

Schedule 150-1-1-2-3

**HEALTH AND HUMAN
SERVICES SYSTEM**

**YOUTH REHABILITATION
TREATMENT CENTERS
KEARNEY & GENEVA**

September 1, 2006

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

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

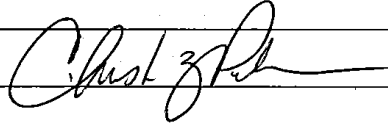
**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

SCHEDULE	150-1-1-2-3
AGENCY, BOARD OR COMMISSION	Health and Human Services System
DIVISION, BUREAU OR OTHER UNIT	Youth Rehabilitation Treatment Centers Kearney & Geneva

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

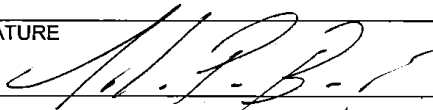
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PART II - ARCHIVAL APPROVAL

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



STATE ARCHIVES

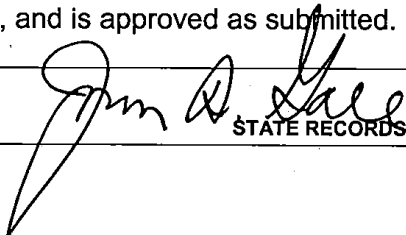
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PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



STATE RECORDS ADMINISTRATOR

DATE

Sept 1, 2006

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**

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**HEALTH AND HUMAN SERVICES SYSTEM
YOUTH REHABILITATION TREATMENT CENTER -- KEARNEY AND GENEVA**

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**SCHEDULE 150-1-1-2-3 Health and Human Services System –
Youth Rehabilitation Treatment Center – Kearney & Geneva**

150-1-1-2-3-1 GENERAL RECORDS

**150-1-1-2-3-1-1 PHOTOGRAPH/VIDEO--WRITTEN CONSENT,
EMPLOYEE**

Written consent by employee for employee publicity and media coverage, or when employee is chosen employee of the month/quarter/year. File may include photographs, negatives, video and audiotapes, etc. Kept in Employee History File.

Dispose of 10 years after termination of employment.

150-1-1-2-3-2 ACCOUNTING

150-1-1-2-3-2-1 ACCOUNTING MASTER FILE DETAIL LISTING

Monthly computer report that shows the projected budget for each quarter by service area (laundry, x-ray, food service, etc).

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

150-1-1-2-3-2-2 ACCOUNTING MASTER FILE TRANSACTION

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

Dispose of after verification of data into financial system (NIS).

150-1-1-2-3-2-3 BATCH PROOF LISTING

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

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

150-1-1-2-3-2-4 CANTEEN/WELFARE FUND REPORT

Quarterly financial reports of canteen operation and trust fund activities (6251).

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

ELECTRONIC DATA: Backup daily or monthly; dispose of after superseded.

SECURITY BACKUP COPY: Dispose of after superseded.

**150-1-1-2-3-2-5 CASH FLOW STATEMENT (ACCOUNTING)
(OBSOLETE 2000)**

Record of expenditures and balance available.

Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-2-6 COUPON LOG BOOK (OBSOLETE 2000)

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

Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-2-7 DOCUMENT TRANSMITTAL (OBSOLETE 2000)
Batch summary listing of payment documents submitted by the facility to the central office.
Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-2-8 EMERGENCY CASH FUND RECONCILIATION (OBSOLETE 2000)
Monthly reconciliation of Emergency Fund warrants and Bank Account.
Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-2-9 JOURNAL ENTRIES (OBSOLETE 2000)
Computer input form used to change incorrect information in the computer system.
Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-2-10 LEDGER AND WORKSHEETS (OBSOLETE 2000)
Worksheets used to balance different accounts.
Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-2-11 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

150-1-1-2-3-2-12 YOUTH TRUST FUND REPORT
Monthly reconciliation of Youth Trust Fund bank account, investments, and outstanding warrants.
Dispose of after 3 years, provided audit has been completed.¹

150-1-1-2-3-2-13 REPORT OF INSTITUTIONS PAYROLL (OBSOLETE 2000)
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.
Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-2-14 REQUEST FOR SUPPLIES
Internal facility form used to requisition supplies from facility supply center.
Dispose of after 1 year.

