

Requested Record Not Available

To:

Re: _____

To Whom This May Concern:

The records requested are no longer available.

In accordance with the State of Nebraska Records Retention and Disposition Schedule 18, established by the Nebraska Records Management Division, the county courts of Nebraska are required to keep court records pursuant to the following schedule:

County Courts 18-7-3 MISDEMEANOR CASE FILES

MISDEMEANORS NOT SUBJECT TO ENHANCEMENT AND CASES WHERE DEFENDANT FOUND NOT GUILTY: Dispose of 5 years after judgment is entered.

DWI CONVICTIONS AND OTHER ENHANCEABLE MISDEMEANORS: Dispose of 15 years after judgment is entered.

DISMISSED: Dispose of 2 years after court's order.

18-7-5 TRAFFIC CASE FILES

These contain the original documents in traffic cases, including: court's copy of the traffic citation; the waiver and plea of guilty signed by the defendant; receipt (if a copy is kept); and any pleadings or orders of the court. Dispose of 3 years after judgment was satisfied, provided audit has been completed.

The requested records exceed the timeframes noted above and have been destroyed.

Additionally, as directed by the State Court Administrator through the Nebraska Court Records Search Policy for Nebraska County Courts, court employees will not provide or sign any certificate of any kind stating that they have searched and found no record.

Signed: _____

Name: _____

Title: _____

Date: _____