Schedule 35-8

Department of Health
Disease Control Division

Nebraska Records Management Division

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

	SCHEDULE NUMBER: 35-8
	AGENCY, BOARD OR COMMISSION: DEPARTMENT OF HEALTH
TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	DIVISION, BUREAU OR OTHER UNIT: Disease Control
	Supersedes Edition of April 18, 1988

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 * Franklin Harris	
TITLE Bureau Director	DATE 1-25-95

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 * Andrea I. Pohl STATE ARCHIVIST	DATE 1-31-95

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 * Lorre Moore ADMINISTRATOR	DATE 2-1-95

RMA 01005D

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

1. Check your schedules to see what the retention period is. **Note:** Your agency's unique schedule will take precedence over General Records Schedule #124 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 done in your normal course of business.

   Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

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

For obsolete or one-time records, an Application for Authority for Records Action form may be submitted to the State Records Board for approval to destroy. Contact a Records Consultant to obtain this form.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. Your Records 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 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, etc.

Records Management Division
NSOB, Lower Level
471-2559

printed on recycled paper

INDEX

Records of the Department of Health
Disease Control Division

	Item	Page
HIV/AIDS PROGRAM	**35-8-1**	**1**
AIDS PATIENT CASE REPORTS	35-8-1-1	1
AIDS PATIENT LOG	35-8-1-2	1
CONTRACTS	35-8-1-4	1
COUNSELING TESTING SITE (CTS) DATA BASE	35-8-1-9	1
CTS REPORTING FORMS	35-8-1-10	1
GRANT APPLICATIONS	35-8-1-5	1
HIV TEST RESULTS	35-8-1-3	1
HIV/AIDS REPORTING SYSTEM (ARS) DATA BASE	35-8-1-8	1
QUARTERLY NARRATIVES	35-8-1-6	1
EPIDEMIOLOGY, GENERAL	**35-8-2**	**2**
ANIMAL TESTING CERTIFICATION	35-8-2-1	2
CASE INVESTIGATIONS	35-8-2-2	2
CASE REPORTS	35-8-2-3	2
COMMUNICABLE DISEASES BY COUNTY	35-8-2-4	2
DISEASE CASE REPORT CARDS	35-8-2-5	2
FAMILY PLANNING-STATE SEXUALLY TRANSMITTED DISEASE CLINIC REPORT	35-8-2-6	2
INVESTIGATION FOR SUSPECTED CASES	35-8-2-7	2
LABORATORY NOTIFICATION OF REACTIVE TESTS FOR REPORTABLE COMMUNICABLE DISEASES (Non-Sexually Transmitted Disease)	35-8-2-8	2
MORBIDITY REPORT-MONTHLY	35-8-2-9	2
MORBIDITY REPORT-WEEKLY	35-8-2-10	3
REPORTS OF ANIMAL BITES	35-8-2-12	3
SURVEILLANCE REPORTS	35-8-2-13	3
TABULAR FORMS	35-8-2-14	3
TEN-YEAR STATISTICAL SUMMARY	35-8-2-15	3
VIRUS LABORATORY REPORT	35-8-2-16	3
IMMUNIZATION	**35-8-3**	**3**
DAY CARE CENTER IMMUNIZATION STATUS REPORT	35-8-3-1	3
IMMUNIZATION RECORD	35-8-3-3	3
INFLUENZA REPORT FORMS	35-8-3-2	3
NEBRASKA SCHOOL IMMUNIZATION LEVELS REPORT	35-8-3-6	4
PRIVATE PHYSICIAN CERTIFICATION	35-8-3-4	4
PUBLIC CLINIC CERTIFICATION	35-8-3-5	4
SCHOOL IMMUNIZATION PROGRAM RECORDS	35-8-3-7	4
VACCINE INVENTORY	35-8-3-8	4
VACCINE STATUS REPORT	35-8-3-10	4
VACCINE USAGE REPORT	35-8-3-11	4
VACCINE-PREVENTABLE DISEASE	35-8-3-9	4

