REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NUMBER
125-1

AGENCY, BOARD OR COMMISSION
NEBRASKA PUBLIC HOSPITALS

DIVISION, BUREAU OR OTHER UNIT

TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA

PART I — AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

Henry H. Herk

TITLE
President

DATE
6 Sept. 1989

PART II — ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

Shirlee F. Daniels

DATE
8 Sept. 1989

STATE ARCHIVIST

PART III — APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

Allen E. Rehm

DATE
January 30, 1990

ADMINISTRATOR
INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency’s unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559
## INDEX

**SCHEDULE 125-1**  
**NEBRASKA PUBLIC HOSPITALS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADMITTING RECORDS</strong></td>
<td>125-1-1</td>
</tr>
<tr>
<td>ADMISSION AND DISCHARGE RECORDS</td>
<td>125-1-1-1</td>
</tr>
<tr>
<td><strong>BUSINESS RECORDS</strong></td>
<td>125-1-2</td>
</tr>
<tr>
<td>CHARGE SLIPS TO PATIENTS</td>
<td>125-1-2-1</td>
</tr>
<tr>
<td>EQUIPMENT - DEPRECIATION RECORDS</td>
<td>125-1-2-2</td>
</tr>
<tr>
<td>INCOME - DAILY SUMMARY</td>
<td>125-1-2-3</td>
</tr>
<tr>
<td>JOURNALS - GENERAL</td>
<td>125-1-2-4</td>
</tr>
<tr>
<td>LEDGER CARDS - PATIENTS</td>
<td>125-1-2-5</td>
</tr>
<tr>
<td>LEDGERS - GENERAL</td>
<td>125-1-2-6</td>
</tr>
<tr>
<td>POSTING AUDITS</td>
<td>125-1-2-7</td>
</tr>
<tr>
<td>VOUCHERS</td>
<td>125-1-2-8</td>
</tr>
<tr>
<td><strong>MEDICARE RECORDS</strong></td>
<td>125-1-2-10</td>
</tr>
<tr>
<td>BILLING MATERIAL</td>
<td>125-1-2-10-1</td>
</tr>
<tr>
<td>COST REPORT MATERIAL</td>
<td>125-1-2-10-2</td>
</tr>
<tr>
<td>HOSPITAL PHYSICIAN MATERIAL</td>
<td>125-1-2-10-3</td>
</tr>
<tr>
<td>MEDICAL RECORD MATERIAL</td>
<td>125-1-2-10-4</td>
</tr>
<tr>
<td><strong>PAYROLL RECORDS</strong></td>
<td>125-1-2-9</td>
</tr>
<tr>
<td>INDIVIDUAL EARNINGS RECORD - PAYROLL</td>
<td>125-1-2-9-1</td>
</tr>
<tr>
<td>JOURNALS - PAYROLL</td>
<td>125-1-2-9-2</td>
</tr>
<tr>
<td>RATE CARDS - PAYROLL</td>
<td>125-1-2-9-3</td>
</tr>
<tr>
<td>REGISTERS - PAYROLL</td>
<td>125-1-2-9-4</td>
</tr>
<tr>
<td><strong>DIETARY RECORDS</strong></td>
<td>125-1-3</td>
</tr>
<tr>
<td>FOOD COSTS</td>
<td>125-1-3-1</td>
</tr>
<tr>
<td>MEAL COUNTS</td>
<td>125-1-3-2</td>
</tr>
<tr>
<td>MENUS</td>
<td>125-1-3-3</td>
</tr>
</tbody>
</table>
DRUG RECORDS .................................................................125-1-4  9
  CONTROLLED DRUGS (Substances) ........................................125-1-4-1  9
  PRESCRIPTION DRUGS (Substances) .......................................125-1-4-2  9

