

Schedule 150-1-1-6

DEPARTMENT OF HEALTH AND HUMAN SERVICES SYSTEM

VETERANS HOMES

March 21, 2006

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	150-1-1-6
AGENCY, BOARD OR COMMISSION	Health & Human Services System
DIVISION, BUREAU OR OTHER UNIT	Veterans Homes

**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>Nancy Montanez</i>	
TITLE <i>Director</i>	DATE <i>3/10/06</i>

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 <i>Andrea I. Fazio</i>	DATE <i>March 21, 2006</i>
STATE ARCHIVIST	

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 <i>John D. Sale</i>	DATE <i>3/21/06</i>
STATE RECORDS ADMINISTRATOR	

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**

INDEX

SCHEDULE 150-1-1-6 DEPARTMENT OF HEALTH AND HUMAN SERVICES VETERANS HOMES

	Item	Page
<u>ACCOUNTING</u>	150-1-1-6-2	15
ACCOUNTING MASTER FILE DETAIL LISTING	150-1-1-6-2-1	15
ACCOUNTING MASTER FILE TRANSACTION	150-1-1-6-2-2	15
BATCH PROOF LISTING (OBSOLETE 2000)	150-1-1-6-2-3	15
CASH FLOW STATEMENT (ACCOUNTING)	150-1-1-6-2-5	15
COUPON LOG BOOK	150-1-1-6-2-6	15
DAILY MEMBER MOVEMENT REPORT	150-1-1-6-2-23	17
DOCUMENT TRANSMITTAL (OBSOLETE)	150-1-1-6-2-7	16
DONATIONS LIST AND RELATED RECORDS	150-1-1-6-2-8	16
EMERGENCY CASH FUND RECONCILIATION	150-1-1-6-2-11	16
ERROR CORRECTION FORM (OBSOLETE 2000)	150-1-1-6-2-12	16
EXPENSE TRANSACTION REPORT (OBSOLETE 2000)	150-1-1-6-2-13	16
FOOD SERVICE -CANTEEN/AMUSEMENT FUND REPORT	150-1-1-6-2-4	15
GROUP BENEFIT REPORTING	150-1-1-6-2-14	16
HHSS EXTRACT FROM NAS CONTROL TOTALS (OBSOLETE)	150-1-1-6-2-9	16
HHSS EXTRACT FROM PAYROLL CONTROL TOTALS (OBSOLETE)	150-1-1-6-2-10	16
INSTITUTION CASH RECONCILIATION	150-1-1-6-2-15	16
JOURNAL ENTRIES	150-1-1-6-2-16	16
LEDGER AND WORKSHEETS	150-1-1-6-2-17	17
MATERIAL AND SUPPLIES REQUISITION	150-1-1-6-2-18	17
MATERIAL AND SUPPLY SUMMARY	150-1-1-6-2-19	17
MEMBER DAYS REPORT	150-1-1-6-2-24	17
MEMBERS TRUST FUND REPORT	150-1-1-6-2-20	17
MEMBER CANTEEN PURCHASE AUTHORIZATION	150-1-1-6-2-21	17
PHARMACY REQUISITION	150-1-1-6-2-22	17
PROJECT REPORTING (OBSOLETE)	150-1-1-6-2-25	17
REPORT OF FACILITY PAYROLL	150-1-1-6-2-26	17
REQUEST FOR SUPPLIES	150-1-1-6-2-27	18
RESPONSIBILITY REPORTING (OBSOLETE)	150-1-1-6-2-28	18
RESPONSIBILITY REPORTING STATISTICAL (OBSOLETE)	150-1-1-6-2-29	18

SERVICE RENDERED REPORT (OBSOLETE).....	150-1-1-6-2-30	18
SUMMARY OF POSITIONS: BUDGETED AND USED.....	150-1-1-6-2-31	18
TIMESHEETS AND INPUT RECORDS FOR MEMBER PAYROLL SYSTEMS.....	150-1-1-6-2-32	18
TRIAL BALANCE SHEETS.....	150-1-1-6-2-33	18
VA FORM 10-5588 ACCOUNTING REPORTS AND STATEMENT OF EXPENDITURES	150-1-1-6-2-34	18
VETERANS HOMES BARBER/BEAUTY SHOP CHARGES.....	150-1-1-6-2-35	18
VETERANS HOMES CANTEEN CHARGES.....	150-1-1-6-2-36	18

**ACTIVITIES DEPARTMENT, OCCUPATIONAL
THERAPY, RECREATION THERAPY, AND**

<u>VOCATIONAL THERAPY</u>	150-1-1-6-22	41
ACTIVE MEMBER FILE.....	150-1-1-6-22-1	41
DEPARTMENT SPECIFIC PERFORMANCE INDICATORS.....	150-1-1-6-22-15	42
MONTHLY ATTENDANCE SHEET	150-1-1-6-22-2	41
MEMBER ACTIVITY CALENDAR.....	150-1-1-6-22-4	41
MEMBER ACTIVITY INCOME AND EXPENDITURE RECORD	150-1-1-6-22-3	41
MEMBER EVALUATION	150-1-1-6-22-5	41
MEMBER PRODUCTIVITY RECORDS (OBSOLETE)	150-1-1-6-22-6	41
PROGRESS BOOK (OBSOLETE).....	150-1-1-6-22-7	41
PURCHASE BOOK (OBSOLETE).....	150-1-1-6-22-8	41
SHELTERED WORKSHOP/MEMBER WORKER CERTIFICATES.....	150-1-1-6-22-9	41
STANDING AND CONFIRMED ACTIVITY DATES (OBSOLETE).....	150-1-1-6-22-16	42
VOLUNTEER "ADOPTION" OF MEMBERS.....	150-1-1-6-22-10	41
VOLUNTEER CARD.....	150-1-1-6-22-11	42
VOLUNTEER DONATION OF ITEMS	150-1-1-6-22-12	42
VOLUNTEER HOUR RECORDS.....	150-1-1-6-22-13	42
VOLUNTEER RECOGNITION FILE	150-1-1-6-22-14	42

ADMINISTRATIVE RECORDS

150-1-1-6-23	42	
DISASTER PLAN.....	150-1-1-6-23-18	44
EXTERNAL SURVEY OF FACILITIES AND APPLICATION FOR LICENSE	150-1-1-6-23-2	42
FACILITY GOALS AND OBJECTIVES	150-1-1-6-23-1	42
LICENSES, STATE OF NEBRASKA AND FEDERAL .	150-1-1-6-23-4	42
MEMBER COUNCIL COMPLAINTS/GRIEVANCES/ RULES & REGULATIONS.....	150-1-1-6-23-5	43
MOTOR VEHICLE RECORDS.....	150-1-1-6-23-6	43

NE DEPARTMENT OF HEALTH AND HUMAN SERVICES LTC QUARTERLY STATISTICAL REPORT	150-1-1-6-23-3	42
OPERATION PLAN (OBSOLETE).....	150-1-1-6-23-7	43
MEMBER COUNCIL RULES AND REGULATIONS	150-1-1-6-23-8	43
MEMBER DISCIPLINARY ACTION (OBSOLETE)	150-1-1-6-23-9	43
MEMBER GRIEVANCES	150-1-1-6-23-10	43
PET RECORDS	150-1-1-6-23-11	43
POLICY AND PROCEDURE MANUALS (OBSOLETE)	150-1-1-6-23-12	43
RECORDS DISPOSITION REPORT (BLANK FORM)		49
SAVINGS INSTITUTION RECORDS (OBSOLETE)	150-1-1-6-23-13	43
STATE MEDICATION AIDES LISTINGS	150-1-1-6-23-14	43
STATE ENVIRONMENTAL REPORTS	150-1-1-6-23-15	44
STUDIES AND REPORTS (OBSOLETE).....	150-1-1-6-23-16	44
SUMMATION OF ABUSE/NEGLECT CASES (OBSOLETE)	150-1-1-6-23-17	44
<u>BUDGET (OBSOLETE)</u>	150-1-1-6-27	45
EXPENDITURE PLAN FOR CAPITAL EQUIPMENT (OBSOLETE).....	150-1-1-6-27-1	45
PROJECT REVIEW REQUESTS (OBSOLETE).....	150-1-1-6-27-2	45
<u>COMMUNITY PROGRAM DIVISION</u>		
<u>RECORDS</u>	150-1-1-6-17	33
CONTRACTS/GRANTS AND APPLICATIONS FOR FUNDS (OBSOLETE).....	150-1-1-6-17-1	33
COUNSELOR CERTIFICATION (OBSOLETE)	150-1-1-6-17-2	33
FEDERAL ASSISTANCE RECORDS.....	150-1-1-6-17-3	33
PROGRAM DATA (OBSOLETE)	150-1-1-6-17-4	33
PROGRAM SPECIALIST RECORDS (OBSOLETE)	150-1-1-6-17-5	34
PROVIDER CERTIFICATION (OBSOLETE)	150-1-1-6-17-6	34
PUBLICATIONS PAID FOR BY SUBSCRIPTION (OBSOLETE)	150-1-1-6-17-7	34
TRAINING/CONTINUING EDUCATION REQUESTS (OBSOLETE)	150-1-1-6-17-8	34
<u>DENTAL</u>	150-1-1-6-7	26
DENTAL APPOINTMENT BOOK.....	150-1-1-6-7-1	26
DENTAL RECORD.....	150-1-1-6-7-2	26
ENVIRONMENTAL CONTROL TEST REPORTS	150-1-1-6-7-3	26
EXPOSURE REPORTS, RADIATION (OBSOLETE).....	150-1-1-6-7-4	26
X-RAY FILMS, DENTAL (OBSOLETE).....	150-1-1-6-7-5	26

<u>DIETARY/FOOD SERVICES</u>	150-1-1-6-12	28
CLEANING SCHEDULES.....	150-1-1-6-12-6	28
COMMODITY FOOD RECORDS	150-1-1-6-12-1	28
FOOD COSTS REPORT	150-1-1-6-12-2	28
FOOD PRODUCTION REPORT.....	150-1-1-6-12-3	28
MENUS SERVED	150-1-1-6-12-4	28
TEMPERATURE CHARTS	150-1-1-6-12-5	28
<u>EKG</u>	150-1-1-6-8	26
EKG REPORT.....	150-1-1-6-8-1	26
EKG TRACING	150-1-1-6-8-2	26
<u>ENGINEERING</u>	150-1-1-6-29	46
AS BUILT DRAWINGS	150-1-1-6-29-1	46
CONSTRUCTION PROJECT FILES	150-1-1-6-29-2	46
<u>FINANCIAL RESPONSIBILITY</u>	150-1-1-6-3	19
AGING OF GUARANTOR RECEIVABLES.....	150-1-1-6-3-1	19
ANCILLARY SERVICES PROVIDED	150-1-1-6-3-2	19
ANCILLARY UNITS PROVIDED (OBSOLETE)	150-1-1-6-3-3	19
BILLING CONTROL POSTING SUMMARY	150-1-1-6-3-4	19
CENSUS REPORT	150-1-1-6-3-5	19
CENTRAL OFFICE MEMBERS HAVING REPORTED CHARGES	150-1-1-6-3-6	19
COUNTY BILLING POSTING SUMMARY.....	150-1-1-6-3-7	19
COUNTY LEDGER CARDS	150-1-1-6-3-8	20
FINAL BILLING CONTROL	150-1-1-6-3-9	20
GUARANTOR NO PRINT SUMMARY.....	150-1-1-6-3-10	20
IPB COMPUTER INPUT FORMS.....	150-1-1-6-3-11	20
NEGATIVE BILLING CONTROL BALANCES	150-1-1-6-3-12	20
MEMBER CENSUS ERRORS.....	150-1-1-6-3-13	20
MEMBER DAYS SUMMARY	150-1-1-6-3-14	20
PRELIMINARY BILLING CORRECTION CHANGE REGISTER	150-1-1-6-3-15	21
MEMBERS' TRUST FUND CHECKS	150-1-1-6-3-16	21
SUMMARY OF ADJUSTMENTS	150-1-1-6-3-17	21
SUMMARY OF RECEIPTS.....	150-1-1-6-3-18	21
SUMMARY OF THIRD PARTY BENEFITS	150-1-1-6-3-19	21
TAX RETURN.....	150-1-1-6-3-20	21
TRUST FUND RECORDS	150-1-1-6-3-21	21