150-14-4 8/8/05

150-14-4 8/8/05

SEXUALLY TRANSMITTED DISEASE CONTROL **35-8-4** **4**

AGE DISTRIBUTION TALLY SHEET 35-8-4-1 4
APPLICATION FOR CONTINUATION OF FEDERAL FUNDING 35-8-4-2 5
CHECK SHEET FOR LABORATORY REPORTING POSITIVE SPECIMENS OF SEXUALLY TRANSMITTED DISEASE 35-8-4-3 5
CULTURE REPORTS 35-8-4-5 5
DRUG REPLACEMENT LOGBOOK 35-8-4-6 5
EPIDEMIOLOGIC REPORT CARD 35-8-4-8 5
EPIDEMIOLOGIC REPORTS 35-8-4-7 5
FEE FOR TREATMENT 35-8-4-9 5
GONORRHEA CULTURE TEST RESULTS OF FEMALES 35-8-4-10 5
INTERVIEW RECORD 35-8-4-11 5
LABORATORY NOTIFICATION OF REACTIVE TESTS FOR SEXUALLY TRANSMITTED DISEASE 35-8-4-12 6
MONTHLY REPORT OF EARLY SYPHILIS CASES 35-8-4-13 6
MORBIDITY REPORT CARDS 35-8-4-16 6
NEBRASKA REPORTED GONORRHEA CASES 35-8-4-17 6
QUARTERLY EPIDEMIOLOGIC ACTIVITY REPORT FOR SEXUALLY TRANSMITTED DISEASES 35-8-4-18 6
SEMI-ANNUAL REPORT OF CIVILIAN CASES 35-8-4-20 6
SEXUALLY TRANSMITTED DISEASE MORBIDITY REPORT 35-8-4-24 7
SYPHILIS INDEX FILE 35-8-4-22 6

TUBERCULOSIS CONTROL **35-8-5** **7**

CLOSED CASE LOGBOOK 35-8-5-1 7
MASTER CARD FILE 35-8-5-2 7
MASTER CARD FILE, DECEASED 35-8-5-3 7
NOTICE OF ADMISSION 35-8-5-4 7
POSITIVE TUBERCULIN REACTOR 35-8-5-5 7
REPORTED CASES LOGBOOK 35-8-5-6 7
SEMI-ANNUAL REPORT OF REINFECTION TUBERCULOSIS CASES CENTRAL TUBERCULOSIS RECORD SYSTEM 35-8-5-7 7
SUMMARY REPORT INDICES OF DRUG THERAPY 35-8-5-8 8
TUBERCULOSIS CASE FILES 35-8-5-9 8
TUBERCULOSIS CASE REGISTER CARD (TB-I) 35-8-5-10 8
TUBERCULOSIS LABORATORY EXAMINATIONS 35-8-5-11 8
TUBERCULOSIS PROGRAM REPORTS 35-8-5-12 8

GENERAL RECORDS **35-8-6** **8**

DEATH CERTIFICATES 35-8-6-1 8
INTERSTATE RECIPROCAL NOTIFICATION OF DISEASE 35-8-6-2 8
INVESTIGATION OF FOODBORNE OUTBREAK 35-8-6-3 8
LABORATORY EXAMINATIONS 35-8-6-4 8
LABORATORY REPORTS 35-8-6-7 9
NOTICE TO OWNERS AND IMPORTERS OF DOGS 35-8-6-5 9
WORKSHEET 35-8-6-6 9

SCHEDULE NO. 35-8 - DEPARTMENT OF HEALTH, DISEASE CONTROL DIVISION

35-8-1 HIV/AIDS PROGRAM

35-8-1-1 AIDS PATIENT CASE REPORTS
Reports on suspected or diagnosed AIDS Cases. Form indicates the patient's name and address, date of birth, physician name and address, lab reports, etc.
Retain permanently.

