.)  10 years
001.02A36 Negotiable collateral record  7 years
001.02A37 Night depository
agreements (after-closed)  7 years
001.02A38 Night depository daily
records  1 year
001.02A39 Note or discount
ledger  7 years
001.02A40 Outgoing cash letter  7 years
001.02A41 Outgoing registered mail log  1 year
001.02A42 Personnel records
(After termination of employment and
pension rights)  10 years
001.02A43 Paid certificates of
deposits  7 years
001.02A44 Proof tapes  7 years
001.02A45  Proxies  1 year
001.02A46  Reconcilements (due to banks)  3 years
001.02A47  Reconcilements register (due from banks)  3 years
001.02A48  Registered mail return receipt cards  1 year
001.02A49  Reserve computations, daily  3 years
001.02A50  Safe deposit contracts (after termination of contract)  7 years
001.02A51  Safe deposit entry records (after termination of contract)  7 years
001.02A52  Safe keeping records and receipts  7 years
001.02A53  Signature cards (after closing of account)  7 years
001.02A54  Stop payment orders  3 years
001.02A55  Tax records  7 years
001.02A56  Tellers' cash books  1 year
001.02A57  Tellers' tickets  1 year
001.02A58  Traveler's checks, records of close  1 year
001.02A59  Travelers' checks register  1 year
001.02A60  Withdrawal receipts
<table>
<thead>
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<th>Code</th>
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<td>Temporary Records</td>
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<td>001.02B1</td>
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<td>001.02B2</td>
<td>Insurance records</td>
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<tr>
<td>001.02B3</td>
<td>Step-payment orders</td>
<td>6 years</td>
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<tr>
<td>001.02B4</td>
<td>Credit files-officers discretion-but-not-less-than</td>
<td>3 years</td>
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<tr>
<td>001.02B5</td>
<td>Time records</td>
<td>3 years</td>
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<tr>
<td>001.02B6</td>
<td>U.S. Savings Bond Applications</td>
<td>2 years</td>
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<tr>
<td>001.02B7</td>
<td>Advice to deposits-copies</td>
<td>1 year</td>
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<tr>
<td>001.02B8</td>
<td>Advice from correspondents {due from banks}</td>
<td>1 year</td>
</tr>
<tr>
<td>001.02B9</td>
<td>Analysis work-sheets or cards</td>
<td>1 year</td>
</tr>
<tr>
<td>001.02B10</td>
<td>Bank statements {due from banks}</td>
<td>1 year</td>
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<tr>
<td>001.02B11</td>
<td>Cash items records</td>
<td>1 year</td>
</tr>
<tr>
<td>001.02B12</td>
<td>Cash letters for remittance</td>
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<tr>
<td>001.02B12</td>
<td>Cash letters, outgoing</td>
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<tr>
<td>001.02B14</td>
<td>Collection receipts, carbons-of</td>
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</tr>
<tr>
<td>001.02B15</td>
<td>Collection register</td>
<td>1 year</td>
</tr>
<tr>
<td>001.02B16</td>
<td>Collection letters, incoming</td>
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<tr>
<td>001.02B17</td>
<td>Correspondence, general</td>
<td>1 year</td>
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<tr>
<td>001.02B18</td>
<td>Coupon-cash letters, outgoing</td>
<td>1 year</td>
</tr>
<tr>
<td>001.02B19</td>
<td>Credit files, closed</td>
<td>1 year</td>
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<tr>
<td>001.02B20</td>
<td>Departmental or tellers proof-sheets</td>
<td>1 year</td>
</tr>
<tr>
<td>001.02B21</td>
<td>Deposit proof-sheets or tapes</td>
<td>1 year</td>
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</tbody>
</table>
001.02B22--FHA-Mutual-Mortgage-Insurance receipts
-1-year

001.02B23--Individual-ledger-journal
-1-year

001.02B24--Installment-contract-ex
note-records
-1-year

001.02B25--Marine-insurance-books
-1-year

001.02B26--Night-depository,
daily-records
-1-year

001.02B27--Photographic-negatives
-1-year

001.02B28--Proxies
-1-year

001.02B29--Reconcilements-(due-to-banks)
-1-year

001.02B30--Reconcilements-register
(due-from-banks)
-1-year

001.02B31--Registered-mail,-incoming
-1-year

001.02B32--Registered-mail,-outgoing
-1-year

001.02B33--Registered-mail-return
receipt-cards
-1-year

001.02B34--Reserve-computations,-daily
-1-year

001.02B35--Safe-deposit-rent-receipt
-1-year

001.02B36--Service-charge-records
-1-year

001.02B37--Tellers'-cash-books
-1-year

001.02B38--Tellers'-cash-tickets,-
original-and-carbon-copies
-1-year

001.02B39--Tellers'-list-of-debits-
and-credits
-1-year

001.02B40--Tellers'-recapitulations
-1-year

001.02B41--Tellers'-scratcher-or-blotter
-1-year

001.02B42--Transit-proof-sheets
-1-year
991-02R43—Travelers’-Cheek—applications
-1-year

991-02R44—Travelers’-Cheek—records of close
-1-year

991-02R45—Travelers’-Cheek—Register
-1-year

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Jan 04 19

APPROVED
Dec 28 1990

By Assistant Attorney General