GENERAL RECORDS	150-1-1-6-1	14
CARD FILE, INDEX (OBSOLETE)	150-1-1-6-1-1	14
ENVIRONMENTAL AUDITS	150-1-1-6-1-8	14
GRANT APPLICATIONS	150-1-1-6-1-2	14
PHOTOGRAPH/VIDEO--WRITTEN CONSENT, EMPLOYEE	150-1-1-6-1-3	14
PHOTOGRAPH/VIDEO--WRITTEN CONSENT, MEMBER	150-1-1-6-1-4	14
PUBLICATION PHOTOGRAPHS, EMPLOYEE	150-1-1-6-1-5	14
PUBLICATION PHOTOGRAPHS, MEMBER	150-1-1-6-1-6	14
QUALITY ASSURANCE REPORTS AND PLANS	150-1-1-6-1-9	15
SPEECHES/LEGISLATIVE TESTIMONY	150-1-1-6-1-7	14
 GROUNDS	 150-1-1-6-30	 46
ARBORETUM PLANT DISTRIBUTIONS	150-1-1-6-30-1	46
COMPUTERIZED MAPPING SYSTEM	150-1-1-6-30-2	46
CONSULTING RECORDS	150-1-1-6-30-3	46
EDUCATIONAL AIDS RECORDED	150-1-1-6-30-4	46
EQUIPMENT AND PARTS SERVICING MANUALS ...	150-1-1-6-30-5	46
EQUIPMENT RECORDS	150-1-1-6-30-6	46
EQUIPMENT REQUESTS	150-1-1-6-30-7	46
FACILITY WORK REQUESTS	150-1-1-6-30-12	47
GROUNDS MAINTENANCE PLAN	150-1-1-6-30-8	47
GROUNDS MANAGEMENT PLAN	150-1-1-6-30-9	47
LANDSCAPE MASTER PLAN	150-1-1-6-30-10	47
MEMORANDUM OF UNDERSTANDING FOR ARBORETUM	150-1-1-6-30-11	47
NOXIOUS WEEDS AND POISONOUS PLANTS	150-1-1-6-30-13	47
PLANT VARIETIES AND DONATIONS FOR ARBORETUM	150-1-1-6-30-14	47
TREE REMOVAL GUIDELINES	150-1-1-6-30-15	47
 HOUSEKEEPING	 150-1-1-6-24	 44
BED CLEANING SCHEDULE	150-1-1-6-24-2	44
CHECKLIST OF LIVING UNITS, MONTHLY	150-1-1-6-24-1	44
WALL CLEANING SCHEDULE	150-1-1-6-24-3	44
 LABORATORY RECORDS	 150-1-1-6-9	 27
DAILY LOG	150-1-1-6-9-1	27
LABORATORY REPORTS	150-1-1-6-9-2	27
LABORATORY REQUISITIONS	150-1-1-6-9-3	27
 LEGAL OFFICE	 150-1-1-6-17	 34
ADMINISTRATIVE HEARING FILES	150-1-1-6-17-8	35
ADMINISTRATIVE HEARING LOG	150-1-1-6-17-9	35
BOARD OF INQUIRY AND REVIEW OPINION FILE ...	150-1-1-6-17-1	34
BRIEFS FILE	150-1-1-6-17-2	34
CASE FILES	150-1-1-6-17-3	34

CLAIMS FILES.....	150-1-1-6-17-4	34
CLOSED FILES LOG.....	150-1-1-6-17-5	35
CONTRACT FILES.....	150-1-1-6-17-6	35
ENGINEERING TRAINING RECORDS.....	150-1-1-6-17-23	37
GRIEVANCE APPEALS TO DISTRICT COURT LOG.....	150-1-1-6-17-10	35
GRIEVANCE APPEALS TO NEBRASKA SUPREME COURT LOG.....	150-1-1-6-17-11	35
GRIEVANCE LOG.....	150-1-1-6-17-12	35
GUARDIANSHIP FILES.....	150-1-1-6-17-13	35
HHSS ADMINISTRATIVE DECISION FILES.....	150-1-1-6-17-7	35
INVESTIGATION FILES.....	150-1-1-6-17-14	36
LEGAL FILES, OTHER.....	150-1-1-6-17-15	36
LEGISLATURE NOTEBOOK FILE.....	150-1-1-6-17-16	36
MENTAL HEALTH BOARD TRAINING HANDBOOKS.....	150-1-1-6-17-17	36
NEOC-EEOC CHARGE LOG.....	150-1-1-6-17-18	36
OPINION FILES.....	150-1-1-6-17-19	36
POLICY MANUALS, SENTENCING REVIEW.....	150-1-1-6-17-20	36
SECRETARY'S HANDBOOK.....	150-1-1-6-17-21	36
TORT/MISCELLANEOUS CLAIMS AGAINST HHSS LOG.....	150-1-1-6-17-22	36
<u>LIBRARY</u>	150-1-1-6-25	44
HISTORY OF THE FACILITY.....	150-1-1-6-25-1	44
LIBRARY CARD INDEX FILE.....	150-1-1-6-25-2	44
TAPES, AUDIO & SLIDES, CARD INDEX FILE.....	150-1-1-6-25-3	44
<u>MAINTENANCE</u>	150-1-1-6-13	28
BIOLOGICAL EXAMINATION OF DRINKING WATER.....	150-1-1-6-13-1	28
BOILER INSPECTION REPAIR MAINTENANCE LIST.....	150-1-1-6-13-2	29
BOILER ROOM INSPECTION SHEET.....	150-1-1-6-13-3	29
CARPETS FIRE CERTIFICATION.....	150-1-1-6-13-4	29
CHILLER OPERATIONS LOG.....	150-1-1-6-13-5	29
DOMESTIC WATER FLOW CHARTS, LOGS, REPORTS.....	150-1-1-6-13-6	29
ELECTRICAL INSPECTION APPLICATION.....	150-1-1-6-13-7	29
ELEVATOR NEBRASKA TEST REPORT.....	150-1-1-6-13-8	29
ELEVATOR PROJECT.....	150-1-1-6-13-9	29
EMERGENCY GENERATOR OPERATION LOG.....	150-1-1-6-13-10	29
ENGINE ROOM INSPECTION.....	150-1-1-6-13-11	29
ENGINEERS WORK LOGS.....	150-1-1-6-13-12	29
MAINTENANCE MONTHLY REPORT.....	150-1-1-6-13-13	29
MAINTENANCE WORK ORDERS.....	150-1-1-6-13-14	30
PREVENTATIVE MAINTENANCE INPUT FORMS.....	150-1-1-6-13-15	30
PREVENTATIVE MAINTENANCE PRINTOUT.....	150-1-1-6-13-16	30
PREVENTATIVE MAINTENANCE WORK ORDERS..	150-1-1-6-13-17	30

SCHEDULED ASSIGNMENTS & FLOOR AREAS		
MANUAL (OBSOLETE)	150-1-1-6-13-18	30
SCHEDULES FOR EQUIPMENT MAINTENANCE	150-1-1-6-13-19	30
SECONDARY FUEL RECORDS	150-1-1-6-13-20	30
STEAM PLANT OPERATION RECORDS	150-1-1-6-13-21	30
UTILITIES LEDGER	150-1-1-6-13-22	30
UTILITIES METER READINGS FOR OUTSIDE		
FACILITY BUILDINGS	150-1-1-6-13-23	30
WATER TREATMENT CONSULTING REPORT	150-1-1-6-13-24	31
<u>MEDICAL SERVICES</u>	150-1-1-6-7	25
INSTITUTIONAL & INTER-AGENCY TRANSFER		
OF MEMBERS (OBSOLETE).....	150-1-1-6-7-1	25
INTERSTATE TRANSFER OF MENTALLY ILL AND MENTALLY (OBSOLETE).....	150-1-1-6-7-2	26
<u>MEDICAL STAFF</u>	150-1-1-6-26	45
HEALTHCARE PROVIDER CREDENTIALING AND PRIVILEGING FILES		
	150-1-1-6-26-1	45
<u>MINUTES</u>	150-1-1-6-15	31
MINUTES REQUIRED FOR STANDARDS		
COMPLIANCE.....	150-1-1-6-15-1	31
MEMBER ADVISORY/ADVOCACY GROUP		
MINUTES.....	150-1-1-6-15-2	31
STAFF MEETING MINUTES.....	150-1-1-6-15-3	31
<u>NURSING</u>	150-1-1-6-21	40
CONTROLLED MEDICATIONS LOG	150-1-1-6-21-1	40
CRASH CART CHECKLIST	150-1-1-6-21-2	40
DAILY NARCOTIC COUNT SIGNATURE SHEET	150-1-1-6-21-3	40
MINUTES: NURSING SUPERVISORS	150-1-1-6-21-10	40
NURSING ASSIGNMENT SHEET	150-1-1-6-21-4	40
FACILITY POLICY & PROCEDURE BOOKS	150-1-1-6-21-5	40
NURSING STAFF SCHEDULES	150-1-1-6-21-6	40
NURSING SUPPLY REQUESTS, WEEKLY	150-1-1-6-21-7	40
QUARTERLY CENSUS REPORT	150-1-1-6-21-8	40
WARD DAILY REPORT SHEETS	150-1-1-6-21-9	40
<u>MEMBER RECORDS/FACILITY MEDICAL RECORDS</u>	150-1-1-6-5	22
ADMISSION CONTACT FORMS/PREADMISSION NOTES		
	150-1-1-6-5-1	22
ADMISSION LEDGER/NUMBER INDEX.....	150-1-1-6-5-2	23
APPOINTMENT BOOK.....	150-1-1-6-5-3	23
CEMETERY LOGS.....	150-1-1-6-5-4	23
DEATH/DISCHARGE REGISTER	150-1-1-6-5-5	23

DISEASE INDEX (OBSOLETE).....	150-1-1-6-5-6	23
GUARDIANSHIP/CONSERVATORSHIP FILE	150-1-1-6-5-7	23
MASTER MEMBER INDEX	150-1-1-6-5-8	23
MEMBER MASTER MEDICAL FILE.....	150-1-1-6-5-9	23
MEMBER RELATED STATISTICS (OBSOLETE)	150-1-1-6-5-10	23
PHOTOGRAPHS, MEMBER IDENTIFICATION		
(OBSOLETE)	150-1-1-6-5-11	24
REFERRAL FOLLOW UP LOG (OBSOLETE)	150-1-1-6-5-12	24
RELEASE OF MEMBER INFORMATION LOG	150-1-1-6-5-13	24
RESTRAINT AND SECLUSION LOGS	150-1-1-6-5-14	24
SOCIAL SECURITY NUMBER INDEX (OBSOLETE 2000)	150-1-1-6-5-15	24
UTILIZATION REVIEW (OBSOLETE)	150-1-1-6-5-16	24
VISITOR'S RECORD (OBSOLETE)	150-1-1-6-5-17	24
WAITING LIST	150-1-1-6-5-18	24
<u>PERSONNEL</u>	150-1-1-6-15	31
AFFIRMATIVE ACTION QUARTERLY REPORT.....	150-1-1-6-15-1	31
AGENCY QUARTERLY MERIT INCREASE REPORT	150-1-1-6-15-2	31
EMPLOYEE HANDBOOK.....	150-1-1-6-15-3	31
EMPLOYEE SELF HELP FILE	150-1-1-6-15-4	31
EMPLOYMENT APPLICATIONS AND OTHER SUPPLEMENTAL MATERIAL	150-1-1-6-15-5	32
INTERNAL COMPLAINTS.....	150-1-1-6-15-6	32
JOB DESCRIPTION FORM.....	150-1-1-6-15-7	32
JOB VACANCY NOTICES.....	150-1-1-6-15-8	32
MEDICAL REPORTS, EMPLOYEE	150-1-1-6-15-9	32
NIS QUARTERLY AGENCY TURNOVER REPORT ...	150-1-1-6-15-10	32
NEW CONTRIBUTING MEMBERS	150-1-1-6-15-11	32
PERFORMANCE EVALUATIONS	150-1-1-6-15-12	32
PERSONNEL DIARY NOTES	150-1-1-6-15-13	32
PERSONNEL STATUS CHANGE REQUEST	150-1-1-6-15-14	33
POSITION VACANCY/INTERVIEW FILES.....	150-1-1-6-15-15	33
VACATION POSTING SCHEDULES (NAPE/AFSCME CONTRACT).....	150-1-1-6-15-16	33
WRITTEN NOTICE OF ALLEGATIONS	150-1-1-6-15-17	33
<u>PHARMACY</u>	150-1-1-6-10	27
CONTROLLED SUBSTANCE RECEIPTS AND DISPOSITIONS	150-1-1-6-10-1	27
DRUG THERAPY RECOMMENDATIONS	150-1-1-6-10-2	27
MEMBER PROFILE.....	150-1-1-6-10-3	27
PRESCRIPTIONS.....	150-1-1-6-10-4	28

<u>PHYSICAL THERAPY (OBSOLETE)</u>	150-1-1-6-28	45
DAILY OR MONTHLY COUNT SHEETS (OBSOLETE).	150-1-1-6-28-1	45
DAILY RESTORATIVE FLOW SHEET (OBSOLETE) .	150-1-1-6-28-4	45
PHYSICAL THERAPY LPN TREATMENT RECORD (OBSOLETE)	150-1-1-6-28-2	45
PHYSICAL THERAPY ORTHOPEDIC EQUIPMENT RECORD (OBSOLETE).....	150-1-1-6-28-3	45
QUARTERLY PHYSICAL THERAPY ASSESSMENTS (OBSOLETE)	150-1-1-6-28-5	45
<u>PSYCHOLOGY (OBSOLETE)</u>	150-1-1-6-31	47
BEHAVIOR MANAGEMENT PROGRAMS (OBSOLETE)	150-1-1-6-31-1	47
TESTING MATERIALS (RAW DATA) (OBSOLETE)	150-1-1-6-31-2	48
<u>QUALITY ASSURANCE</u>	150-1-1-6-6	24
HEALTH DEPARTMENT INSPECTION RECORD	150-1-1-6-6-1	24
INTERMEDIATE CARE FACILITY MENTAL RETARDATION ANNUAL ON-SITE-REVIEW REPORT (OBSOLETE)	150-1-1-6-6-2	24
INTERNAL QA REPORTS.....	150-1-1-6-6-3	25
LATE ANNUAL EVALUATION REPORTS (OBSOLETE)	150-1-1-6-6-4	25
LATE IMPLEMENTATION OF OBJECTIVES (OBSOLETE)	150-1-1-6-6-5	25
NEED LEVEL REPORT, MEMBER (OBSOLETE)	150-1-1-6-6-6	25
QUALITY ASSURANCE DATA COLLECTION FORMS (OBSOLETE)	150-1-1-6-6-7	25
QUARTERLY AND/OR ANNUAL FACILITY Q.A. PLANS AND REPORTS	150-1-1-6-6-8	25
VETERANS ADMINISTRATION INSPECTION RECORDS	150-1-1-6-6-9	26
<u>RADIOLOGY RECORDS</u>	150-1-1-6-11	27
CARD FILE	150-1-1-6-11-1	27
EXPOSURE REPORTS, RADIATION	150-1-1-6-11-2	27
X-RAY FILMS (EXCEPT DENTAL).....	150-1-1-6-11-3	28
X-RAY LOG/LEDGER.....	150-1-1-6-11-4	28
X-RAY REPORTS, COPY	150-1-1-6-11-5	28
<u>RISK MANAGEMENT</u>	150-1-1-6-19	37
DISASTER DRILLS	150-1-1-6-19-1	37
EMPLOYEE ACCIDENT/INCIDENT REPORTS.....	150-1-1-6-19-10	38
EMPLOYEE INJURY IN HOUSE SUMMARY	150-1-1-6-19-2	37
EMPLOYEE INJURY REPORT COPY	150-1-1-6-19-3	37

FIRE ALARM AND SPRINKLER TEST		
INSPECTIONS.....	150-1-1-6-19-4	38
FIRE DRILL REPORTS	150-1-1-6-19-5	38
FIRE EXTINGUISHER LOCATION AND SERVICING		
DATES.....	150-1-1-6-19-6	38
FIRE MARSHAL INSPECTION RECORD.....	150-1-1-6-19-7	38
HAZARD OR RECALL NOTIFICATION LOG	150-1-1-6-19-8	38
IN HOUSE BUILDING AND SAFETY INSPECTIONS.	150-1-1-6-19-9	38
INCIDENT/ACCIDENT REPORTS, MEMBER.....	150-1-1-6-19-11	38
INCIDENT SUMMARIES, MONTHLY.....	150-1-1-6-19-12	38
MATERIAL SAFETY DATA SHEETS (MSDS)	150-1-1-6-19-13	38
SAFETY/SECURITY HAZARD REPORTS.....	150-1-1-6-19-14	38
SECURITY GUARD REPORTS.....	150-1-1-6-19-15	39
<u>TRANSPORTATION</u>	150-1-1-6-18	37
AUTOMOBILE ACCIDENT REPORTS.....	150-1-1-6-18-1	37
MOTOR VEHICLE OPERATION LOG.....	150-1-1-6-18-3	37
VEHICLE TRIP REQUESTS.....	150-1-1-6-18-2	37
VEHICLE MAINTENANCE RECORDS.....	150-1-1-6-18-4	37
<u>STAFF DEVELOPMENT/INSERVICE</u>	150-1-1-6-20	39
CONTINUING EDUCATION CREDITS		
FOR PROFESSIONS	150-1-1-6-20-3	39
INSERVICE/CONTINUING EDUCATION,		
MANDATORY.....	150-1-1-6-20-4	39
INSERVICE/CONTINUING EDUCATION, NON-		
MANDATORY.....	150-1-1-6-20-5	39
MED AIDE OR PSYCHIATRIC TECHNICIAN II		
TRAINING INITIAL AND UPDATES.....	150-1-1-6-20-2	39
ORIENTATION AND INSERVICE CURRICULUMS ...	150-1-1-6-20-6	39
NEW HIRE ORIENTATION	150-1-1-6-20-1	39
WORK AREA ORIENTATION CHECKLIST	150-1-1-6-20-7	39
<u>VETERANS HOMES (VH) FINANCIAL</u>		
<u>RESPONSIBILITY</u>	150-1-1-6-4	21
VETERANS HOME BALANCE SHEET	150-1-1-6-4-1	21
VETERANS HOME INDIVIDUAL MEMBER'S		
FINANCIAL FILE.....	150-1-1-6-4-2	22
VETERANS HOME JOURNAL VOUCHER	150-1-1-6-4-3	22
VETERANS HOME MAINTENANCE RECEIPTS	150-1-1-6-4-4	22
VETERANS HOME MONTHLY CARE CHARGE		
STATEMENT.....	150-1-1-6-4-5	22
VETERANS ADMINISTRATION FORMS FEDERAL		
AID CLAIMED	150-1-1-6-4-6	22
VETERANS HOME TRUST AND ESCROW		
STATEMENT	150-1-1-6-4-7	22

SCHEDULE 150-1-1-6 – DEPARTMENT OF HEALTH AND HUMAN SERVICES – VETERANS HOMES

150-1-1-6-1 GENERAL RECORDS

150-1-1-6-1-1 CARD FILE, INDEX (OBSOLETE 2000)

Is used as a locating aid for other records.

Immediately dispose of obsolete records.

150-1-1-6-1-2 GRANT APPLICATIONS

Application packages for federal/foundation funding for department/program projects.

Dispose of after 2 years.

150-1-1-6-1-3 PHOTOGRAPH/VIDEO--WRITTEN CONSENT, EMPLOYEE

Written consent by employee for employee publicity and media coverage, may include photographs, video and audio tapes, etc.

Dispose of 10 years after termination of employment.

150-1-1-6-1-4 PHOTOGRAPH/VIDEO--WRITTEN CONSENT, MEMBER

Written consent by member for member publicity and media coverage, may include photographs, video and audio tapes, etc.

Dispose of 7 years after death or discharge of member.

150-1-1-6-1-5 PUBLICATION PHOTOGRAPHS, EMPLOYEE

Photographs and negatives of employees, taken for possible use in publications or when employee is chosen as employee of the month/quarter/year.

Dispose of after 1 year.

150-1-1-6-1-6 PUBLICATION PHOTOGRAPHS, MEMBER

Publication photographs and negatives of members taken for possible use in newsletters, brochures, or other publications.

Dispose of after photograph is published or decision is made not to publish photograph.

150-1-1-6-1-7 SPEECHES/LEGISLATIVE TESTIMONY

Speeches or legislative testimony prepared and presented by department staff.

Dispose of after 2 years or when no longer of administrative value, whichever is later.

150-1-1-6-1-8 ENVIRONMENTAL AUDITS

Management system to evaluate/ensure the adequate provision of a safe and sanitary environment.

Dispose of after 5 years.

150-1-1-6-1-9 QUALITY ASSURANCE REPORTS AND PLANS

Criterion based performance indicators used to monitor the quality and effectiveness of services and care provided to members.

ORIGINAL RECORD: Dispose of after 5 years.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Dispose of after superseded.

150-1-1-6-2 ACCOUNTING

150-1-1-6-2-1 ACCOUNTING MASTER FILE DETAIL LISTING

Monthly computer report shows the projected budget for each quarter by Service Area (laundry, X-ray, food service, etc.)

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

150-1-1-6-2-2 ACCOUNTING MASTER FILE TRANSACTION

Computer input form used in setting up the master file. Includes budget by quarter, program and service area.

FACILITY: Dispose of after verification of data into financial system.

CENTRAL OFFICE: Dispose of after verification of entry into financial system.

**150-1-1-6-2-3 BATCH PROOF LISTING (OBSOLETE WITH THE
IMPLEMENTATION OF NIS)**

Monthly computer report is an edit listing on current batches to be updated to the master file.

ORIGINAL RECORD: Dispose of after 1 year.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Dispose of after superseded.

**150-1-1-6-2-4 FOOD SERVICE - CANTEEN/AMUSEMENT FUND
REPORT**

Semi-annual financial report of canteen operation and trust fund activities (6800).

ORIGINAL RECORD: Dispose of after 2 years, following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Dispose of after superseded.

150-1-1-6-2-5 CASH FLOW STATEMENT (ACCOUNTING)

Record of expenditures and income on monthly basis.

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

150-1-1-6-2-6 COUPON LOG BOOK

Record of coupons issued to facility members in lieu of money for canteen purchases.

Dispose of after 1 year, following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

150-1-1-6-2-7 DOCUMENT TRANSMITTAL (OBSOLETE WITH THE IMPLEMENTATION OF NIS)

Batch summary listing of payment documents submitted by the facility to the central office.

FACILITY: Dispose of after 3 years, provided audit has been completed.¹

CENTRAL OFFICE: Dispose of after 1 year.

150-1-1-6-2-8 DONATIONS LIST AND RELATED RECORDS

Listing of donations including donor, date, item, amount, and purchase records.

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

150-1-1-6-2-9 HHSS EXTRACT FROM NAS CONTROL TOTALS (OBSOLETE WITH THE IMPLEMENTATION OF NIS)

Monthly computer report shows all expenditures by division (except payroll) which are extracted from Department of Administrative Services tapes.

Dispose of after 1 year.

150-1-1-6-2-10 HHS EXTRACT FROM PAYROLL CONTROL TOTALS (OBSOLETE WITH THE IMPLEMENTATION OF NIS)

Monthly computer report lists the dollar amount of payroll expenditures by division extracted from Department of Administrative Services payroll tapes.

Dispose of after 1 year.

150-1-1-6-2-11 EMERGENCY CASH FUND RECONCILIATION

Monthly reconciliation of Emergency Fund warrants and Bank Account.

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

150-1-1-6-2-12 ERROR CORRECTION FORM (OBSOLETE 2000)

Computer input form used to enter information into the computer which was inadvertently edited out of the change register.

Immediately dispose of obsolete records.

150-1-1-6-2-13 EXPENSE TRANSACTION REPORT (OBSOLETE 2000)

Monthly computer report provides a detailed list of expenditures by vendor for each service area.

Immediately dispose of obsolete records.

150-1-1-6-2-14 GROUP BENEFIT REPORTING

Monthly computer report lists a summary per Diem rate for the type of care involved (adult psychological care, mental retardation program, etc.)

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

150-1-1-6-2-15 INSTITUTION CASH RECONCILIATION

Monthly report reconciling cash receipts with NIS records.

Dispose of after 1 year, following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

150-1-1-6-2-16 JOURNAL ENTRIES

Computer input form used to change incorrect information in the computer system.

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

150-1-1-6-2-17 LEDGER AND WORKSHEETS

Worksheets used to balance different accounts.

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

150-1-1-6-2-18 MATERIAL AND SUPPLIES REQUISITION

Computer input form which shows the amount of supplies allocated to a unit or department from the general inventory.

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

150-1-1-6-2-19 MATERIAL AND SUPPLY SUMMARY

Monthly storeroom material and supply inventory form and request for inventory adjustment for overages and shortages.

Dispose of after 1 year, following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

150-1-1-6-2-20 MEMBERS TRUST FUND REPORT

Monthly reconciliation of member trust fund bank account, investments, and outstanding warrants.

ORIGINAL RECORD: Dispose of after 7 years post discharge, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Dispose of after superseded.

150-1-1-6-2-21 MEMBER CANTEEN PURCHASE AUTHORIZATION

Written authorization, including ledger, for food purchased at canteen by member.

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

150-1-1-6-2-22 PHARMACY REQUISITION

Computer input form showing drugs and medicine requisitioned by a unit.

Dispose of after 3 years, provided Medicaid/Medicare audit has been completed.¹

150-1-1-6-2-23 DAILY MEMBER MOVEMENT REPORT

Form used to input the number of days each member spent in a unit, into the computer system.

Dispose of after 1 year.

150-1-1-6-2-24 MEMBER DAYS REPORT

Daily member computer report.

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

150-1-1-6-2-25 PROJECT REPORTING (OBSOLETE 2000)

Monthly computer report lists month, date and year on expenditures for costs that cannot be included in member per diem rate.

Immediately dispose of obsolete records.

150-1-1-6-2-26 REPORT OF FACILITY PAYROLL

Bi-monthly computer report provides a detailed breakdown of the payroll voucher by subprogram and individual and is used as a budgeting and accounting tool.

Dispose of after 1 year, following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

150-1-1-6-2-27 REQUEST FOR SUPPLIES

Internal facility form used to requisition supplies from facility supply center.

Dispose of after 1 year.

150-1-1-6-2-28 RESPONSIBILITY REPORTING (OBSOLETE 2000)

Monthly computer report received from Central, lists actual monthly and year date expenditures and variances from planned expenditures that are included in the member per diem rate.

Immediately dispose of obsolete records.

**150-1-1-6-2-29 RESPONSIBILITY REPORTING STATISTICAL
(OBSOLETE 2000)**

Monthly computer report, received from central, lists cost per service unit for each service area (cost per meal, cost per pound of laundry cleaned, etc.).

Immediately dispose of obsolete records.

150-1-1-6-2-30 SERVICE RENDERED REPORT (OBSOLETE 2000)

Form used to input such service information as the number of meals served, pounds of clothes laundered, number of x-rays taken, etc.

Immediately dispose of obsolete records.

150-1-1-6-2-31 SUMMARY OF POSITIONS: BUDGETED AND USED

Report of YTD totals, by position, of regular hours, overtime hours, total hours, and dollars paid. Report is broken down by section, program, and sub-program.

MONTHLY REPORT: Dispose of after 3 years, provided audit has been completed.¹

YEAR END REPORT: Dispose of after 5 years, provided audit has been completed.¹

**150-1-1-6-2-32 TIMESHEETS AND INPUT RECORDS FOR MEMBER
PAYROLL SYSTEMS**

All information used in recording member's work time and pay determinations.

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

150-1-1-6-2-33 TRIAL BALANCE SHEETS

Composite entry of charge invoices.

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

**150-1-1-6-2-34 VA FORM 10-5588 ACCOUNTING REPORTS AND
STATEMENT OF EXPENDITURES**

Report of Federal Aid claimed.

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

150-1-1-6-2-35 VETERANS HOMES BARBER/BEAUTY SHOP CHARGES

Charges made by members for barber and beauty shop services.

Dispose of 7 years after death or discharge of members provided audit has been

completed.¹

150-1-1-6-2-36 VETERANS HOMES CANTEEN CHARGES

Charges made by members for canteen purchases.

Dispose of 7 years after death or discharge of member, provided audit has been completed.¹

150-1-1-6-3 FINANCIAL RESPONSIBILITY

150-1-1-6-3-1 AGING OF GUARANTOR RECEIVABLES

Monthly computer reports lists individuals by facility, balance due, how long the balance has been due and also gives the date of the last payment made.

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

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-2 ANCILLARY SERVICES PROVIDED

Monthly listing of members who are receiving ancillary services. Report gives a description of the service, number of unit and a dollar amount.

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

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-3 ANCILLARY UNITS PROVIDED (OBSOLETE 2000)

Monthly summary of number of ancillary units provided by the facility.

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

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-4 BILLING CONTROL POSTING SUMMARY

Monthly summary of charges, adjustments and receipts by facility for state, county, member and guarantor.

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

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-5 CENSUS REPORT

Monthly computer report lists total in member days by member for each ward.

PAPER PRINTOUT: Dispose of after 3 years, provided audit has been completed.¹

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-6 CENTRAL OFFICE MEMBERS HAVING REPORTED CHARGES

Monthly listing of members whose accounts are being handled by the Central Office for collection but are currently incurring charges at a facility for out-member or in-member care.

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

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-7 COUNTY BILLING POSTING SUMMARY

Monthly summary of beginning balances, charges, adjustments, payments and ending

balances for the counties by facility.

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

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-8 COUNTY LEDGER CARDS

Ledger cards for each county showing charges, payments, adjustments, and balances.

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

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-9 FINAL BILLING CONTROL

Monthly report containing information on each member such as: date and type of admission, county of financial responsibility, billing type, address, determination amount, balance forward, current charges, payments, adjustments and month end balance.

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

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-10 GUARANTOR NO PRINT SUMMARY

Monthly listing of guarantors who are not currently being sent a billing statement.

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

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-11 IPB COMPUTER INPUT FORMS

IPB (In Member Billing) Computer input forms are used to transfer information from source documents into the computer system. Also is used to change or delete information. Input forms include "Status Form," "Reversal/Correction Form," and "Member Master Form."

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

NEGATIVE BILLING CONTROL BALANCES

Monthly listing of members who presently have a negative balance on their account for state, county, member and/or guarantors because of an overpayment.

PAPER COPY: Dispose of after 3 years, provided audit has been completed.¹

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-13 MEMBER CENSUS ERRORS

Monthly listing of census data rejected from the member billing system because of duplicate entry or invalid ID number.

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

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-14 MEMBER DAYS SUMMARY

Monthly computer report lists different types of care provided by the number of member days in each unit.

PAPER COPY: Dispose of after 3 years, provided audit has been completed.¹

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-15 PRELIMINARY BILLING CORRECTION CHANGE REGISTER

Listing of changes made to a member's billing or status between the preliminary billing and final billing being run.

PAPER PRINTOUT: Dispose of after 3 years, provided audit has been completed.¹

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-16 MEMBERS' TRUST FUND CHECKS

Canceled checks from member's trust fund bank account.

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

150-1-1-6-3-17 SUMMARY OF ADJUSTMENTS

Monthly listing of all adjustments made to the state, county, and part Private billings.

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

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-18 SUMMARY OF RECEIPTS

Monthly summary of all types and amounts of receipts.

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

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-19 SUMMARY OF THIRD PARTY BENEFITS

Monthly summary of charges billed to third party payors, i.e., Medicare A, Medicare B, and private insurance.

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

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-20 TAX RETURN

Individual's copy of the federal or state tax return. Is used in determining financial responsibility.

ORIGINAL RECORD: Dispose of after 5 years.

SECURITY MICROFILM: Transfer to State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-3-21 TRUST FUND RECORDS

Computerized information regarding trust funds for individual patients. Reports include: Monthly Activity Trust Fund Report, Quarterly Interest Report, and Annual Activity Report.

Transfer to Member Master Medical File (150-1-1-6-5-9).

150-1-1-6-4 VETERANS HOMES FINANCIAL RESPONSIBILITY

150-1-1-6-4-1 VETERANS HOME BALANCE SHEET

Used to balance maintenance and trust accounts twice each month.

Dispose of 7 years after discharge of member, provided audit has been completed.¹

150-1-1-6-4-2 VETERANS HOME INDIVIDUAL MEMBER'S FINANCIAL FILE

Stores all relevant financial data, requests for pensions, financial updates, and maintenance charge changes.

Transfer to Member Master Medical File (150-1-1-6-5-9).

150-1-1-6-4-3 VETERANS HOME JOURNAL VOUCHER

Used to record adjustments to maintenance and trust accounts.

Dispose of 7 years after discharge of member, provided audit has been completed.¹

150-1-1-6-4-4 VETERANS HOME MAINTENANCE RECEIPTS

Receipts issued for payment received from Veteran's Administration, Social Security, railroad, civil service and private sources.

Dispose of 7 years after discharge of member, provided audit has been completed.¹

150-1-1-6-4-5 VETERANS HOME MONTHLY CARE CHARGE STATEMENT

Monthly statement showing charges paid and due.

Dispose of 7 years after discharge of member, provided audit has been completed.¹

150-1-1-6-4-6 VETERANS ADMINISTRATION FORMS FEDERAL AID CLAIMED

Includes VA Form used to claim reimbursement for Veterans' Administration per diem and all supporting documents.

Dispose of 7 years after discharge of member, provided audit has been completed.¹

150-1-1-6-4-7 VETERANS HOME TRUST AND ESCROW STATEMENT

Monthly statement showing trust fund balance.

Dispose of 7 years after discharge of member, provided audit has been completed.¹

150-1-1-6-5 MEMBER RECORDS/FACILITY MEDICAL RECORDS

150-1-1-6-5-1 ADMISSION CONTACT FORMS/PREADMISSION NOTES

Information regarding potential admissions to a HHSS facility.

MEMBER ADMITTED: File in Member Master Medical File (150-1-1-6-5-9).

INACTIVE APPLICANT: Dispose of 2 years after date of being placed on inactive list.

APPLICATION CANCELLED: Immediate disposal.

150-1-1-6-5-2 ADMISSION LEDGER/NUMBER INDEX

Confidential ledger is used for assigning case numbers to members. May include member name, county of residence, case number, date admitted, date discharged, and death/discharge code.

ORIGINAL RECORD: Retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-5-3 APPOINTMENT BOOK

Listing of members and scheduled consultations.

Dispose of after 1 year or when updated or superseded, whichever is sooner.

150-1-1-6-5-4 CEMETERY LOGS

Listing of all persons buried in a HHSS cemetery or plots owned by a HHSS facility.

ORIGINAL RECORD: Retain permanently. May be microfilmed for security.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-5-5 DEATH/DISCHARGE REGISTER

Listing of all that have died in or were discharged from the facility. This may be combined or separate registers.

Transfer to the State Archivist when no longer applicable; retain permanently.

150-1-1-6-5-6 DISEASE INDEX (OBSOLETE 2000)

Listing of certain diseases by case. Is used as a research tool.

Transfer to the State Archivist when no longer applicable; retain permanently.

150-1-1-6-5-7 GUARDIANSHIP/CONSERVATORSHIP FILE

Documents relating to guardianship proceedings, including copy of orders for guardianship and letters of guardianship. Also includes financial and personal contact information.

Transfer to Member Master Medical File (150-1-1-6-5-9).

150-1-1-6-5-8 MASTER MEMBER INDEX

Member index of all members admitted to the facility with basic demographic information about the member and information regarding their length of stay and admission and discharge dates.

Retain permanently.

150-1-1-6-5-9 MEMBER MASTER MEDICAL FILE

The Member Master Medical File is a written report of the member's complaints, the diagnostic findings, treatment and end results that, in total, form a clinical picture and when completed, contains sufficient information to clearly identify the member, to justify the diagnosed and treatment and to record results.

Dispose of 7 years after verification of death or discharge of member.

150-1-1-6-5-10 MEMBER RELATED STATISTICS (OBSOLETE 2000)

All daily, monthly, quarterly, semi-annual, and annual statistics and reports used to monitor member movement, budgeting, staffing, etc.

Immediately dispose of obsolete records.

150-1-1-6-5-11 PHOTOGRAPHS, MEMBER IDENTIFICATION

Photographs used for identification.

Transfer to Member Master Medical File (150-1-1-6-5-9).

150-1-1-6-5-12 REFERRAL FOLLOW UP LOG (OBSOLETE 2000)

Responses to member referrals when a member is referred to another health care facility.

Dispose of after 10 years.

150-1-1-6-5-13 RELEASE OF MEMBER INFORMATION LOG

Record of information released about facility members.

Transfer to Member Master Medical File (150-1-1-6-5-9).

150-1-1-6-5-14 RESTRAINT AND SECLUSION LOGS

Information on all restraint and seclusion procedures utilized during a given day.

Transfer to Member Master Medical File (150-1-1-6-5-9).

150-1-1-6-5-15 SOCIAL SECURITY NUMBER INDEX (OBSOLETE 2000)

Index by social security number of all members admitted to the facility.

Retain permanently.

150-1-1-6-5-16 UTILIZATION REVIEW (OBSOLETE 2000)

Includes all admission and continued stay reviews, Medicaid reviews, Medicare reviews, and private insurance reviews completed on members during their stay. Also includes Utilization Review Committee reviews, physician reviews, discharge planning reviews, and related correspondence.

Immediately dispose of obsolete records.

150-1-1-6-5-17 VISITOR'S RECORD (OBSOLETE 2000)

Records of visitors to each member.

Dispose of after death or discharge of member, whichever is sooner.

150-1-1-6-5-18 WAITING LIST

Waiting list for admission.

Dispose of after superseded.

150-1-1-6-6 QUALITY ASSURANCE

150-1-1-6-6-1 HEALTH DEPARTMENT INSPECTION RECORD

Contains copies of completed staffing and member information forms, deficiency lists and corrections taken.

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

**150-1-1-6-6-2 INTERMEDIATE CARE FACILITY MENTAL
RETARDATION ANNUAL ON-SITE PREVIEW REPORT
(OBSOLETE 2000)**

Summary of facility's compliance with the HHSS's Utilization Review requirements.
Dispose of after 5 years.

150-1-1-6-6-3 INTERNAL QA REPORTS

Scheduled periodic compilations, tables, graphs that comprise regular internal reports to a Q.A. committee, facility administrators and Central Office.

Dispose of after 3 years, or when no longer of administrative value, whichever is later.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Dispose of after superseded.

**150-1-1-6-6-4 LATE ANNUAL EVALUATION REPORTS
(OBSOLETE 2000)**

Reports which track submission of annual evaluations according to assigned due dates.

Immediately dispose of obsolete records.

**150-1-1-6-6-5 LATE IMPLEMENTATION OF OBJECTIVES
(OBSOLETE 2000)**

Tracks late implementation of objectives, person responsible and actions taken.

Immediately dispose of obsolete records.

150-1-1-6-6-6 NEED LEVEL REPORT, MEMBER (OBSOLETE 2000)

Selected demographics listed by living unit and utilized by management to evaluate staffing and other resource allocations.

Immediately dispose of obsolete records.

**150-1-1-6-6-7 QUALITY ASSURANCE (QA) DATA COLLECTION
FORMS (OBSOLETE 2000)**

Q.A. data collection instruments or data entry documents.

Immediately dispose of obsolete records.

**150-1-1-6-6-8 QUARTERLY AND/OR ANNUAL FACILITY Q.A. PLANS
AND REPORTS**

Plans, reports and attachments.

ORIGINAL RECORD: Dispose of after 3 years.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Dispose of after superseded.

150-1-1-6-6-9 VETERANS ADMINISTRATION INSPECTION RECORDS

Contains copies of completed staffing and member information forms, deficiency lists and corrections taken.

Dispose of after 3 years, provided audit and corrected actions have been completed.¹

150-1-1-6-7 MEDICAL SERVICES

**150-1-1-6-7-1 INSTITUTIONAL & INTER-AGENCY TRANSFER OF
MEMBERS (OBSOLETE 2000)**

Records of transfers of members between HHSS facilities and between HHSS facilities and other agencies.

Transfer to Member Master Medical File 150-1-1-6-5-9.

150-1-1-6-7-2 INTERSTATE TRANSFER OF MENTALLY ILL AND MENTALLY RETARDED (OBSOLETE 2000)

Records transfers of members from state to state.

ORIGINAL RECORD: Retain permanently, or microfilm and destroy after 20 years.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Dispose of after superseded.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-7 DENTAL

150-1-1-6-7-1 DENTAL APPOINTMENT BOOK

Daily schedule of members' dental appointments.

Dispose of after 1 year.

150-1-1-6-7-2 DENTAL RECORD

Includes member's name, location, admit date, date of birth, SS #, type of service, x-ray film, etc.

Dispose of 7 years after death or discharge of member.

150-1-1-6-7-3 ENVIRONMENTAL CONTROL TEST REPORTS

Culture report of Sterilizer.

Dispose of after 3 years.

150-1-1-6-7-4 EXPOSURE REPORTS, RADIATION (OBSOLETE 2000)

Monthly report listing names of employees taking x-rays and their amounts of exposure.

Dispose of after 99 years.

150-1-1-6-7-5 X-RAY FILMS, DENTAL (OBSOLETE 2000)

Radiographic picture of particular anatomical part of the member's mouth.

Dispose of after verification of death of member or after 99 years, whichever is sooner.

150-1-1-6-8 EKG

150-1-1-6-8-1 EKG REPORT

Copy of written report of physician's interpretation of EKG.

Transfer to Member Master Medical File (150-1-1-6-5-9).

150-1-1-6-8-2 EKG TRACING

Paper on which EKG tracing is recorded.

Dispose of with Member Master Medical File if mounted in Member Master Medical File (150-1-1-6-5-9). Dispose of 7 years after death or discharge of member if filed separately.

150-1-1-6-9 LABORATORY RECORDS

150-1-1-6-9-1 DAILY LOG

Daily list of specific lab tests requested, specimens sent, name of person receiving test and location (ward, bed, etc.), physician ordering test, where test sent, conditions of specimen, etc.

Dispose of with Member Master Medical File (150-1-1-6-5-9).

150-1-1-6-9-2 LABORATORY REPORTS

Printed lab test results.

Dispose of with Member Master Medical File (150-1-1-6-5-9).

150-1-1-6-9-3 LABORATORY REQUISITIONS

Copy of form requesting specific tests on a particular member. Original is kept at contracting laboratory.

Dispose of after 2 years.

150-1-1-6-10 PHARMACY

150-1-1-6-10-1 CONTROLLED SUBSTANCE RECEIPTS AND DISPOSITIONS

Includes invoices, record of disposition, DEA order sheet, sign out sheets, prescription file, member profile, medication destruction record, computerized dispensing record.

Dispose of after 7 years.

150-1-1-6-10-2 DRUG THERAPY RECOMMENDATIONS

Recommendations made to the physician by the pharmacist concerning drug therapy questions.

Dispose of after 7 years.

150-1-1-6-10-3 MEMBER PROFILE

Record of medications dispensed by member's name.

Dispose of after 7 years.

150-1-1-6-10-4 PRESCRIPTIONS

Hard copy prescription for doctor orders. Filed according to class of narcotic or non-scheduled drug.

Dispose of after 7 years.

150-1-1-6-11 RADIOLOGY RECORDS

150-1-1-6-11-1 CARD FILE

One card per person with name, film number.

Dispose of 7 years after verification of death or discharge of member.

150-1-1-6-11-2 EXPOSURE REPORTS, RADIATION

Written report listing each radiology technician's name and amount of exposure.
Dispose of after 99 years.

150-1-1-6-11-3 X-RAY FILMS (EXCEPT DENTAL)

Radiographic picture of a particular anatomical part of the body.
Transfer to Member Master Medical File (150-1-1-6-5-9).

150-1-1-6-11-4 X-RAY LOG/LEDGER

A daily list of people radiographed, how many exposures taken, what type of film was taken, film number, person's name and location by building, ward, bed, etc.
Dispose of after 1 year.

150-1-1-6-11-5 X-RAY REPORTS

Written interpretation of radiologist's findings on x-ray. May also include the x-ray requisition.
Transfer to Member Master Medical File (150-1-1-6-5-9).

150-1-1-6-12 DIETARY/FOOD SERVICE

150-1-1-6-12-1 COMMODITY FOOD RECORDS

Ordering forms and receiving reports for Commodity Foods.
Dispose of after 3 years.

150-1-1-6-12-2 FOOD COSTS REPORT

Breakdown of food costs.
Dispose of after 3 years, provided has been completed.¹

150-1-1-6-12-3 FOOD PRODUCTION REPORT

Summary of census, meals, snacks and beverages produced for members, employees, satellite facilities, etc.
Dispose of after 1 year, following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

150-1-1-6-12-4 MENUS SERVED

Record of actual menu served.
Dispose of after 90 days or after State Survey is completed.¹

150-1-1-6-12-5 TEMPERATURE CHARTS

Record of temperatures of freezers, dish machines, refrigerators, thaw rooms, coolers, etc.
Dispose of after 1 year, provided State Survey is completed.¹

150-1-1-6-12-6 CLEANING SCHEDULES

List of cleaning duties, and completion.
Dispose of after 1 year, provided State Survey is completed.¹

150-1-1-6-13 MAINTENANCE

150-1-1-6-13-1 BIOLOGICAL EXAMINATION OF DRINKING WATER

Records of domestic water tests.

CHLOROFORM TEST RESULTS: Dispose of after 5 years.

HEAVY METAL TEST RESULTS: Dispose of after 10 years.

150-1-1-6-13-2 BOILER INSPECTION REPAIR MAINTENANCE LIST

Records of work done on boiler.

Dispose of after 5 years.

150-1-1-6-13-3 BOILER ROOM INSPECTION SHEET

Records inspection of equipment in the boiler room.

Dispose of after 5 years.

150-1-1-6-13-4 CARPETS FIRE CERTIFICATION

Class A fire rated certificate required by the State Fire Marshall.

Dispose of after carpet is removed.

150-1-1-6-13-5 CHILLER OPERATIONS LOG

Records of inspection of chiller water and equipment and treatment of water.

Dispose of after 5 years.

150-1-1-6-13-6 DOMESTIC WATER FLOW CHARTS, LOGS, REPORTS

May include records of domestic water being pumped from wells, dates and times of operation and gallons pumped, and efficiency of each well.

Dispose of after 3 years.

150-1-1-6-13-7 ELECTRICAL INSPECTION APPLICATION

Wiring permits and follow-up inspection.

Dispose of 5 years after project is approved by electrical inspector(s).

150-1-1-6-13-8 ELEVATOR NEBRASKA TEST REPORT

Test of elevator systems and stability.

Dispose of after 5 years.

150-1-1-6-13-9 ELEVATOR PROJECT

Plans, blueprints, inspection reports, and service dates involved with elevator project.

Retain permanently.

150-1-1-6-13-10 EMERGENCY GENERATOR OPERATION LOG

Records times and dates of operation.

Dispose of after 5 years.

150-1-1-6-13-11 ENGINE ROOM INSPECTION

Records inspection of equipment in the engine room and on the facility grounds.

Dispose of after 3 years.

150-1-1-6-13-12 ENGINEERS WORK LOGS

Records of times and dates engineers were on duty and may include work performed.

Dispose of after 1 year.

150-1-1-6-13-13 MAINTENANCE MONTHLY REPORT (DAS-LINCOLN)

(OBSOLETE 2000)

Report of cost of materials/hours for each building in the facility by trade.

Immediately dispose of obsolete records.

150-1-1-6-13-14 MAINTENANCE WORK ORDERS

Form used to request maintenance work, including inspection, construction and repair. May include a description of the work to be done the material description, and total cost to complete the work order.

Dispose of after 1 year.

150-1-1-6-13-15 PREVENTATIVE MAINTENANCE INPUT FORMS

Specifications of equipment and timetables for schedule maintenance used to enter into computer.

Dispose of after equipment is surplused or destroyed.

150-1-1-6-13-16 PREVENTATIVE MAINTENANCE PRINTOUT (DAS-LINCOLN) (OBSOLETE 2000)

Computer printout of every preventative maintenance work order that was completed during a given time period. Report includes total hours and total material cost by building and section.

Immediately dispose of obsolete records.

150-1-1-6-13-17 PREVENTATIVE MAINTENANCE WORK ORDERS

Preventative maintenance work request forms specifying time, place, and equipment to be serviced.

Dispose of after 1 year.

150-1-1-6-13-18 SCHEDULED ASSIGNMENTS & FLOOR AREAS MANUAL (OBSOLETE 2000)

May include record of when floor is refurbished & carpet is cleaned, and products used.

Immediately dispose of obsolete records.

150-1-1-6-13-19 SCHEDULES FOR EQUIPMENT MAINTENANCE

Ongoing maintenance schedule for equipment not covered by 309 preventive.

Dispose of after equipment is surplused or destroyed.

150-1-1-6-13-20 SECONDARY FUEL RECORDS

Amount of fuel used and remaining in storage.

COAL: Dispose of after 3 years.

LIQUID FUELS: Dispose of 25 years after tank is removed.

150-1-1-6-13-21 STEAM PLANT OPERATION RECORDS

Daily log recording how much steam is produced, number of pounds of water used, BTU's, etc. A report is sent to Engineering.

Dispose of after 5 years.

150-1-1-6-13-22 UTILITIES LEDGER

Record of utilities used daily or monthly. Utilities may include sewage, water, steam, electricity, etc.

Dispose of after 3 years.

150-1-1-6-13-23 UTILITIES METER READINGS FOR OUTSIDE FACILITY BUILDINGS

May include records of meter readings for billing to other facilities.

Dispose of after 5 years.

150-1-1-6-13-24 WATER TREATMENT CONSULTING REPORT

Records boiler water test and recommended treatment from outside consulting service.

Dispose of after 5 years.

150-1-1-6-14 MINUTES

150-1-1-6-15-1 MINUTES REQUIRED FOR STANDARDS COMPLIANCE

Meeting minutes of all committees required by regulatory or accrediting agencies.

Dispose of after 5 years.

150-1-1-6-14-2 MEMBER ADVISORY/ADVOCACY GROUP MINUTES

Minutes from internal or external groups to advocate on behalf of the member.

Dispose of after 5 years.

150-1-1-6-14-3 STAFF MEETING MINUTES

Minutes of staff meetings or committees not required for standards compliance or accreditation.

Dispose of after 1 year.

150-1-1-6-15 PERSONNEL

150-1-1-6-15-1 AFFIRMATIVE ACTION QUARTERLY REPORT

Statistical data of equal opportunity/affirmative action material.

PAPER COPY: Dispose of 4 years after the end of the year covered by the report.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Dispose of after superseded.

150-1-1-6-15-2 AGENCY QUARTERLY MERIT INCREASE REPORT

Quarterly report required by State Personnel and provides name, salary, classification title and percent of merit increase awarded.

ORIGINAL RECORD: Dispose of after 2 years.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Dispose of after superseded.

150-1-1-6-15-3 EMPLOYEE HANDBOOK

Description of HHSS services as well as policies and procedures at HHSS.

File of nominations and awards of employee of the month/quarter/year.

Dispose of after 2 years.

150-1-1-6-15-4 EMPLOYEE SELF-HELP FILE

File maintained on all employees in self-help program.

Transfer to Employee History File, Schedule 124, General Records for State Agencies.

150-1-1-6-15-5 EMPLOYMENT APPLICATIONS AND OTHER SUPPLEMENTAL MATERIAL

May include application, structured interview questions, supplemental questionnaires, screening or scoring devices, and any other material used in the hiring process.

Transfer to Employee History File (see Employee History File, Schedule 124, General Records for State Agencies).

ALL OTHER APPLICATIONS AND MATERIAL: Dispose of 4 years after position is filled.

150-1-1-6-15-6 INTERNAL COMPLAINTS

A written document outlining an employee lodged complaint on non-grievable issues requiring facility investigation and action.

Dispose of after 1 year.

150-1-1-6-15-7 JOB DESCRIPTION FORM

Personnel job description form used to compare job positions for reclassification.

Dispose of 1 year after superseded.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Dispose of after superseded.

150-1-1-6-15-8 JOB VACANCY NOTICES

Internally generated vacant position notification form or listings.

Dispose of after 4 years.

150-1-1-6-15-9 MEDICAL REPORTS, EMPLOYEE

Record of any medical information on employees.

Dispose of 10 years after termination of employment.

150-1-1-6-15-10 NIS QUARTERLY AGENCY TURNOVER REPORT

Report required by State Personnel and provides agency employee turnover information, i.e., number of voluntary and involuntary terminations by facility and total number of employees, exempt and non-exempt by facility.

Dispose of after 2 years.

150-1-1-6-15-11 NEW CONTRIBUTING MEMBERS

Form prepared in conjunction with the completion of the Nebraska State Employees Retirement System enrollment card, to report employees who are enrolling in the retirement plan during the same month.

Dispose of after 3 years.

150-1-1-6-15-12 PERFORMANCE EVALUATIONS

Performance evaluations done on employees.

Transfer to Employee History File, Schedule 124, General Records for State Agencies.

150-1-1-6-15-13 PERSONNEL DIARY NOTES

Contains pertinent information involving grievances, investigations, disputed issues,

disciplinary action, abuse and neglect and other personnel related investigative and result notes.

Dispose of 6 years after investigation is closed.

150-1-1-6-15-14 PERSONNEL STATUS CHANGE REQUEST

HHSS cover form used to justify position changes, additions, or deletions and obtain central office approval.

Retain permanently.

150-1-1-6-15-15 POSITION VACANCY/INTERVIEW FILES

Records containing a brief description of position being filled, date interviewed, recruitment effort if applicable, interview of questions and answers, and applicant application.

Dispose of 4 years after position is filled.

**150-1-1-6-15-16 VACATION POSTING SCHEDULES
(NAPE/AFSCME CONTRACT)**

A completed list posted on April 15 of each year identifying each bargaining unit employee's vacation schedule for the year.

Dispose of after 1 year or when superseded, whichever is later.

150-1-1-6-15-17 WRITTEN NOTICE OF ALLEGATIONS

Form used to notify employees of pending allegations against them for consideration of a possible disciplinary action.

Dispose of after 6 years.

**150-1-1-6-16 COMMUNITY PROGRAM DIVISION
RECORDS**

**150-1-1-6-16-1 CONTRACTS/GRANTS AND APPLICATIONS FOR
FUNDS (OBSOLETE 2000)**

Program/agency contracts and grants with contact information relative to program compliance. Files may include quarterly reports, reports of deficiency in management and operations.

ACCEPTED: Dispose of 5 years after last action or ending of contract, provided audit has been completed.¹

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

**150-1-1-6-16-2 COUNSELOR CERTIFICATION
(OBSOLETE 2000)**

Agency files on persons having or seeking Division on Alcohol and Drug Abuse certification as an alcoholism or drug abuse counselor.

Immediately dispose of obsolete records.

150-1-1-6-16-3 FEDERAL ASSISTANCE RECORDS (OBSOLETE 2000)

Applications, correspondence and actions relative to funding received from federal grants/contracts or other instruments of agreement.

ACCEPTED: Dispose of 5 years after last action, provided audit has been completed.¹

REJECTED: Dispose of 2 years after date of notification of rejection, or 3 years after date of application, whichever is later.

150-1-1-6-16-4 PROGRAM DATA (OBSOLETE 2000)

Retained as needed to complete program performance and utilization reports and for contract compliance monitoring.

Immediately dispose of obsolete records.

150-1-1-6-16-5 PROGRAM SPECIALIST RECORDS (OBSOLETE 2000)

Records about programs and/or correspondence regarding outside information requests and program deliveries by division funded agencies.

Immediately dispose of obsolete records.

150-1-1-6-16-6 PROVIDER CERTIFICATION (OBSOLETE 2000)

Final report of agency regulatory compliance visits performed by division staff.

Immediately dispose of obsolete records.

150-1-1-6-16-7 PUBLICATIONS PAID FOR BY SUBSCRIPTION (OBSOLETE 2000)

Dispose of 2 years after cover date.

Dispose of after 2 years.

PROFESSIONAL JOURNALS: Check with local libraries before recycling to determine if library is interested in maintaining journals for future public reference or if they can be used to fill in missing volumes.

NON-SUBSCRIPTION PUBLICATIONS: Dispose of after 2 years.

150-1-1-6-16-8 TRAINING/CONTINUING EDUCATION REQUESTS (OBSOLETE 2000)

Request for approval of continuing education and training events for counselor certification requirements (203 NAC 6).

Immediately dispose of obsolete records.

150-1-1-6-17 LEGAL OFFICE

150-1-1-6-17-1 BOARD OF INQUIRY AND REVIEW OPINION FILE

Contains requests for legal opinions by Board of Inquiry and Review and opinions rendered by HHSS staff on HHSS position.

Dispose of after Agency Division Head deems no longer relevant.

150-1-1-6-17-2 BRIEFS FILE

File containing briefs on issues attorneys think will be significant in the future.

Dispose of after the Agency Division Head deems no longer relevant.

150-1-1-6-17-3 CASE FILES

Files of HHSS cases in litigation being represented by either HHSS attorneys or the Attorney General's Office. Includes pleadings, investigation/interview notes, briefs, decision, and may include evidentiary documents.

Dispose of 5 years after final judicial review of the case and all appeal times have lapsed.

150-1-1-6-17-4 CLAIMS FILES

Files of miscellaneous, tort, and contract claims that have been filed with the State Claims Board and sent to HHSS for response and recommendation after investigation.

Dispose of 3 years after either Claims Board or Legislature acts on the claim if no

case is filed. If case is filed see 150-1-1-6-17-3.

150-1-1-6-17-5 CLOSED FILES LOG

Contains name of file, date created, division/facility involved, type of file, and closed file number.

Dispose of after 10 years.

150-1-1-6-17-6 CONTRACT FILES

Includes agreements and leases. File may include original of final contract, bidding procedure information if applicable, attorney's notes and correspondence.

Dispose of 6 years after termination date of contract or 5 years after last date of action under contract, whichever is later.

150-1-1-6-17-7 HHSS ADMINISTRATIVE DECISION FILES

Contains copy of recommended decision by administrative law judge, if one was appointed, and director's decision.

Retain permanently.

150-1-1-6-17-8 ADMINISTRATIVE HEARING FILES

File generally contains all pleadings, briefs, recommendation by hearing officer, and decision by HHSS director of all appeals filed with HHSS.

Dispose of 10 years after all appeal dates have lapsed.

150-1-1-6-17-9 ADMINISTRATIVE HEARING LOG

Contains year filed, case number assigned, case title, and facility/division from which it arose.

Dispose of after 10 years.

150-1-1-6-17-10 GRIEVANCE APPEALS TO DISTRICT COURT LOG

Contains date filed in Attorney General's Office, grievant's name, facility from which grievance came, date of District Court hearing, District Court's decision and date of that decision.

Dispose of after the end of the biennium in which the last grievance on the page was decided in which appeal was not filed.

150-1-1-6-17-11 GRIEVANCE APPEALS TO NEBRASKA SUPREME COURT LOG

Log contains date appeal was filed with Supreme Court, name of grievant and facility from which grievance came, Supreme Court brief and argument dates, and date of Supreme Court decision.

Dispose of after the end of the biennium in which the last grievance on the page was decided.

150-1-1-6-17-12 GRIEVANCE LOG

Log containing Appeals to State Personnel listing date grievance was filed, grievant's name, facility from which appeal was filed, date of hearing, decision, and date of decision of Personnel Board.

Dispose of after the end of the biennium in which the last grievance on the page was decided.

150-1-1-6-17-13 GUARDIANSHIP FILES

Files containing pleadings, orders, and letters of guardianship to obtain guardianships for members, members, and/or members in HHSS institutions.

Dispose of 5 years after death or discharge of member, member, or member.

150-1-1-6-17-14 INVESTIGATION FILES

Files containing interview/investigation notes and other pertinent records prepared in anticipation of a potential lawsuit.

Dispose of after 25 years or 5 years after verification of death of member, whichever is sooner.

150-1-1-6-17-15 LEGAL FILES, OTHER

Includes all other types of Legal Office files not set out in this schedule. Will include attorney's notes, correspondence, pleadings, etc.

Dispose of after 10 years.

150-1-1-6-17-16 LEGISLATURE NOTEBOOK FILE

Contains opinions of legal impact of proposed legislation on HHSS's operation and authority.

