

Schedule 150-3-1-2

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OPERATIONS-SUPPORT SERVICES

August 17, 2009

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE 150-3-1-2
AGENCY, BOARD OR COMMISSION DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION, BUREAU OR OTHER UNIT OPERATIONS – SUPPORT SERVICES Supersedes Edition May 15, 2007

**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


COO

TITLE

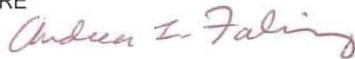
DATE

8/7/09

PART II – APPROVAL OF STATE ARCHIVES:

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



DATE

Aug. 12, 2009

PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE



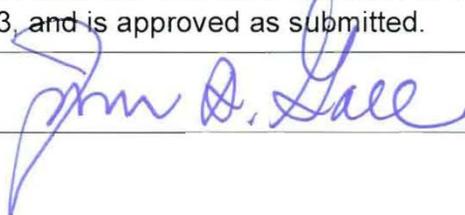
DATE

8/13/09

PART IV – APPROVAL OF 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



DATE

8/17/09

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are 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 State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review or transfer to the NE State Historical Society (State Archives), your agency is required to contact the State Archives and negotiate the transfer. Additionally, once the records are accessioned to their collection, they become the possession of the State Archives. Please contact their office by calling (402) 471-4783.
4. 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. If you wish, you may receive this form electronically by contacting the Records Management Division. 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 Specialist 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 Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure 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 Specialist in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

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

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SCHEDULE 150-3-1-2 – DEPARTMENT OF HEALTH AND HUMAN SERVICES – OPERATIONS – SUPPORT SERVICES

150-3-1-2-5 ADMINISTRATIVE

150-3-1-2-5-1 BUDGET REPORT

This is a fiscal year budget report for Support Services showing the orders and expenditures plus the date ordered.

Dispose of after 2 years.

150-3-1-2-7 DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS

Back-up tapes or other storage media are only to be used for system restoration in the event of a disaster. Disaster recovery back-ups are never to be used or considered for records access, archiving or management purposes. Tapes will be maintained and then overwritten or destroyed following these rotations:

ALL OTHER ELECTRONIC RECORDS:

Daily (M-F): Dispose of after 1 week.

Weekly (Sunday): Dispose of after 3 weeks.

Monthly: Dispose of after 1 year.

150-3-1-2-1 FORMS MANAGEMENT

150-3-1-2-1-1 ASD-15 FORM

This document is used by the center staff to keep track of documents that have been completed.

Dispose of after 6 months or when no longer of reference value.

150-3-1-2-1-2 ARTWORK FILES

Artwork for DHSS, including but not limited to brochures, letterhead, envelopes, posters, logos, business cards etc. and paperwork, including printing requisitions etc. pertaining to the artwork. (Brochures are sent to the Library Commission)

Dispose of after no longer of reference value.

150-3-1-2-1-4 CLIPART FILE

Graphics which assist in creating Artwork.

Dispose of after 6 months, until superseded, or until no longer of administrative value. Whichever is sooner.

150-3-1-2-1-3 COMPUTER LISTING

List of each job in which an artwork file is retained.

Dispose of after 6 months, or until initiator advises it is no longer needed.

150-3-1-2-6 MATERIAL MANAGEMENT

150-3-1-2-6-1 VEHICLE AT HOME FORM

This form entails a report from administrators to whom authority is delegated to give the Agency Director approval to take a state-owned vehicle home overnight by Executive Order of the Governor 99-01. The details reported are the date, employee's home address, reason for approval and approval signature in advance. The report covers a one month time period.

Dispose of after 2 years, provided audit has been completed.¹

150-3-1-2-2 RECORDS MANAGEMENT/SERVICE CONTRACTS

150-3-1-2-2-5 CONTRACTS AND AGREEMENTS

Original DHSS service contracts and agreements, loaded in the Nebraska Information System (NIS). Documents may include amendments, RFP, supporting documents and various forms of documentation/communication.

ORIGINAL RECORD: Dispose of 5 years after completion, fulfillment, or voiding of contract, subject to review by the State Archives for possible accession, and provided audit has been completed.¹

ELECTRONIC RECORD: DAS-Nebraska Information System.

150-3-1-2-2-3 INSTRUCTION PACKETS

Includes instructions for updating retention schedules for DHSS. Materials may include references to State agencies (i.e. audit, archives, records center, shredders etc.), analysis of determining appropriate retention periods and information on whether a document is a record for retention schedule purposes.

Transfer to Client unit or divisions; dispose of after superseded.

150-3-1-2-2-1 RECORDS DISPOSITION REPORTS (SEE RETENTION SCHEDULE 124 ITEM 124-1-33)

150-3-1-2-2-2 RECORDS MANAGEMENT MATERIALS

Includes information from seminars, continuing education, brochures used to teach, legislative materials, Secretary of States rules, notes on progress made by various units or divisions, etc.

Dispose of after 1 year.

150-3-1-2-2-4 SECURITY MICROFILM TRANSFER FORMS

Forms originating from the Nebraska State Archives, showing the acceptance of security microfilm from DHSS.

Retain permanently.

150-3-1-2-4 TELECOMMUNICATIONS

150-3-1-2-4-1 CELL PHONE ORDERS

This document is used to request phone orders.

Dispose of after 1 year or when no longer of reference value, whichever is later.

TRANSFERRED RECORDS

150-3-1-2-3-1	ADVICE OF TRANSFER FOR FOOD COUPONS (FNS-300) 150-3-2-11-1
150-3-1-2-3-2	FOOD COUPON ACCOUNTABILITY REPORT (FNS-250) 150-3-2-11-2
150-3-1-2-3-3	MONTHLY REPORT OF PARTICIPATION AND COUPON ISSUANCE (FNS-256) 150-3-2-11-3

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

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):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

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
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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.)

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter-size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal-size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb