

# **Schedule 150-1-4-6**

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

### **DIVISION OF HEALTH SERVICES**

#### **OFFICE OF PUBLIC HEALTH**

**March 14, 2006**

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


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

SCHEDULE	<b>150-1-4-6</b>
AGENCY, BOARD OR COMMISSION	<b>Health &amp; Human Service System</b>
DIVISION, BUREAU OR OTHER UNIT	<b>Division of Health Services</b>
	<b>Office of Public Health</b>

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

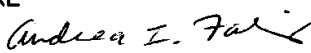
**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE		
TITLE	Director	DATE 3/8/06

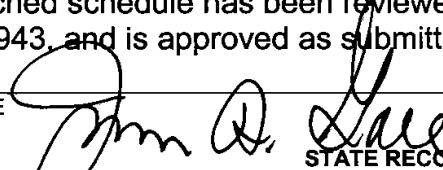
**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE		DATE	Mar. 10, 2006
	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		DATE	5/14/06
	STATE RECORDS ADMINISTRATOR		

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is.  
Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

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

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **RECORDS OF THE DEPARTMENT OF HEALTH & HUMAN SERVICES**

### **DIVISION OF HEALTH SERVICES**

#### **OFFICE OF PUBLIC HEALTH**

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES SYSTEM  
DIVISION OF HEALTH AND HUMAN SERVICES**

**SCHEDULE NO. 150-1-4-6 OFFICE OF PUBLIC HEALTH**

**150-1-4-6-1 NEBRASKA HEALTH CARE CASH FUND GRANT PROGRAM**

The Nebraska Health Care Cash Fund Grant Program was established by statute to fund public health projects throughout the state. The grants were recommended by the Nebraska Health Care Council and submitted to the Director of Finance and Support for approval. Each grantee was required to submit semi-annual narrative and financial reports. Although the program is still authorized in statute, it has not been funded since 2002.

**Dispose of five years after completion of contract.**

**150-1-4-6-2 TURNING POINT**

The Robert Wood Johnson Foundation funded Turning Point grants, which created four community partnerships in Nebraska. These community partnerships led to the creation of new district health departments in the state.

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

**150-1-4-6-3 STATE PLANNING GRANT**

The Office of Public Health received a State Planning Grant from Health Resources and Services Administration, U. S. Department of Health & Human Services, in 2003. This grant identifies the characteristics of the uninsured population in Nebraska, why they are uninsured, and where they live in the state. The one-year grant was extended for a second year to complete the report.

**Dispose of five years after completion of contract, provided audit has been completed, subject to review by the State Archivist for possible accession.**<sup>1</sup>

**150-1-4-6-4 LB 692 DISTRICT HEALTH DEPARTMENT**

The District Health Departments were established under LB 692 in 2001. Each district health department is required to submit an annual report in October. The annual reports are consolidated into a single report by the Office of Public Health and submitted to the Governor and the Health and Human Services Committee of the Legislature.

**Transfer to the State Archives after superseded or no longer applicable; retain permanently.**

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**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

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

## REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

## OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

## 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