Dispose of after the end of the second session of Legislative session in which the bill was introduced.

150-1-1-6-17-17 MENTAL HEALTH BOARD TRAINING HANDBOOKS

Handbook containing information setting out legal and operation guidelines for Mental Health Board to train boards every other year.

Dispose of after 5 years, or when superseded, whichever is later.

150-1-1-6-17-18 NEOC-EEOC CHARGE LOG

Log contains agency claim filed with NEOC or EEOC, date filed, name of claimant and facility named in claim, type of charge filed, date and type of final disposition.

Dispose of after end of biennium in which last charge on page was decided.

150-1-1-6-17-19 OPINION FILES

Files containing request for opinion or background information for opinion, pertinent legal and factual research information, and opinion rendered.

Dispose of 10 years after opinion is rendered, or when Agency Division Head deems no longer relevant, whichever is sooner.

150-1-1-6-17-20 POLICY MANUALS, SENTENCING REVIEW

Manuals governing operation of committee appointed to make recommendations concerning transfer or continued treatment of mentally disordered sex offenders.

ORIGINAL AND ALL REVISIONS: Dispose of 10 years after superseded, or when sentencing review committee no longer exists, whichever is sooner.

150-1-1-6-17-21 SECRETARY'S HANDBOOK

Contains pertinent procedural and operational details about Department and Legal Office including forms, contacts, duties, and directives from Director. Information is updated as needed.

Dispose of 1 year after updated.

150-1-1-6-17-22 TORT/MISCELLANEOUS CLAIMS AGAINST HHSS, LOG

Contains listing of date filed, claimant, type of claim, facility involved, amount claimed,

date of Claims Board hearing, and disposition of claim by Board.

Dispose of after end of second session of Legislative session in which Board action was taken.

150-1-1-6-17-23 ENGINEERS TRAINING REPORTS

Records dates and type of training received.

Transfer to Employee History File, Schedule 124, General Records for State Agencies, when employee is no longer with facility.

150-1-1-6-18 TRANSPORTATION

150-1-1-6-18-1 AUTOMOBILE ACCIDENT REPORTS

Vehicle accident reports showing how accident happened, driver's names, addresses and damage to vehicle.

Dispose of after 4 years, provided no legal action is pending.

150-1-1-6-18-2 VEHICLE TRIP REQUESTS

Requests from other departments within the facility for use of a vehicle. May include day and time needed.

Dispose of after 6 months.

150-1-1-6-18-3 MOTOR VEHICLE OPERATION LOG

Record of gas used, miles driven daily and monthly, and trips per vehicle.

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

150-1-1-6-18-4 VEHICLE MAINTENANCE RECORDS

Records of work performed on vehicles.

Dispose of when vehicle is surplus or no longer in service.

150-1-1-6-19 RISK MANAGEMENT

150-1-1-6-19-1 DISASTER DRILLS

Records of disaster drills held in the facility. May include scenario of the drill, evaluation, and summary.

Dispose of after 5 years.

150-1-1-6-19-2 EMPLOYEE INJURY IN HOUSE SUMMARY

Monthly summary of injuries of staff so that the cost of employee injuries can be attributed to the department where the employee works.

Dispose of 10 years after claim is closed.

150-1-1-6-19-3 EMPLOYEE INJURY REPORT COPY

Report from OPC of what or how accident or injury occurred and recommended treatment.

Dispose of 10 years after claim is closed.

150-1-1-6-19-4 FIRE ALARM AND SPRINKLER TEST INSPECTIONS

Verification that the systems have been inspected to confirm working order.

Dispose of after 2 years.

150-1-1-6-19-5 FIRE DRILL REPORTS

Record of fire drills held in the facility. May include where drill was held, who was in charge of the building, weather conditions, any injuries, and any malfunctions of the system.

Dispose of after 2 years.

150-1-1-6-19-6 FIRE EXTINGUISHER LOCATION AND SERVICING DATES

Location of fire extinguisher and dates extinguisher is serviced.

Dispose of after 2 years.

150-1-1-6-19-7 FIRE MARSHAL INSPECTION RECORD

Contains standards, requirements, deficiency lists, and plans for correction.

Dispose of after 2 years.

150-1-1-6-19-8 HAZARD OR RECALL NOTIFICATION LOG

Log indicating products and equipment recalled for total replacement or part(s) replacement. Log indicates if facility does or does not have the item, which was notified, and outcome.

Dispose of after 3 years.

150-1-1-6-19-9 IN HOUSE BUILDING AND SAFETY INSPECTIONS

Record of building safety. May include electrical inspection records, condition of stairways, clutter such as boxes blocking doorways, and work orders to correct discrepancies.

Dispose of after 5 years.

150-1-1-6-19-10 EMPLOYEE ACCIDENT/INJURY REPORT

Records of employee accidents/incidents that did not result in injury but may have damaged material goods, i.e., torn shirt, broken glasses.

Dispose of 10 years after termination of employment.

150-1-1-6-19-11 INCIDENT/ACCIDENT REPORTS, MEMBER

Information on any accident/incident that a member is involved in while admitted in a HHSS facility.

Dispose of 7 years after discharge of member.

150-1-1-6-19-12 INCIDENT SUMMARIES, MONTHLY

Summaries of incidents reported or printed periodically.

Dispose of after 3 years.

150-1-1-6-19-13 MATERIAL SAFETY DATA SHEETS (MSDS)

Material safety data sheets originate with the chemical companies that provide various chemicals or products that facilities use in various departments. MSDSs report the harmful substances contained in the products used and what steps are necessary if a person comes into contact with the substance.

Dispose of after chemical is no longer used at the facility.

150-1-1-6-19-14 SAFETY/SECURITY HAZARD REPORTS

Reports submitted by facility employees who find safety/security problems. May include recommendations.

Dispose of after 2 years.

150-1-1-6-19-15 SECURITY GUARD REPORTS

Written reports of ground conditions, security inspections, incidents unsecured doors, safety hazards, etc.

Dispose of after 1 year.

150-1-1-6-20 STAFF DEVELOPMENT/INSERVICE

150-1-1-6-20-1 NEW HIRE ORIENTATION

A copy of each new hire's dated and signed competency checklist and orientation packet (if given). The checklist includes method of instruction, i.e., videotape presentation, reading, policy/discussion, demonstration, and scores if tests are done. May include mini-orientation sheet with staff's signature on policy review.

Dispose of 10 years after termination of employment.

150-1-1-6-20-2 MED AIDE OR PSYCHIATRIC TECHNICIAN II TRAINING INITIAL AND UPDATES

A copy of the dated and signed competency checklists, grades, and completion date and renewal date.

Dispose of 7 years after completion of course.

150-1-1-6-20-3 CONTINUING EDUCATION CREDITS FOR PROFESSIONS

An accounting for each professional who must be licensed/certified of their CEU's by date, topic, presenter, credits given, objectives, methods, evaluation used, attendance list, and summary of evaluation results.

Dispose of 7 years after course offering.

150-1-1-6-20-4 INSERVICE/CONTINUING EDUCATION, MANDATORY

A copy of the date, number of hours, title of programs, instructor, method of instruction, summary, and proof of competence level (if judged). Examples include Affirmative Action, Safety, Infection Control, Hazardous Materials, and Management Training.

Dispose of 7 years after termination of employment.

150-1-1-6-20-5 INSERVICE/CONTINUING EDUCATION, NON-MANDATORY

A copy of the date, number of hours, title of programs, instructor, method of instruction, summary, and proof of competence level (if judged). Includes Nursing Issues, Mental Health Specialist, and individual departments' in-services.

Dispose of 7 years after termination of employment.

150-1-1-6-20-6 ORIENTATION AND INSERVICE CURRICULUMS

A copy of the learning objectives and goals, summary competency standards, and training material including handouts, readings, videotapes, etc. This should include range of dates the curriculums were used.

Dispose of 7 years after curriculum training or change.

150-1-1-6-20-7 WORK AREA ORIENTATION CHECKLIST

A copy of the dated and signed competency checklist for most new hire service, department, unit, or clinical/support area orientation.

Dispose of 7 years after training of employment.

150-1-1-6-21 NURSING

150-1-1-6-21-1 CONTROLLED MEDICATIONS LOG

After hours controlled medications log documenting by shift nursing staff that checks out medication for monitoring controlled substance.

Dispose of after 3 years.

150-1-1-6-21-2 CRASH CART CHECKLIST

List of contents in crash cart.

Dispose of after 1 year.

150-1-1-6-21-3 DAILY NARCOTIC COUNT SIGNATURE SHEET

Dates, shift, and employee signatures for narcotics counted between shifts and filled out on living units.

Dispose of after 3 years.

150-1-1-6-21-4 NURSING ASSIGNMENT SHEET

Names of all levels of nursing staff for each shift, where assigned, to what assigned, breaks/meals assigned, meetings, in-service and any special assignments.

Dispose of after 1 year.

150-1-1-6-21-5 FACILITY POLICY & PROCEDURE BOOKS

Current computerized department procedures used in providing nursing care in the veteran's home facility, standards of nursing, goals and objectives for the nursing department.

ORIGINAL RECORD: Dispose of 7 years after revision date or discontinued use.

ELECTRONIC COPY: Backup daily; retain permanently

SECURITY BACKUP COPY: Dispose of after superseded.

150-1-1-6-21-6 NURSING STAFF SCHEDULES

Names and schedules of all nursing staff.

Dispose of after 5 years.

150-1-1-6-21-7 NURSING SUPPLY REQUESTS, WEEKLY

Medical supply requisition forms or computer copy where hard copies are not kept.

Dispose of after 2 months.

150-1-1-6-21-8 QUARTERLY CENSUS REPORT

Report sent to the State Health Department listing members.

Dispose of after 5 years.

150-1-1-6-21-9 WARD DAILY REPORT SHEETS

Report by shift. May include admissions, discharges, seriously ill members, unforeseen incidents, etc.

Dispose of after 3 months.

150-1-1-6-21-10 MINUTES: NURSING SUPERVISORS

Department head staff meetings, regarding QI, Infection Control.
Dispose of after 5 years.

**150-1-1-6-22 ACTIVITIES DEPARTMENT, OCCUPATIONAL
THERAPY, RECREATION THERAPY, AND
VOCATIONAL THERAPY**

150-1-1-6-22-1 ACTIVE MEMBER FILE

Lists work/projects accomplished.

Dispose of after 1 year.

150-1-1-6-22-2 MONTHLY ATTENDANCE SHEET

Used to keep track of member attendance in activities.

Dispose of after 1 year.

**150-1-1-6-22-3 MEMBER ACTIVITY INCOME AND EXPENDITURE
RECORD**

Lists sales and expenditure records for member craft items.

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

150-1-1-6-22-4 MEMBER ACTIVITY CALENDAR

Monthly calendar listing the activity, and area of activity.

Dispose of after 1 year.

150-1-1-6-22-5 MEMBER EVALUATION

Evaluation with a member indicates his/her likes and dislikes and personal history. Used for planning activities in the department. Initial evaluation to gather basic information and learn member interests.

Transfer to Member Master Medical File (150-1-1-6-5-9).

150-1-1-6-22-6 MEMBER PRODUCTIVITY RECORDS (OBSOLETE 2000)

Evidence of the productivity of each disabled worker and prevailing wages, production standards and other supporting documentation for non-disabled workers.

Immediately dispose of obsolete records.

150-1-1-6-22-7 PROGRESS BOOK (OBSOLETE 2000)

Information on each member regarding goals and progress within the department.

Immediately dispose of obsolete records.

150-1-1-6-22-8 PURCHASE BOOK (OBSOLETE 2000)

Listing of items purchased for the department, cost, and the outlet purchased from.

Immediately dispose of obsolete records.

**150-1-1-6-22-9 SHELTERED WORKSHOP/MEMBER WORKER
CERTIFICATES (OBSOLETE 2000)**

Certificates from the U.S. Department of Labor authorizing the facility to pay sub-minimum wages to members who work as part of their habilitation program.

Immediately dispose of obsolete records.

150-1-1-6-22-10 VOLUNTEER "ADOPTION" OF MEMBERS

Records of volunteer who have "adopted" members.

Dispose of after 3 years.

150-1-1-6-22-11 VOLUNTEER CARD

A records of volunteers in the department. May include date, hours volunteering, name, address, phone, and if the volunteer is representing an organization.

