

Updated Disposition Report instructions and address 11/2022
No changes were made to records retention

Schedule 150-0-3

DEPARTMENT OF HEALTH AND HUMAN SERVICES COMMUNICATIONS AND LEGISLATIVE SERVICES

July 1, 2009

Nebraska Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
(402) 471-2559


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

SCHEDULE 150-0-3
AGENCY, BOARD OR COMMISSION DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION, BUREAU OR OTHER UNIT COMMUNICATIONS AND LEGISLATIVE SERVICES
Supersedes Edition of August 14, 2001

**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 COO	DATE 6/24/09


PART II – APPROVAL OF STATE ARCHIVES:

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 6/24/2009
--	-------------------

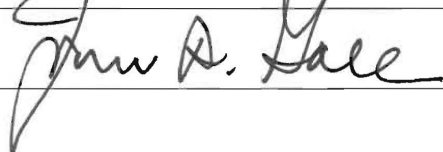
PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE 	DATE 6/25/09
--	-----------------

PART IV – APPROVAL OF 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 7/1/09
--	----------------

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. This retention schedule, which is approved by the State Records Administrator, provides 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. Unless there is pending or on going, legal action, records request, or audit.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is located on the Secretary of State Records Management website. https://appengine.egov.com/apps/ne/sos_records_disposition_report. This report establishes that the destruction was performed in your normal course of business.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist 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 Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure 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 the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
402-471-2559**

INDEX

SCHEDULE 150-0-3 DEPARTMENT OF HEALTH AND HUMAN SERVICES COMMUNICATIONS AND LEGISLATIVE SERVICES

	Item	Page
COMMUNICATION & LEGISLATIVE SERVICES		
(CLS) COMMON FILES.....	150-0-3-2	5
DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORD	150-0-3-5	5
DISCIPLINARY FILES.....	150-0-3-3	5
HISTORICAL	150-0-3-4	5
LEGISLATIVE FILES.....	150-0-3-1	5
RECORDS DISPOSITION REPORT (BLANK FORM)		6

SCHEDULE 150-0-3 – DEPARTMENT OF HEALTH AND HUMAN SERVICES – COMMUNICATIONS AND LEGISLATIVE SERVICES

150-0-3-2 COMMUNICATION & LEGISLATIVE SERVICES (CLS), COMMON FILES

Individual files are maintained on topics of interest to the Department of Health and Human Services. Old files need to be revisited for reference, research, historical or statistical information.

Dispose of after 3 years or when superseded or obsolete, whichever is later following a review by CLS Administrator.

150-0-3-5 DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS

Back-up tapes or other storage media are only to be used for system restoration in the event of a disaster. Disaster recovery back-ups are never to be used or considered for records access, archiving or management purposes. Tapes will be maintained and then overwritten or destroyed following these rotations:

ALL OTHER ELECTRONIC RECORDS:

Daily (M-F): Dispose of after 1 week.

Weekly (Sunday): Dispose of after 3 weeks.

Monthly: Dispose of after 1 year.

150-0-3-3 DISCIPLINARY FILES

Individual files are maintained on professionals and facilities disciplined by DHHS Regulation & Licensure.

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

150-0-3-4 HISTORICAL

Individual files maintained on printed materials (newsletters, press releases, news clips, etc.) needed for administrative reference, research and historical reporting about DHHS.

Dispose of when superseded or obsolete, whichever is later following a review by CLS Administrator.

150-0-3-1 LEGISLATIVE FILES

Individual files are maintained on all legislative bills introduced during 2-year legislative session. Repeating issues that are carried from year to year are also maintained for historical research and reference.

BILLS IMPACTING DHHS: Dispose of 4 years after legislative session, or until no longer of administrative value, whichever is later following a review by CLS Administrator.

BILLS NOT IMPACTING DHHS: Dispose of after the current 2-year legislative session.

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.