35-8-1-2 AIDS PATIENT LOG
Log of suspected and diagnosed AIDS Cases. Information includes patient's name and address, physician, hospital, diagnosis, reporting person, etc.
Retain permanently.

35-8-1-3 HIV TEST RESULTS
Computer generated list of AIDS test results by the State Laboratory. Information includes patient ID number, type and date of test, physician ID number, results, who submitted the test, etc.
COMPUTER REPORTS: Dispose of after 1 year.
ON-LINE DATA: Update periodically; retain permanently.

35-8-1-4 CONTRACTS
Contracts with agencies and individuals who provide consultation or services to the AIDS Program. Original is kept with the Accounting Division.
Dispose of 1 year after fulfillment of contract terms.

35-8-1-5 GRANT APPLICATIONS
New or continuing applications for federal funding of the AIDS Program. Includes application, long range goals and objectives, justification, etc.
Dispose of 3 years after last activity.

35-8-1-6 QUARTERLY NARRATIVES
Brief update on the progress of the AIDS Program during the last quarter. Indicates how the program is meeting its long range goals, educational activity, update on personnel, etc.
Dispose of after 2 years.

35-8-1-7 DELETED

35-8-1-8 HIV/AIDS REPORTING SYSTEM (ARS) DATA BASE
Various information on suspected or confirmed cases of Aids.
COMPUTER REPORTS: Dispose of when superseded or obsolete.
ON-LINE DATA: Update periodically; retain permanently.

35-8-1-9 COUNSELING TESTING SITE (CTS) DATA BASE
Information obtained from CTS's in Nebraska pertaining to the number of people tested for HIV and pre and post test counseling.
COMPUTER REPORTS: Dispose of when superseded or obsolete.
ON-LINE DATA: Update periodically; retain permanently.

35-8-1-10 CTS REPORTING FORMS
Form contains various amounts of information regarding each patient seen at a CTS. Information is then inputed into the CTS data base.
Dispose of 1 year after data is entered/verified.

35-8-2 EPIDEMIOLOGY, GENERAL

35-8-2-1 ANIMAL TESTING CERTIFICATION
Testing authorization from other states indicating that birds, turtles, etc., have undergone specific tests for diseases common to their species. This information is certified and signed by the state health officer.
Dispose of after 1 year.

35-8-2-2 CASE INVESTIGATIONS
Confidential investigations into the possible causes, initial source of infection, and onset date of various communicable diseases. Forms contain patient identification, clinical, laboratory, and appraisal data.
Dispose of after 3 years.

35-8-2-3 CASE REPORTS
Case histories of various diseases. Forms contain patient identification, clinical, laboratory, and appraisal data. Record is confidential.
Dispose of after 3 years.

35-8-2-4 COMMUNICABLE DISEASES BY COUNTY
Statistical report of communicable diseases by county. Tabulations include age, sex, and frequency of occurrence.
Dispose of after 2 years.

35-8-2-5 DISEASE CASE REPORT CARDS
Disease reporting system in which local physicians mail cards to the Health Department. Information includes cases of specific diseases, ie., shigellosis, chicken pox, typhoid fever, etc. This data is compiled for CDC. Record is confidential.
Dispose of after 3 years.

35-8-2-6 FAMILY PLANNING-STATE SEXUALLY TRANSMITTED DISEASE CLINIC REPORT
Monthly statistical report from the Family Planning Sexually Transmitted Disease Clinics. Name of individual may be omitted but information includes sex, race, age, tests, etc.
Dispose of after 1 year.

35-8-2-7 INVESTIGATION FOR SUSPECTED CASES
Worksheet for laboratories or other studies including confidential information identifying the patient, past medical history, and current illness. Also may include autopsies. This form may be referred to as an "Investigation Report" or "Epidemiological Study."
Dispose of after 3 years.