ENGINEERING RECORDS ..................................................125-1-5  9
  BLUE PRINTS .........................................................................125-1-5-1  9
  EQUIPMENT OPERATING INSTRUCTIONS ................................125-1-5-4  9
  EQUIPMENT RECORDS BY LOCATION ....................................125-1-5-2  9
  EQUIPMENT RECORDS IN INSPECTION AND
    MAINTENANCE INCLUDING METER CHARTS ..........................125-1-5-3  9
  INSPECTION OF GROUNDS AND BUILDINGS ..........................125-1-5-5  9
  TEMPERATURE CHARTS ......................................................125-1-5-6  9

GENERAL RECORDS ..........................................................125-1-9  12
  ACCIDENT/INCIDENT REPORTS .............................................125-1-9-1  12
  CENSUS (DAILY) ....................................................................125-1-9-2  12
  COMMUNICABLE DISEASE REPORTS TO STATE AND
    LOCAL HEALTH DEPARTMENTS ............................................125-1-9-3  12
  CRASH CART CHECK LIST ....................................................125-1-9-4  12
  ENDOWMENTS, TRUSTS, AND BEQUESTS ...............................125-1-9-5  12
  FIRE INSPECTION REPORTS ..................................................125-1-9-6  12
  GRANTS, FEDERAL (ALL PERTINENT RECORDS) ......................125-1-9-7  12
  HOUSEKEEPING ROOM RECORDS .........................................125-1-9-8  12
  INSERVICE EDUCATION RECORDS ........................................125-1-9-9  12
  MEETING MINUTES (Board of Directors, Executive Committee,
    and Medical Staff) .............................................................125-1-9-10  12
  PERMITS - ALCOHOL AND NARCOTICS ..................................125-1-9-11 12
  POLICIES AND PROCEDURES ..............................................125-1-9-12 13
  PROPERTY RECORDS (DEEDS, TITLES, AND LEASES) ............125-1-9-13 13
  STAFFING SCHEDULES .......................................................125-1-9-14 13

LABORATORY, X-RAY AND THERAPY RECORDS 125-1-6  9
  ABO AND RH BLOOD TYPES ..................................................125-1-6-1  9
  ADVERSE REACTIONS TO TRANSFUSIONS ...............................125-1-6-2  9
  APPOINTMENT BOOKS ...........................................................125-1-6-3  9
  BLOOD DONOR HISTORIES ...................................................125-1-6-4  9
  BLOOD INSPECTION AND REFRIGERATION RECORDS ..............125-1-6-5 10
  BLOOD PROCESSING ............................................................125-1-6-6 10
  BLOOD TEST RESULTS ..........................................................125-1-6-7 10
  BLOOD TRANSFUSION REQUEST RECORDS ...............................125-1-6-8 10
  ELECTROCARDIOGRAM TRACINGS ...........................................125-1-6-9 10
  ELECTROENCEPHALOGRAM TRACINGS .....................................125-1-6-10 10
  FETAL MONITORING .............................................................125-1-6-11 10
FINAL DISPOSITION OF UNITS OF BLOOD AND COMPONENTS ..........................................................125-1-6-12 10
INDEX TO PATIENT RECORDS ..........................................................125-1-6-13 10
RADIOISOTOPES .............................................................................125-1-6-14 10
REGISTERS OF TESTS .................................................................125-1-6-15 10
REQUESTS FOR TESTS .................................................................125-1-6-16 10
TEST RESULTS (Clinical Laboratory) ..................................................125-1-6-17 10
THERAPY TREATMENT RECORDS (Inpatient and Outpatient) 125-1-6-18 10
X-RAY FILMS .....................................................................................125-1-6-19 10

**MEDICAL RECORDS** ..................................................................................................................125-1-7 11

DELIVERY ROOM LOG ..............................................................................125-1-7-1 11
DISEASE INDEX ...................................................................................125-1-7-2 11
INDEX TO PATIENT MEDICAL RECORDS ........................................125-1-7-3 11
INPATIENT/OUTPATIENT MEDICAL RECORDS .................................125-1-7-4 11
OPERATION INDEX ..............................................................................125-1-7-5 11
PATIENT INDEX ...................................................................................125-1-7-6 11
PHYSICIAN INDEX ................................................................................125-1-7-7 11
SURGERY LOG .......................................................................................125-1-7-8 11

