

# **Schedule 150-4**

## **DEPARTMENT OF HEALTH AND HUMAN SERVICES**

### **COMMUNITY HEALTH PLANNING & PROTECTION UNIT**

**March 9, 2011**

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

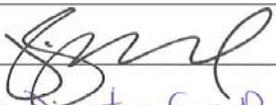
**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE	<b>150-4</b>
AGENCY, BOARD OR COMMISSION	<b>DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>
DIVISION, BUREAU OR OTHER UNIT	<b>COMMUNITY HEALTH PLANNING AND PROTECTION UNIT</b>
Supersedes Schedule 150-1-4-1, Edition of March 14, 2001; Schedule 150-1-4-2, Edition of March 14, 2001; Schedule 150-1-4-6, Edition of March 14, 2006; Schedule 35-5, Edition of February 26, 1992, Items 35-5-1-5, 35-5-6-3 through 35-5-6-5; Schedule 35-7, Edition of November 2, 1987; Schedule 35-17, Edition of December 12, 1990, Items 35-17-14 and 35-17-15.	

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

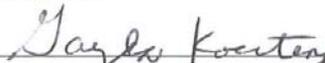
**PART I – AGENCY STATEMENT:**

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 	
TITLE Division Director for Public Health	DATE 3/2/2011

**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 3/8/2011
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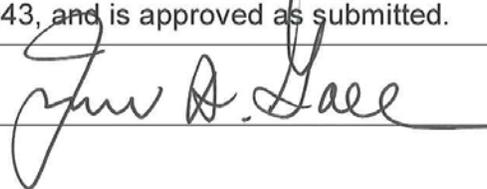
**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

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

SIGNATURE 	DATE 3/7/11
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**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 3/9/2011
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## **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 of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. Rev. Stat. §82-107). 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 150-4 – DEPARTMENT OF HEALTH AND HUMAN SERVICES – COMMUNITY HEALTH PLANNING AND PROTECTION UNIT**

### **150-4-1 COMMUNITY HEALTH DEVELOPMENT**

#### **150-4-1-1 FEDERAL FUNDING AGREEMENTS**

Applications, correspondence, and actions relating to federal grant awards.

**Transfer to the State Records Center after completion of grant. Dispose of 5 years after fulfillment of grant terms, provided audit has been completed.<sup>1</sup>**

#### **150-4-1-2 LEGISLATIVE STATUTE FUNDING**

Applications, correspondence, and actions relating to Nebraska legislative statute funding. Refer to NE. Rev. Stat. §71-8801.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

### **150-4-2 DEVELOPMENTAL DISABILITIES PLANNING**

#### **150-4-2-1 GUBERNATORIAL APPOINTMENT**

Copy of the Gubernatorial Appointment Certificate appointing a new member to the Developmental Disabilities Advisory Council.

**Dispose of after appointment expires or after audit, whichever is later.<sup>1</sup>**

#### **150-4-2-2 STATE PLAN**

Nebraska State Plan for Developmental Disabilities Services and Facilities Construction. Plan includes: State Plan Preprint, Governor's review statements, objectives, standards of personnel administration, evaluation, methodology, programs of service, distribution of funds, etc. Refer to NE. Rev. Stat. §51-413.

**Transfer 4 copies to Library Commission Publication Clearinghouse and dispose of extra copies 3 years after State Plan termination date.**

### **150-4-3 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.**



**150-4-5-2 NEBRASKA LOAN REPAYMENT PROGRAM – ACCEPTED APPLICANTS**

Accepted applications of individual files on each loan repayment recipient. File may contain: loan repayment application, loan repayment agreement, payment schedule, and follow-up correspondence, etc.

**PAPER WORK COPY: Dispose of 10 years after the date of payment or settlement of loan, provided audit has been completed.**<sup>1</sup>

**ELECTRONIC RECORD: Dispose of after 10 years.**

**150-4-5-3 NEBRASKA LOAN REPAYMENT PROGRAM – REJECTED APPLICANTS**

Rejected applications of individual files of medical professional applicants who applied for loan repayment, either withdrew the ineligible application or were rejected by the Rural Health Advisory Commission.

**PAPER WORK COPY: Dispose of 6 years after the date of payment or settlement of the loan, provided audit has been completed.**<sup>1</sup>

**ELECTRONIC RECORD: Dispose of after 6 years.**

**150-4-5-4 RURAL NURSING INCENTIVE PROGRAM**

Individual files on each rural nurse incentive recipient who made application to the nursing incentive program and received award payments. File may contain: program application, verification of service documentation, payment information, and correspondence, etc.

**Dispose of 6 years after the date of application, provided audit has been completed.**<sup>1</sup>

**150-4-5-5 WITHDRAWN OR REJECTED APPLICATIONS TO THE NEBRASKA STUDENT LOAN PROGRAM**

Files of applicants who applied or interviewed for a medical student loan, but were rejected by the Rural Health Advisory commission.

**Dispose of 6 years after the date the loan was rejected or withdrawn.**

**DELETED RECORDS**

35-5-6-1	BUREAU OF COMMON REPORTING REQUIREMENTS (BCRR) DATA
150-1-4-1-4	MIGRANT AND SEASONAL FARM WORKER ADVISORY BOARD (OBSOLETE 2000)
150-1-4-1-5	MIGRANT CONTRACTS (OBSOLETE 2000)
150-1-4-1-7	MIGRANT GRANT REPORTS (OBSOLETE 2000)
150-1-4-1-8	MIGRANT GRANT WORKING PAPERS (OBSOLETE 2000)
150-1-4-1-9	MIGRANT HEALTH PROGRAM (OBSOLETE 2000)
150-1-4-1-11	MIGRANT REPORTS (OBSOLETE 2000)
35-5-6-5	QUARTERLY PROGRESS REPORTS, MIGRANT HEALTH

**OBSOLETE RECORDS – IMMEDIATELY DISPOSE OF OBSOLETE RECORDS**

35-5-6-2	QUALITY ASSURANCE, MIGRANT HEALTH
35-7-1	AGENCY CORRECTION

35-7-2	AGREEMENTS
35-7-3	APPLICATION FOR PROJECT GRANT APPLICATION OF
35-7-4	CERTIFICATION REPORT OF EXPENDITURES
35-7-5	EXPENSE SHEET
35-7-6	FEDERAL LEGISLATION AND INFORMATION FILE
35-7-7	FINANCIAL REPORT FOR DEVELOPMENT DISABILITIES (HHS STANDARD FORM NO. 269)
35-7-10	NOTICE OF GRANT AWARDED (FORM SRS-ORDT-3 (MAY 1970))
35-7-11	PHOTOGRAPHIC FILES
35-7-12	QUARTERLY REPORTS
35-7-13	RECORD OF PUBLIC FORUMS
35-7-14	STATE AGENCIES INFORMATION FILE
35-7-15	REVIEW OF STATE PLAN—ANNUAL REVISION
35-7-17	TRANSMITTAL AND NOTICE OF APPROVAL OF STATE PLAN MATERIAL
35-17-14	DEVELOPMENTAL DISABILITIES GRANT PROGRAM FILES
35-17-15	WORKING PAPERS FOR MATERIAL AND CHILD HEALTH AND DEVELOPMENTAL DISABILITIES GRANT PROGRAM FILES

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**NOTE**

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*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

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	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.

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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.)**

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