

Schedule 35-6

Department of Health Dental Health Division



Nebraska Records Management Division

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NUMBER	35-6
AGENCY, BOARD OR COMMISSION	DEPARTMENT OF HEALTH
DIVISION, BUREAU OR OTHER UNIT	Dental Health Division
Supersedes Edition of May 7, 1986	

**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	<i>Franklin Davis</i>	
TITLE	Bureau Director	DATE 12-5-88

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	DATE
<i>Sharon J. Daniels</i> STATE ARCHIVIST	9 Dec. 1988

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	DATE
<i>Allen Beermann</i> ADMINISTRATOR	Dec 13, 1988

SCHEDULE NO. 35-6 - DEPARTMENT OF HEALTH, DIVISION OF DENTAL HEALTH

35-6-1 DELETED

35-6-2 AGREEMENTS

Copies of written agreements between the State Department of Health, physicians, local agencies, or others for performance of specific services. Information contains statements of purpose, provisions, and conditions of termination.

Dispose of 2 years after fulfillment of agreement provided audit has been completed.

35-6-3 ANNUAL REPORT

Progress report of the Division's activities that will be included in the Nebraska Health Department's Annual Report.

Dispose of according to Schedule No. 124-1-129.

35-6-4 ANNUAL WORK PROGRAM (OBSOLETE 1982)

Management by objectives format for current fiscal year. Outline for Dental Health programs including the overview and justifications of objectives, milestones, and action steps for the projected fiscal year.

Immediately dispose of obsolete records.

35-6-5 COMPREHENSIVE DENTAL HEALTH CARE PROGRAM PRELIMINARY REQUEST FOR FUNDING

Project proposal from local or private Dental Health organizations requesting operating funds from the Nebraska Division of Dental Health.

DENIED REQUESTS: Dispose of after 3 years provided audit has been completed.

APPROVED REQUESTS: Dispose of 5 years after project termination date provided audit has been completed.

35-6-6 CONTINUING EDUCATION UNITS (C.E.U.) FILES

Alphabetical listing of the cities in Nebraska in which oral health inservices are given. Each file contains the date, time and place where inservice was given, type of inservices and index cards of nurses attending who obtain continuing education units for attendance.

Dispose of after 5 years.

35-6-7 COUNTY DENTAL HEALTH CONSULTANTS

Alphabetical listing by county of the number of practicing dentists in that county. Also included is the name and address of the county consultant of the Nebraska Dental Association.

Dispose of when superseded.

35-6-8 COUNTY FILES

Dental Health files maintained on counties in Nebraska that have active dental health programs. Information includes newspaper clippings, agreements, progress reports, copies of County Board of Health meeting minutes, correspondence, statements and vouchers.

Dispose of 2 years after program becomes obsolete.

35-6-9 DENTAL HEALTH FILING MANUAL

Subject index to the Dental Health filing system.

Dispose of when superseded.

Instructions for using this Schedule

Records retention and disposition schedules are designed to serve as your records management guidelines for disposing, storing, and microfilming office records. This schedule was written specifically for records unique to your office and the 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

Here's all you have to do to get rid of records:

1. Check your schedules to see what the retention period is. **Note:** Your agency's unique schedule will take precedence over the general schedule for any items which have discrepancies in retention.
2. Get rid of records that have met their retention periods.
3. Fill out a half-page Records Disposition Report for the records you get rid of. You can get blank copies of the form and instructions for filling them out from Records Management.
4. Send the top copy of the completed report to Records Management and keep the bottom copy for your records for one year. This report establishes that the destruction was done in your normal course of business.

NON-SCHEDULED RECORDS

What about records that aren't on a retention and disposition schedule? There shouldn't be many. Give your Records Analyst at Records Management a call to see whether the records will fit under an item already on a schedule. If they don't, we'll add them to the next revision of your schedule.

For obsolete or one-time records an Application for Authority for Records Action form can be submitted to the State Records Board for approval to destroy.

UPDATING SCHEDULE

It's the responsibility of each agency to periodically update their schedule. Your Records Analyst at 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 Analyst at 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, etc.