**MISCELLANEOUS RECORDS** .................................................................................................125-1-8 12

RECORDS DISPOSITION REPORT (BLANK FORM) ...............................125-1-8-1 12

**PERSONNEL RECORDS** ...........................................................................................................125-1-8 12

JOB CLASSIFICATIONS (Descriptions) ..................................................125-1-8-2 12
OVERTIME REPORTS ..............................................................................125-1-8-3 12
VOLUNTEER SERVICE (Certification of Hospital Workers) ..........125-1-8-3 12
SCHEDULE 125-1 - NEBRASKA PUBLIC HOSPITALS

125-1-1  ADMITTING RECORDS

125-1-1-1  ADMISSION AND DISCHARGE RECORDS
Used for administrative purposes and includes Admission and Discharge Reports, Patient Admission Records, etc.
Dispose of after 3 years.

125-1-2  BUSINESS RECORDS

125-1-2-1  CHARGE SLIPS TO PATIENTS
Dispose of after 5 years.

125-1-2-2  EQUIPMENT - DEPRECIATION RECORDS
Dispose of when equipment is surplused or disposed of.

125-1-2-3  INCOME - DAILY SUMMARY
Dispose of after 5 years.

125-1-2-4  JOURNALS - GENERAL
Retain permanently.

125-1-2-5  LEDGER CARDS - PATIENTS
Dispose of after 5 years.

125-1-2-6  LEDGERS - GENERAL
Retain permanently.

125-1-2-7  POSTING AUDITS
Dispose of after 5 years.

125-1-2-8  VOUCHERS
CASH: Dispose of after 5 years.
CAPITOL EXPENDITURES: Retain permanently.

125-1-2-9  PAYROLL RECORDS

125-1-2-9-1  INDIVIDUAL EARNINGS RECORD - PAYROLL
Retain permanently.

125-1-2-9-2  JOURNALS - PAYROLL
Dispose of after 25 years.

125-1-2-9-3  RATE CARDS - PAYROLL
Retain permanently.
125-1-2-9-4 REGISTERS - PAYROLL
Dispose of after 10 years.

125-1-2-10 MEDICARE RECORDS

125-1-2-10-1 BILLING MATERIAL
Includes copies of billing forms, supporting documents and forms, charge slips, daily patient census records, and other business and accounting records referring to specific claims.
Dispose of 5 years after the month the cost report is filed or 3 years after the month the NPR (Notice of Program Reimbursement) is issued, whichever is later.

125-1-2-10-2 COST REPORT MATERIAL
All data necessary to support the accuracy of the entries on the annual cost reports, including original invoices, cancelled checks, copies of material used in preparing annual cost reports, schedules, and related work sheets, contracts or records dealing with outside sources of medical supplies and services or with related organizations.
Dispose of 5 years after the month the cost report is filed or 3 years after the month the NPR is issued, whichever is later.

125-1-2-10-3 HOSPITAL PHYSICIAN MATERIAL
Dispose of 5 years after the month the cost report is filed or 3 years after the month the NPR is issued, whichever is later.

125-1-2-10-4 MEDICAL RECORD MATERIAL
Includes utilization review committee reports, physicians certifications and recertifications, discharge summaries, clinical and other medical records relating to health insurance claims.
Dispose of 5 years after the month the cost report is filed or 3 years after the month the NPR is issued, whichever is later.

125-1-3 DIETARY RECORDS

125-1-3-1 FOOD COSTS
Dispose of after 5 years.

125-1-3-2 MEAL COUNTS
Dispose of after 5 years.

125-1-3-3 MENUS
Dispose of after 2 years.
125-1-4  **DRUG RECORDS**

125-1-4-1  **CONTROLLED DRUGS (Substances)**  
INVENTORY AND ORDERS: Dispose of after 2 years, provided audit has been completed.¹

DISPENSED OR ADMINISTERED: Dispose of after 2 years, provided audit has been completed.¹

METHADONE: Dispose of after 3 years, provided audit has been completed.¹

125-1-4-2  **PRESCRIPTION DRUGS (Substances)**  
Dispose of after 2 years, provided audit has been completed.¹

125-1-5  **ENGINEERING RECORDS**

125-1-5-1  **BLUE PRINTS**  
Retain permanently.