Dispose of after 3 years.

150-1-1-6-22-12 VOLUNTEER HOUR RECORDS

Used to keep track of hours of volunteers.

Dispose of 5 years after volunteer is no longer in the program.

150-1-1-6-22-13 VOLUNTEER RECOGNITION FILE

Records of volunteers' accomplishments and awards given.

Dispose of after 25 years.

150-1-1-6-22-14 VOLUNTEER DONATION OF ITEMS

Records items donated by organization, and date acknowledgement sent.

Dispose of after 5 years.

150-1-1-6-22-15 DEPARTMENT SPECIFIC PERFORMANCE INDICATORS

Utilized to track system wide and facility data related to type of activities offered.

Dispose of after 1 year.

**150-1-1-6-22-16 STANDING AND CONFIRMED ACTIVITY DATES
(OBSOLETE 2000)**

Record of classes offered to members.

Immediately dispose of obsolete records.

150-1-1-6-23 ADMINISTRATIVE RECORDS

150-1-1-6-23-1 FACILITY GOALS AND OBJECTIVES

Plans set with time frames for implementation.

Dispose of after 5 years.

**150-1-1-6-23-2 EXTERNAL SURVEY OF FACILITIES AND APPLICATION
FOR LICENSE**

May include Department of Health, VA, DSS, HCFA, and CMS survey results and correspondence.

Dispose of after 25 years.

**150-1-1-6-23-3 NE DEPARTMENT OF HEALTH AND HUMAN SERVICES
LTC QUARTERLY STATISTICAL REPORT**

Required report to Department of Health & Human Services showing census, admission, discharges, bed occupancy, and total days of care.

Dispose of after 2 years.

150-1-1-6-23-4 LICENSES, STATE OF NEBRASKA AND FEDERAL
Correspondence and applications for licenses: Hospital, Health Clinic, Domiciliary, Nursing, Pharmacy.
Dispose of 5 years after license either expires or is superseded, whichever is later.

150-1-1-6-23-5 MEMBER COUNCIL COMPLAINTS/GRIEVANCES/RULES & REGULATIONS

Combined file for member complaints and filing of grievances. And the rules and regulations which cover the authority requirement and responsibility part of members rights.

Dispose of after 5 years.

150-1-1-6-23-6 MOTOR VEHICLE RECORDS (OBSOLETE 2000)

May include Motor Vehicle commitment and release records.

Dispose of at time of death or discharge of member.

150-1-1-6-23-7 OPERATION PLAN (OBSOLETE 2000)

Proposed plan of action to achieve organizational goals.

Transfer to the State Records Center after 2 years, dispose of after 8 years.

150-1-1-6-23-8 MEMBER COUNCIL RULES AND REGULATIONS

A copy file for the facilities rules and regulations that cover the establishment, authority, conduct and responsibility of the member council.

Dispose of 10 years after superseded.

150-1-1-6-23-9 MEMBER DISCIPLINARY ACTION (OBSOLETE 2000)

Corrective disciplinary action taken against a veterans home member for infractions.

Immediately dispose of obsolete records.

150-1-1-6-23-10 MEMBER GRIEVANCES

Complaints filed by member against the facility or individual working or living within facility.

Dispose of after 7 years.

150-1-1-6-23-11 PET RECORDS

Records of immunizations administered to facility owned pets or upon animals death.

Dispose of after 5 years.

150-1-1-6-23-12 POLICY AND PROCEDURE MANUALS (OBSOLETE 2000)

Manuals setting out operational policies and procedures for facilities, divisions, or other functional areas.

Immediately dispose of obsolete records, subject to review by the State Archivist for possible accession.

150-1-1-6-23-13 SAVINGS INSTITUTION RECORDS (OBSOLETE 2000)

File for maintaining facility copy of agreement/contract for accounts in savings institutions.

Immediately dispose of obsolete records.

150-1-1-6-23-14 STATE MEDICATION AIDES LISTINGS

Copy of Regulation and Licensure approved Nebraska License of employees authorized to perform duties within the scope of practice of a Medication Aide.

Dispose of after termination of employment.

150-1-1-6-23-15 STATE ENVIRONMENTAL REPORTS

Copy of laboratory results reported to the Department of Environmental Control for sewage treatment plant compliance reports.

Dispose of after 5 years.

150-1-1-6-23-16 STUDIES AND REPORTS (OBSOLETE 2000)

Project information statistics used to evaluate costs, expenditures, usefulness, etc.

Dispose of according to STUDIES AND REPORTS, Schedule 124, General Records for State Agencies.

150-1-1-6-23-17 SUMMATION OF ABUSE/NEGLECT CASES (OBSOLETE 2000)

Monthly summation for the Human Legal Rights Committee of abuse/neglect cases and actions taken for each.

Immediately dispose of obsolete records.

150-1-1-6-23-18 DISASTER PLAN

Written plans and procedures to be implemented in the event of disaster.

Dispose of 2 years after superseded.

150-1-1-6-24 HOUSEKEEPING

150-1-1-6-24-1 CHECKLIST OF LIVING UNITS, MONTHLY

Checklist of items needed to be taken care of on a continual basis to assure a clean and sanitary environment.

Dispose of after completed.

150-1-1-6-24-2 BED CLEANING SCHEDULE

Dispose of when completed.

150-1-1-6-24-3 WALL CLEANING SCHEDULE

Dispose of when completed.

150-1-1-6-25 LIBRARY

150-1-1-6-25-1 HISTORY OF THE FACILITY

Written history of the facility including all significant events of development. May include materials such as books, newspaper clippings, pamphlets, pictures, videotapes, etc.

Retain permanently.

150-1-1-6-25-2 LIBRARY CARD INDEX FILE

Cards of items in the library. May include author, title, publisher, date received, source, etc.

Dispose of after item is removed from the library.

150-1-1-6-25-3 TAPES, AUDIO & SLIDES, CARD INDEX FILE

Card of audio and visual aids in the library. May include names, subject, and producer.
Dispose of after item is removed from the library.

150-1-1-6-26 MEDICAL STAFF

150-1-1-6-26-1 HEALTHCARE PROVIDER CREDENTIALING AND PRIVILEGING FILES

Includes application and review of physician's, physician's assistant's, nurse practitioner's and dentist's practice for purposes of determining whether to privilege or re privilege. This is not part of the personnel file.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy after 10 years.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-1-6-27 BUDGET (OBSOLETE 2000)

150-1-1-6-27-1 EXPENDITURE PLAN FOR CAPITAL EQUIPMENT

Bi-annum reports of approved capital equipment items.

Immediately dispose of obsolete records.

150-1-1-6-27-2 PROJECT REVIEW REQUESTS (OBSOLETE 2000)

Records of projects requested by HHSS facilities. May include justifications, cost estimates, and time for completion, project schedule, etc.

Immediately dispose of obsolete records, provided projects have been completed.¹

150-1-1-6-28 PHYSICAL THERAPY (OBSOLETE 2000)

150-1-1-6-28-1 DAILY OR MONTHLY COUNT SHEETS (OBSOLETE 2000)

Listing of member attendance, modalities provided, trainer providing the treatment, and informal comments in physical therapy.

Immediately dispose of obsolete records.

150-1-1-6-28-2 PHYSICAL THERAPY LPN TREATMENT RECORD (OBSOLETE 2000)

Record of living unit physical therapy programs and PT/LPN progress notes.

Immediately dispose of obsolete records.

150-1-1-6-28-3 PHYSICAL THERAPY ORTHOPEDIC EQUIPMENT RECORD (OBSOLETE 2000)

Record of provision of orthopedic/orthodox equipment to specific members.

Immediately dispose of obsolete records.

150-1-1-6-28-4 DAILY RESTORATIVE FLOW SHEET (OBSOLETE 2000)

Record of restorative procedures done.

Transfer to Member's Medical File (150-1-1-6-5-9).

**150-1-1-6-28-5 QUARTERLY PHYSICAL THERAPY ASSESSMENTS
(OBSOLETE 2000)**

Record of assessments of all members to monitor physical abilities.
Transfer to Member's Medical File (150-1-1-6-5-9).

150-1-1-6-29 ENGINEERING

150-1-1-6-29-1 AS BUILT DRAWINGS

Drawing of project as completed.
Retain permanently.

150-1-1-6-29-2 CONSTRUCTION PROJECT FILES

May include contracts, drawings and specifications, public notices, bid proposals, change orders, architect inspection reports, payment documents, bidders list, certificate of completion, shop drawings, warranties, correspondence, etc. Facility may have duplicate of some of the above information.

See Building Construction Contract and Records in Schedule 124 – General records For State Agencies.

150-1-1-6-30 GROUNDS

150-1-1-6-30-1 ARBORETUM PLANT DISTRIBUTIONS

Records of Nebraska State-wide Arboretum plant distributions.
Dispose of after 1 year.

150-1-1-6-30-2 COMPUTERIZED MAPPING SYSTEM

Includes inventory, locations, and dead and diseased trees.

Dispose of after 5 years.

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY BACKUP COPY: Dispose of after superseded.

150-1-1-6-30-3 CONSULTING RECORDS

Includes recommendations on plant problems and record keeping on plant topics for seminar presentations.

Dispose of after 5 years.

150-1-1-6-30-4 EDUCATIONAL AIDS RECORDED

Includes pictures, teaching guides, etc.

Dispose of after 2 years.

150-1-1-6-30-5 EQUIPMENT AND PARTS SERVICING MANUALS

Manuals used in maintaining and servicing grounds equipment.

Dispose of after equipment is surplus or no longer in service.

150-1-1-6-30-6 EQUIPMENT RECORDS

Records on oil and filter changes and routine scheduling of preventative maintenance on equipment, including parts and operating procedures of tractors, lawn mowers, small equipment, etc.

Dispose of after equipment is surplus or no longer in service.

150-1-1-6-30-7 EQUIPMENT REQUESTS

Equipment requests made by grounds on a fiscal year basis.
Dispose of after equipment is surplused.

150-1-1-6-30-8 GROUNDS MAINTENANCE PLAN

Time scheduling for spring, summer, and fall, including fertilizer application, herbicide and fungicide application, tree planting, and flower and plant propagation.
Dispose of after 5 years.

150-1-1-6-30-9 GROUNDS MANAGEMENT PLAN

Includes records of labor resources, acreage and square footage, and heavy and small equipment resources.
Dispose of after 5 years.

150-1-1-6-30-10 LANDSCAPE MASTER PLAN

Includes landscape master plan of plant material locations, including arboretum plant material locations.
Dispose of after 5 years.

**150-1-1-6-30-11 MEMORANDUM OF UNDERSTANDING FOR
ARBORETUM**

Memorandum of understanding between facility and Nebraska Statewide Arboretum.
Dispose of after 5 years; subject to review by the State Archivist For possible accession.

150-1-1-6-30-12 FACILITY WORK REQUESTS

Includes informal requests by outside agencies located on facility grounds. May include request time, date of product application, consulting services rendered, etc.
Dispose of after 2 years.

150-1-1-6-30-13 NOXIOUS WEEDS AND POISONOUS PLANTS

Plant identification records for noxious weeds and poisonous plants.
Dispose of after 2 years.

150-1-1-6-30-14 PLANT VARIETIES AND DONATIONS FOR ARBORETUM

Includes plant labeling and purchases of plant material.
Dispose of after 2 years.

150-1-1-6-30-15 TREE REMOVAL GUIDELINES

Policies, guidelines, and approval for tree removal as established by the State of Nebraska for tree removal.
Dispose of 5 years after superseded or obsolete, whichever is later.

150-1-1-6-31 PSYCHOLOGY (OBSOLETE 2000)

150-1-1-6-31-1 BEHAVIOR MANAGEMENT PROGRAMS

(OBSOLETE 2000)

Program records developed to address specific behavior(s) a member demonstrates.
Immediately dispose of obsolete records.

150-1-1-6-31-2 TESTING MATERIALS (RAW DATA) (OBSOLETE 2000)

Includes various testing materials to evaluate members. Examples include: WISC, WAIS, MMPI, Kinder Preference Test, California Achievement Test, Edwards Personal Preference Test, Vineland Adaptive Behavior Scale, AAMD Adaptive Behavior Scale and Normative Adaptive Behavior Scale.

Immediately dispose of obsolete records.

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. 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