Records Management Division
NSOB, Lower Level
471-2559

INDEX

Records of the Department of Health Dental Health Division

	Item	Page
AGREEMENTS	35-6-2	1
ANNUAL REPORT	35-6-3	1
ANNUAL WORK PROGRAM (OBSOLETE 1982)	35-6-4	1
COMPREHENSIVE DENTAL HEALTH CARE PROGRAM PRELIMINARY REQUEST FOR FUNDING	35-6-5	1
CONTINUING EDUCATION UNITS (C.E.U.) FILES	35-6-6	1
COUNTY DENTAL HEALTH CONSULTANTS	35-6-7	1
COUNTY FILES	35-6-8	1
DENTAL HEALTH FILING MANUAL	35-6-9	1
HISTORY OF DENTAL HEALTH DIVISION	35-6-10	2
LICENSED DENTISTS AND HYGIENISTS	35-6-11	2
MATERNAL AND CHILD HEALTH (MCH) DENTAL PROJECT	35-6-12	2
MCH DENTAL PROJECT MANUAL	35-6-13	2
MCH DENTIST FILES	35-6-26	3
MEETING OR CONVENTION REPORTS	35-6-14	2
NEBRASKA DENTISTS--GEOGRAPHIC DISTRIBUTION BY ACTIVITY STATUS ...	35-6-16	2
PHOTOGRAPHIC FILE	35-6-18	2
PUBLICATION FILES	35-6-21	2
RULES AND REGULATIONS GOVERNING FLUORIDATION OF WATER SUPPLIES	35-6-22	3
SURVEYS, STUDIES AND RESEARCH PROJECTS	35-6-23	3
WELFARE RATE SCHEDULE	35-6-24	3
WORKSHOPS PAST PRESENTATIONS	35-6-25	3

35-6-10 HISTORY OF DENTAL HEALTH DIVISION

Compiled history of the Nebraska Dental Health Division. Information dates back to 1949 when the division was created by the Legislature. Information includes purposes, projects, programs over the years along with job descriptions and photographs.

Transfer originals to State Archives; retain permanently. Retain a permanent copy in division's files.

35-6-11 LICENSED DENTISTS AND HYGIENISTS

Computer report listing dentists by county and alphabetically. Information includes account number, name, address and license number.

Dispose of when superseded or obsolete, provided audit has been completed.

35-6-12 MATERNAL AND CHILD HEALTH (MCH) DENTAL PROJECT

Dental maintenance and prevention project currently operating in several counties that are in need of economic development. Files are maintained on each participating county and may contain the following records: agreements, addendums, correspondence, graduated schedule of fees, eligibility guidelines, and schedule of services.

Dispose of 5 years after termination of project year provided audit has been completed.

35-6-13 MCH DENTAL PROJECT MANUAL

Outline, procedures and purposes of the Maternal and Child Health Dental Project.

Dispose of 5 years after termination of project.

35-6-14 MEETING OR CONVENTION REPORTS

Review contents for meetings or conventions attended by staff members. Information includes date, type of meeting, place, observations, conclusions, or recommendations.

Dispose of after 2 years.

35-6-15 DELETED

35-6-16 NEBRASKA DENTISTS--GEOGRAPHIC DISTRIBUTION BY ACTIVITY STATUS

Tabulations of the total number of dentists in Nebraska broken down into practicing full-time, part-time, retired, other and unknown. This information is presented by counties, by regions, and by Health Planning Councils.

Dispose of when superseded.

35-6-17 DELETED

35-6-18 PHOTOGRAPHIC FILE

Includes slides of Nebraska Health Department Dental programs. This material is used for workshops and presentations.

Dispose of when obsolete.

35-6-19 AND 35-6-20 DELETED

35-6-21 PUBLICATION FILES

Records for publication by the Dental Health Division. Material is used in oral health education programs and projects. May include background material, copy (drafts), original art work, photo negatives, prints, flats, and final publications. Copies of publications are circulated through Publications Clearinghouse.

ORIGINAL ART WORK: Dispose of when superseded or obsolete; subject to review by the State Archivist before disposal.

ALL OTHER DOCUMENTS: Dispose of when superseded or obsolete.

35-6-22 RULES AND REGULATIONS GOVERNING FLUORIDATION OF WATER SUPPLIES

Nebraska rules and regulations that apply to the fluoridation of public water supplies.

Dispose of when superseded or obsolete.

35-6-23 SURVEYS, STUDIES AND RESEARCH PROJECTS

In-depth research projects, surveys or other studies that provide information in furthering health programs.

Dispose of when obsolete; subject to review by the State Archivist before disposal.

35-6-24 WELFARE RATE SCHEDULE

Rate schedule of medical services for welfare recipients.

Dispose of when superseded provided audit has been completed.

35-6-25 WORKSHOPS PAST PRESENTATIONS

Precoordination materials for conducting Dental Health workshops. Information includes topics, dates of workshops, correspondence and number attending.

Dispose of after 3 years.

35-6-26 MCH DENTIST FILES

Each month participating dentists send in Attending Dentist Statements for reimbursement of services they performed on individuals in the MCH program under the age of majority. Information may include: services rendered, schedule of fees, charts of work performed, etc.

Dispose of 4 years after individual reaches the age of majority or after 23 years, whichever applies.