Schedule 109

DEAF & HARD OF HEARING

AUGUST 9, 1995

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 NUMBER: 109
	AGENCY, BOARD OR COMMISSION: NEBRASKA COMMISSION FOR THE HEARING IMPAIRED
TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	DIVISION, BUREAU OR OTHER UNIT:
	Supersedes Edition of February 3, 1992

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 * Tanya O. Wendel	
TITLE Executive Director	DATE 7-19-95

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. Pal STATE ARCHIVIST	DATE July 31, 1995

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 * ADMINISTRATOR	DATE 8/9/95

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines 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. 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 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

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DEAF & HARD OF HEARING

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SCHEDULE 109 – DEAF & HARD OF HEARING

109-1 ANNUAL ACTIVITY REPORT (Governor's Report)

Report summarizing the yearly activities at NCHI--including current and long-range goals of the Commission. Approved by the full Board.

Retain one (1) copy as a part of a permanent file. Transfer four (4) copies to the Library Commission, Publications Clearinghouse. Dispose of all other copies when no longer of reference value.

109-2 CLIENT FILES

Any information regarding clients coming to NCHI for assistance in obtaining various services.

Dispose of 5 years after last activity.

109-3 EQUIPMENT LOANS

Contracts for equipment loans for NCHI and Pioneer TDD loans and for Pioneer and NCHI decoder loans.

Dispose of 1 year after last activity provided audit has been completed.[1]

109-4 GRANTS

Grant records include all information regarding grants or funding made available to NCHI to provide services, the disbursement of funds, and records of services provided.

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

109-5 HEARING AID BANKS

Requests and applications for financial assistance for hearing aids. File will also include acceptance or rejection letters and any other correspondence and/or follow-up letters for each case. These applications are coordinated through the Lions Hearing Aid Bank and the Sertoma Hearing Aid Bank.

SERTOMA: Dispose of 1 year after last activity provided audit has been completed.[1]
Retain a current listing of all names of individuals receiving a hearing aid on an on going basis.

LIONS: Dispose of 4 years after last activity provided audit has been completed.[1]
Retain a current listing of all names of individuals receiving a hearing aid on an ongoing basis.

109-6 MONTHLY ACTIVITY REPORT

Summary of the monthly activity of the NCHI. The report also includes a summary of the Hearing Aid Banks (Lions and Sertoma) activity; the TDD Loan (NCHI and Pioneer) activity; the number of presentations given; the Decoder loan (NCHI and Pioneer) activity and any activity done on the voluntary census.

Dispose of 2 years after inclusion in and approval of the Annual Report.

109-7 MONTHLY REPORTS

May include the following types of information:

109-7-1 CALENDAR OF EVENTS

A listing of the activities by month within the NCHI office and/or the professional activities of NCHI staff and/or activities of organizations related to hearing impairment.
Dispose of after inclusion in and approval of the Annual Report.

109-7-2 HI-VIS STORIES AND SUMMARY SHEET

Typed drafts of stories aired on the HI-VIS network filed by the month the story was aired. The summary sheet is a typed listing of the title of each story and the date it was first aired.
Dispose of after inclusion in and approval of the Annual Report.

109-7-3 IN-HOUSE REFERRALS

Written listing of all telephone calls or drop-ins asking for specific information about NCHI services and/or contacts. Also included are referrals made by NCHI staff to other individuals, organizations, agencies, etc. This includes a monthly summary of the number of referrals made by NCHI broken into various categories based on the type of contact made.
Dispose of after inclusion in and approval of the Annual Report.

109-7-4 INTERPRETER REFERRALS

Request from an individual, company, agency, or other entity for interpreting services for a hearing-impaired client, customer, individual, etc. Information regarding the request is written or typed on a form and an interpreter is then contacted. At the end of each month, a summary of all interpreter requests (listed by hours requested and filled) is counted and typed on a summary sheet. Also included is a count of the number of situations a particular interpreter accepts a job through NCHI.
Dispose of after inclusion in and approval of the Annual Report.

109-7-5 PRESENTATION SUMMARY

Form written or typed by the Field Representatives when asked to give a presentation. At the end of each month the forms are then counted and placed on a monthly summary sheet.
Dispose of after inclusion in and approval of the Annual Report.

109-8 NEWSLETTER

Quarterly newsletter printed by NCHI. The newsletter is sent to the hearing-impaired residents of Nebraska who are listed on the voluntary census. Copies of newsletter are circulated through Publications Clearinghouse.
Retain all extra Newsletters of each issue until the next issue is published. Retain 1 Newsletter of each issue permanently.

109-9 CENSUS INFORMATION/DATABASE

Data regarding name, address, phone number, and age is gathered by NCHI via postcards which are distributed by various sources and voluntarily returned by deaf/hard of hearing persons. Information is then extracted from the postcards and entered into a computerized database.

COMPUTER DATABASE: Delete and revise data as necessary.
DATABASE BACKUP: Backup database monthly, dispose of after superseded.
POSTCARDS: Dispose of after information has been entered and verified and backup of the database has been completed.

109-10 SCREENING EVALUATIONS

This would encompass any type of evaluations, either completed by the agency or completed by others in regard to the agency. Such examples would be: past in-house screenings, current QAST and other types of interpreter screenings, evaluations on staff members for sign language class, Deaf World or other presentations (including videotapes as well as files).

Dispose of after 1 year.

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.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH 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

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