35-8-2-8 LABORATORY NOTIFICATION OF REACTIVE TESTS FOR REPORTABLE COMMUNICABLE DISEASES (Non-Sexually Transmitted Disease)
Confidential weekly report of persons who have been tested for certain diseases by hospitals and have had positive reactions. Patient identification information along with the type of test, results, and name of physician are sent to the State Laboratory. Record may include a "Microbiology Cultures Report."
Dispose of after 2 years.

35-8-2-9 MORBIDITY REPORT-MONTHLY
Monthly account of reported cases of various communicable diseases. Information is used to compile an annual CDC report.
Dispose of after 2 years.

35-8-2-10 MORBIDITY REPORT-WEEKLY
Weekly tabulation of reported cases of various communicable diseases such as measles, hepatitis, malaria, rabies, etc. This information is reported by doctors and compiled for state and federal statistics.
Dispose of after 2 years.

35-8-2-11 DELETED

35-8-2-12 REPORTS OF ANIMAL BITES
Monthly report from the Lincoln-Lancaster County Health Department and other health departments. Information contains the type of animal, total people bitten, whether the animal was observed or not, etc.
Dispose of after 1 year.

35-8-2-13 SURVEILLANCE REPORTS
Observations and inquiries of a suspected disease case. Forms range in type and information content. Most forms contain patient identification, clinical, laboratory, and appraisal data. Record is confidential.
Dispose of after 2 years.

35-8-2-14 TABULAR FORMS
Weekly report of various diseases and the number of incident cases. Information is telephoned to the Health Department by local doctors, nurses, or other health officials. Compiled data is then telephoned to CDC in Atlanta, Georgia.
Dispose of after 1 year.

35-8-2-15 TEN-YEAR STATISTICAL SUMMARY
Accumulated data compiled annually on communicable disease cases by county for the past ten years.
Retain permanently.

35-8-2-16 VIRUS LABORATORY REPORT
Laboratory report sent from University of Nebraska Medical Center to the Health Department. Information includes patient ID, laboratory results, physician ID, and comments. Record is confidential.
Dispose of after 2 years.

35-8-3 IMMUNIZATION

~~35-8-3-1~~ DAY CARE CENTER IMMUNIZATION STATUS REPORT
Report compiled from the Immunization Record submitted by day care centers.
Retain one copy permanently, may be transferred to State Archives for security. Prior to the disposal of other records, contact the Publications Clearinghouse of the Library Commission regarding the accession of reports.

Superseded by 150-1-4-4 8/8/05

35-8-3-2 INFLUENZA REPORT FORMS
Information relating to the number of cases of influenza type illness seen in physicians' offices during the past week. Data is forwarded to compiling sources such as the Federal Regional Office or The Center for Disease Control (CDC).
Dispose of after 1 year.

35-8-3-3 IMMUNIZATION RECORD
Report is submitted annually by day care centers and summarizes the immunization levels of all enrollees. Is used in compiling the Day Care Centers Immunization Status Report.
Dispose of after 2 years.

35-8-3-4 PRIVATE PHYSICIAN CERTIFICATION

Form required by the federal government, signed by private physicians stating that all federal guidelines shall be followed when administering vaccines purchased with federal funds.

Dispose of 10 years after date of signature.

35-8-3-5 PUBLIC CLINIC CERTIFICATION

Form required by the Federal Government, signed by public clinic representatives stating that all federal guidelines shall be followed when administering vaccines purchased with federal funds.

Dispose of 10 years after date of signature.

Superseded by 50-1-4-4 8/8/05

35-8-3-6 NEBRASKA SCHOOL IMMUNIZATION LEVELS REPORT

Contains information on the immunization record of all students in public and private schools. Information is obtained from the "Immunization Summary Form".

Retain one copy permanently, may be transferred to State Archives for security. Prior to the disposal of other records contact the Publications Clearinghouse of the Library Commission regarding the accession of reports.

35-8-3-7 SCHOOL IMMUNIZATION PROGRAM RECORDS

Files include "Immunization Summary Form" which is used in compiling the "Nebraska School Immunization Levels Report".

Dispose of after 2 years.