125-1-5-2  **EQUIPMENT RECORDS BY LOCATION**  
Dispose of after equipment is surplused or disposed of.

125-1-5-3  **EQUIPMENT RECORDS IN INSPECTION AND MAINTENANCE INCLUDING METER CHARTS**  
Dispose of after 5 years.

125-1-5-4  **EQUIPMENT OPERATING INSTRUCTIONS**  
Dispose of after equipment is surplused or disposed of.

125-1-5-5  **INSPECTION OF GROUNDS AND BUILDINGS**  
Dispose of after 1 year.

125-1-5-6  **TEMPERATURE CHARTS**  
Dispose of after 2 years.

125-1-6  **LABORATORY, X-RAY AND THERAPY RECORDS**

125-1-6-1  **ABO AND RH BLOOD TYPES**  
Dispose of after 5 years.

125-1-6-2  **ADVERSE REACTIONS TO TRANSFUSIONS**  
Dispose of after 5 years.

125-1-6-3  **APPOINTMENT BOOKS**  
Dispose of after 3 years.

125-1-6-4  **BLOOD DONOR HISTORIES**  
Includes Examination, Consent, Reactions and Results of required tests performed on Plasmapheresis and Cytapheresis donors.  
Dispose of after 5 years.
125-1-6-5  BLOOD INSPECTION AND REFRIGERATION RECORDS
Dispose of after 5 years.

125-1-6-6  BLOOD PROCESSING
Dispose of after 5 years.

125-1-6-7  BLOOD TEST RESULTS
Includes interpretations and release (issue) data for compatibility testing.
Dispose of after 5 years.

125-1-6-8  BLOOD TRANSFUSION REQUEST RECORDS
Dispose of after 5 years.

125-1-6-9  ELECTROCARDIOGRAM TRACINGS
Dispose of after 10 years.

125-1-6-10  ELECTROENCEPHALOGRAM TRACINGS
NORMAL CUT-OUTS: Dispose of after 5 years.
ABNORMAL CUT-OUTS: Dispose of after 10 years.
UNCUT TRACINGS FOR MEDICAL-LEGAL DISPUTE: Dispose of after litigation is settled.

125-1-6-11  FETAL MONITORING
Dispose of after 25 years.

125-1-6-12  FINAL DISPOSITION OF UNITS OF BLOOD AND COMPONENTS
Dispose of after 5 years.

125-1-6-13  INDEX TO PATIENT RECORDS
Dispose of after 10 years.

125-1-6-14  RADIOISOTOPES
Includes receipt, transfer, use, storage, delivery, disposition, and reports of over exposure.
Retain permanently.

125-1-6-15  REGISTERS OF TESTS
Dispose of after 5 years.

125-1-6-16  REQUESTS FOR TESTS
Dispose of after 2 weeks.

125-1-6-17  TEST RESULTS (Clinical Laboratory)
Dispose of after 3 months.

125-1-6-18  THERAPY TREATMENT RECORDS (Inpatient and Outpatient)
Dispose of after 5 years.

125-1-6-19  X-RAY FILMS
Dispose of after 5 years.
125-1-7 **MEDICAL RECORDS**

125-1-7-1 **DELIVERY ROOM LOG**
Retain permanently.

125-1-7-2 **DISEASE INDEX**
Dispose of after 10 years.

125-1-7-3 **INDEX TO PATIENT MEDICAL RECORDS**
Retain permanently.