35-8-3-8 VACCINE INVENTORY

Manual record shows, by type, different vaccines received from the drug companies, date received, number of doses, lot number, who it is redistributed to, what amount is sent, and the balance on hand.

Dispose of after 3 years provided audit has been completed.[1]

35-8-3-9 VACCINE-PREVENTABLE DISEASE

Statistics and information compiled on various measles outbreaks. Includes case-investigation forms and related graphs. Forms are confidential.

Dispose of after 5 years subject to review by the State Archivist before disposal for possible accession.

35-8-3-10 VACCINE STATUS REPORT

Copies of monthly usage reports sent to the Federal Government Regional Office in Kansas City. Information includes the number of doses of measles, mumps, rubella, polio, DTP, and TD vaccines administered across the state to various age groups.

Dispose of 1 year after report is submitted to Federal Government Regional Office in Kansas City.

35-8-3-11 VACCINE USAGE REPORT

Form lists vaccine types, number of doses administered and to which age groups, clinic date, location where it is used, amount used, and the lot numbers for the balance of vaccine on hand.

Dispose of after 3 years provided audit has been completed.[1]

Superseded by 50-1-4-4 8/8/05

35-8-4 SEXUALLY TRANSMITTED DISEASE CONTROL

35-8-4-1 AGE DISTRIBUTION TALLY SHEET

Worksheet used to compile data received from physicians, family planning and statewide Sexually Transmitted Disease clinics regarding the ages of patients.

Dispose of after report is completed.

35-8-4-2 APPLICATION FOR CONTINUATION OF FEDERAL FUNDING

Sexually Transmitted Disease project proposal and work plan for the upcoming fiscal year. Record serves as the programs progress report as well as a justification for further federal funding. Information includes project approval information, budget information, proposed work program, etc.

Dispose of after 2 years.

35-8-4-3 CHECK SHEET FOR LABORATORY REPORTING POSITIVE SPECIMENS OF SEXUALLY TRANSMITTED DISEASE

Monthly report from laboratories certified to perform premarital and prenatal laboratory work. Data is reported weekly and accumulated monthly.

Dispose of after 2 years.

35-8-4-4 DELETED

35-8-4-5 CULTURE REPORTS

Total number of cultures of females that tested positive for gonorrhea. Information is recorded by month and accumulated for the year. Private doctors, clinics, and state laboratories provide the reported data. Report is sent to CDC.

Dispose of after 1 year.

35-8-4-6 DRUG REPLACEMENT LOGBOOK

Listing, by drug, of medications that are sent to physicians to replenish inventories used for sexually transmitted disease treatments. Information includes date, physician, disease, patients, and whether the dispensed drug was in bottle, pill, or in syringe form. Information is confidential.

Dispose of after 2 years.

35-8-4-7 EPIDEMIOLOGIC REPORTS

Record of contacts and treatment of sexually transmitted disease patients. Data includes patient ID, diagnosis material, contacts, and disposition of the case. Information is confidential.

Dispose of after 5 years.

35-8-4-8 EPIDEMIOLOGIC REPORT CARD

Cards containing information that is reported quarterly to CDC. Information includes name of patient, date initiated, age, sex, race, marital status, contact disease, type of patient, relation, source, etc.

Dispose of after 5 years.

35-8-4-9 FEE FOR TREATMENT

Record of reimbursements to doctors and the schedule for approval of payment. Information includes patient case number, name and address of doctor, amount of reimbursement, patient's name, and date concerning sending and receiving vouchers and certification forms. Information is confidential.

Dispose of after 5 years provided audit has been completed.[1]

35-8-4-10 GONORRHEA CULTURE TEST RESULTS OF FEMALES

A report of the results of gonorrhea culture tests for females. Information includes the source of the test by facility type, number tested, number negative and number positive.

Dispose of when obsolete.

35-8-4-11 INTERVIEW RECORD

Interview record regarding the case worker's progress of each case. Information is confidential.

Dispose of after 1 year.

35-8-4-12 LABORATORY NOTIFICATION OF REACTIVE TESTS FOR SEXUALLY TRANSMITTED DISEASE

Weekly reporting form indicating reactive tests of previous sexually transmitted disease patients. Information includes patient's name, city and state, age, sex, name of test, test results, date, and the physician's name and city. The reporting laboratory is indicated along with the week ending date and approving doctor. Information is confidential.

Dispose of after 1 year.

35-8-4-13 MONTHLY REPORT OF EARLY SYPHILIS CASES

Monthly report, by county, of the number of diagnosed cases of early syphilis and the stage of their development. This information is sent to CDC in Atlanta, Georgia, and Kansas City, Missouri.

Dispose of after 3 years.

35-8-4-14 AND 35-8-4-15 DELETED

35-8-4-16 MORBIDITY REPORT CARDS

Card containing information concerning a suspected or diagnosed sexually transmitted disease case. This information is provided by physicians and clinics and includes patient's name, date, age, sex, race, marital status, residence, stage of disease, interviewer, contacts, and source. Record is confidential.

Dispose of after 5 years.

35-8-4-17 NEBRASKA REPORTED GONORRHEA CASES

Monthly record of reported cases of gonorrhea received from sexually transmitted disease clinics. Information includes total cases per age, race, and sex. Data is compiled for the Semi-Annual Report of Civilian Cases.

Dispose of after report is completed.

35-8-4-18 QUARTERLY EPIDEMIOLOGIC ACTIVITY REPORT FOR SEXUALLY TRANSMITTED DISEASES

Quarterly account of sexually transmitted disease activity. Information is sent to CDC in Atlanta, Georgia, and includes data relevant to categories of the various diseases, interviewing, investigations, and the disposition of persons examined.

Dispose of after 3 years.

35-8-4-19 DELETED

35-8-4-20 SEMI-ANNUAL REPORT OF CIVILIAN CASES

Semi-annual report of the sexually transmitted disease activity in the civilian population of Nebraska. Information includes the reporting source, age group, race, and sex of the patients.

Dispose of after 3 years.

35-8-4-21 DELETED

35-8-4-22 SYPHILIS INDEX FILE

Cards of all known suspects, reported cases, diagnosed cases, and known cases of syphilis in Nebraska since 1951. Data is a reference for blood tests, past histories, and similar uses. Record is confidential.

ORIGINAL RECORD: Microfilm and destroy those records of patients 65 years of age and older and those patient records with no entries in past 10 years.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

35-8-4-23 DELETED

35-8-4-24 SEXUALLY TRANSMITTED DISEASE MORBIDITY REPORT

Monthly report of sexually transmitted disease cases reported for the first time in Douglas and Lancaster Counties. Information is collected from county, civilian, and military sources and reported to CDC regional office in Kansas City, Missouri. Data includes source of report, color, sex, disease, and stage.
Dispose of after 3 years.

35-8-5 TUBERCULOSIS CONTROL

35-8-5-1 CLOSED CASE LOGBOOK

Book records all closed TB cases. Information includes name, date, county, race, and reason for transferring to the closed case file.
Retain permanently, may be transferred to State Archives for security.

35-8-5-2 MASTER CARD FILE

Card index of all people who have been investigated for TB including those who were once in the Nebraska Hospital for Tuberculosis in Kearney. Color coded cards indicate various classes of cases. Information includes name, birth date, county, date, and status.
CURRENT CARDS: Retain permanently.
PENDING CARDS: Dispose of after superseded.

35-8-5-3 MASTER CARD FILE, DECEASED

Master file of deceased TB patients. Information includes patient's name, county, date of initial notification, activity or record card, closing date of file, and date of death.
Retain permanently.