125-1-7-4 **INPATIENT/OUTPATIENT MEDICAL RECORDS**
Confidential medical record of every patient admitted for care in the hospital or treated in the emergency or outpatient service. Medical records will contain, when applicable, the following information:

- Autopsy findings
- Chief complaint
- Clinical pathology laboratory reports
- Consultations
- Discharge summary
- History and physical examination
- Identification data
- Present illness
- Progress notes (all disciplines)
- Provisional diagnosis
- Radiology reports
- Tissue report
- Treatment, medical and surgical
- And others not specifically listed here.

For purposes of retention and inclusion, Medical Records shall not include original X-ray film, laboratory samples, slides or tissues.

Dispose of 10 years after patient is discharged or expired; OR, dispose of 3 years after patient has reached the age of majority (19 years), whichever is later.

125-1-7-5 **OPERATION INDEX**
Dispose of after 10 years.

125-1-7-6 **PATIENT INDEX**
Retain permanently.

125-1-7-7 **PHYSICIAN INDEX**
Dispose of after 10 years.

125-1-7-8 **SURGERY LOG**
Retain permanently.
125-1-8  **PERSONNEL RECORDS**

125-1-8-1  **JOB CLASSIFICATIONS (Descriptions)**
Dispose of when superseded or obsolete.

125-1-8-2  **OVERTIME REPORTS**
Dispose of after 3 years.

125-1-8-3  **VOLUNTEER SERVICE (Certification of Hospital Workers)**
Dispose of 2 years after termination.

125-1-9  **GENERAL RECORDS**

125-1-9-1  **ACCIDENT/INCIDENT REPORTS**
Dispose of after 5 years.

125-1-9-2  **CENSUS (DAILY)**
Dispose of after 5 years.

125-1-9-3  **COMMUNICABLE DISEASE REPORTS TO STATE AND LOCAL HEALTH DEPARTMENTS**
Dispose of after 3 years.

125-1-9-4  **CRASH CART CHECK LIST**
Dispose of after 5 years.

125-1-9-5  **ENDOWMENTS, TRUSTS, AND BEQUESTS**
Retain permanently.

125-1-9-6  **FIRE INSPECTION REPORTS**
Dispose of after 6 years.

125-1-9-7  **GRANTS, FEDERAL (ALL PERTINENT RECORDS)**
Dispose of after 3 years provided all issues arising from claim, negotiation, audit or other action have been resolved.

125-1-9-8  **HOUSEKEEPING ROOM RECORDS**
Dispose of after 3 years.

125-1-9-9  **INSERVICE EDUCATION RECORDS**
Dispose of after 5 years.

125-1-9-10 **MEETING MINUTES (Board of Directors, Executive Committee, and Medical Staff)**
Dispose of after 10 years, subject to review by the State Archivist before disposal.

125-1-9-11 **PERMITS - ALCOHOL AND NARCOTICS**
Retain permanently or until superseded.
125-1-9-12  POLICIES AND PROCEDURES
Retain one copy permanently; dispose of other copies when no longer of reference value.

125-1-9-13  PROPERTY RECORDS (DEEDS, TITLES, AND LEASES)
Retain permanently.

125-1-9-14  STAFFING SCHEDULES
Includes nursing, emergency, kitchen, etc.
Dispose of after 5 years.

NOTE
1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.
REQUIRED INFORMATION:
In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

<table>
<thead>
<tr>
<th>SCHEDULE NUMBER(S) ONLY</th>
<th>TOTAL VOLUME DISPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>(DO NOT INCLUDE SECTION AND ITEM NUMBERS)</td>
<td>(SEE REVERSE)</td>
</tr>
</tbody>
</table>

OPTIONAL INFORMATION (FOR YOUR USE ONLY):
You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

DATE

SIGNATURE

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D
VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Vertical File Cabinet, 4 drawer letter-size ................................................................. 6 cubic feet
Vertical File Cabinet, 4 drawer legal-size ................................................................. 8 cubic feet
Lateral File, 4 drawer/shelf letter-size ..................................................................... 9 cubic feet
Lateral File, 4 drawer/shelf legal size ...................................................................... 12 cubic feet
Records center carton ............................................................................................ 1 cubic foot
About a pickup load ............................................................................................... 50 cubic feet