35-8-5-4 NOTICE OF ADMISSION

Form includes the name of the hospital, patient's name, address, admission date, admission history and social service information. Is needed for payment authorization and is duplicated in the Tuberculosis Case Files.
Dispose of after 1 year provided audit has been completed.[1]

35-8-5-5 POSITIVE TUBERCULIN REACTOR

Confidential form to be completed in the case of a positive reaction to the tuberculosis skin test. Information includes patient ID, previous and present skin test results, previous exposure to tuberculosis, and remarks.
Dispose of 5 years after last activity in case.

35-8-5-6 REPORTED CASES LOGBOOK

Numbers are assigned and recorded for active tuberculosis cases in this book. Information includes name, county, date, age, sex, race, stage of disease, source of report, and remarks.
Transfer to State Archives for security; retain permanently.

35-8-5-7 SEMI-ANNUAL REPORT OF REINFECTION TUBERCULOSIS CASES CENTRAL TUBERCULOSIS RECORD SYSTEM

Mid-year report to CDC shows the number of cases by race and sex and the reason for closing their Tuberculosis Case File.
Dispose of after 1 year.

35-8-5-8 SUMMARY REPORT INDICES OF DRUG THERAPY

Continuity of drug therapy index which is compiled every twelve months with a subsequent I year follow-up recorded. Information is submitted to CDC and shows the number of new patients cared for during the year.

Dispose of after 3 years.

35-8-5-9 TUBERCULOSIS CASE FILES

Confidential tuberculosis case file of records that pertain to a tuberculosis patient.

Dispose of 5 years after last activity in case.

35-8-5-10 TUBERCULOSIS CASE REGISTER CARD (TB-I)

An outline of a case record index to the individual case files. Confidential information includes personal patient ID number and data, reason for referral, diagnosis date, date of re-examination, and social agency, if any.

Dispose of 5 years after file becomes inactive.

35-8-5-11 TUBERCULOSIS LABORATORY EXAMINATIONS

Testing results of smears and cultures. Information includes patient ID, case status, lab number, collection date, type and date of examination, or report and identification.

Dispose of after 1 year.

35-8-5-12 TUBERCULOSIS PROGRAM REPORTS

Annual and biannual reports are submitted to CDC by the Tuberculosis Control. Is used in compiling five and ten year statistical reports which are submitted to CDC. Copies of such reports are maintained in the file.

Dispose of after 5 years.

35-8-6 GENERAL RECORDS

35-8-6-1 DEATH CERTIFICATES

Duplicate copies of death certificates which are used to confirm cause of death in reference to certain diseases. Original certificate is with Vital Statistics.

Dispose of after 1 year.

35-8-6-2 INTERSTATE RECIPROCAL NOTIFICATION OF DISEASE

Confidential notification to the department of all disease cases appearing in the state, where the patient is hospitalized or transferred to another state.

Dispose of after 2 years.

35-8-6-3 INVESTIGATION OF FOODBORNE OUTBREAK

Information concerning the outbreak of a disease carried in foods. Data includes location of outbreak, number of people exposed, specific attack, rates, etc.

Dispose of after 2 years.

35-8-6-4 LABORATORY EXAMINATIONS

Division of Laboratories' monthly report. Confidential information includes patient's name, age, sex, type of examination requested, doctor identification, and the laboratory results. Data is used to back up Case Reports.

Dispose of after 3 years.

35-8-6-5 NOTICE TO OWNERS AND IMPORTERS OF DOGS

Information concerning the shipment of dogs from foreign countries. Data is recorded for quarantine purposes and includes the port of entry, destination, color of animal, and confinement time.

Dispose of after 2 years.

35-8-6-6 WORKSHEET

Manual worksheets used to compile statistical reports or graphs for the use of the division.

Dispose of after completion of the associated report.

35-8-6-7 LABORATORY REPORTS

Monthly report from the Division of State Laboratories. Contains information relative to sexually transmitted diseases and other infectious and contagious diseases. Data includes whether test results are positive, unsatisfactory or negative.

Dispose of after 5 years.

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 LOWER LEVEL NEBRASKA STATE OFFICE BUILDING	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

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

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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