150-1-1-2-3-2-15 RESPONSIBILITY REPORTING-BUDGET STATUS (OBSOLETE 2000)
Monthly computer report lists actual monthly and year to date expenditures and variances from planned expenditures that are included in the Youth per diem rate.
Immediately dispose of obsolete record, provided audits by the State, BC/BS, Medicare, and Medicaid, have been completed.¹

150-1-1-2-3-2-16 **SUMMARY OF POSITIONS: BUDGETED AND USED (OBSOLETE 2000)**

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: Immediately dispose of obsolete record, provided audit has been completed.¹

YEAR-END REPORT: Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-3 **FINANCIAL RESPONSIBILITY**

150-1-1-2-3-3-1 **YOUTH TRUST FUND CHECKS**

Canceled checks from Youths trust fund bank account.

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

150-1-1-2-3-3-2 **SUMMARY OF RECEIPTS**

Monthly summary of all types and amounts of receipts.

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

150-1-1-2-3-3-3 **TRUST FUND RECORDS**

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

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

150-1-1-2-3-3-4 **TIMESHEETS & INPUT RECORDS FOR YOUTH PAYROLL SYSTEMS**

All information used in recording Youths work time and pay determinations.

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

ELECTRONIC DATA: Backup daily or monthly; dispose of after superseded.

SECURITY COPY: Dispose of after superseded.

150-1-1-2-3-4 **YOUTH RECORDS/FACILITY MEDICAL RECORDS**

150-1-1-2-3-4-1 **ADMISSION CONTACT FORMS/PREADMISSION NOTES (OBSOLETE 2000)**

Information regarding potential admissions to a HHSS facility.

Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-4-2 ADMISSION LEDGER/NUMBER INDEX

Confidential database is used for assigning case numbers to Youth. May include Youths name, county of commitment, case number, date admitted, and date discharged.

ORIGINAL RECORD: Microfilm and dispose of after 20 years.

ELECTRONIC DATA: Backup daily or monthly; dispose of after superseded.

SECURITY BACKUP COPY: Dispose of after superseded.

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

MICROFILM WORKCOPY: Retain permanently.

**150-1-1-2-3-4-3 GUARDIANSHIP/CONSERVATORSHIP FILE
(OBSOLETE 2000)**

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

Immediately transfer to Youth Master File, item 150-1-1-2-3-4-5.

150-1-1-2-3-4-4 MASTER YOUTH INDEX (OBSOLETE 2000)

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

Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-4-5 YOUTH MASTER FILE

The Youth Master File is a written report of the youth'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 patient, to justify the diagnosis and treatment and to the results. May include psychological reports, chemical appraisals, and intake information, to record results. May include psychological reports, chemical appraisals, intake information, court orders, release information, classification information, etc.

MEDICAL PORTION: Retain for 6 years after age of majority.

REMAINING MASTER FILE: Microfilm at age 19 & destroy paper copies.

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

MICROFILM WORKCOPY: Retain permanently.

150-1-1-2-3-4-6 YOUTH RELATED STATISTICS (OBSOLETE 2000)

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

DAILY: Immediately dispose of obsolete record.

MONTHLY, QUARTERLY, SEMI-ANNUAL: Immediately dispose of obsolete record.

ANNUAL: Retain permanently.

150-1-1-2-3-4-7 REFERRAL FOLLOW UP LOG (OBSOLETE 2000)

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

Immediately transfer to Youth Master File, item 150-1-1-2-3-4-5.

150-1-1-2-3-4-8 VISITOR'S RECORD

Records of visitors to each Youth.

Dispose of after discharge of youth.

150-1-1-2-3-4-9 **YOUTH MEDICAL FILE**

This temporary file includes, but is not limited to nursing notes, lab reports, medical treatment, immunizations, hearing tests etc.

Transfer to Youth Master File, item 150-1-1-2-3-4-5, when youth is discharged.

150-1-1-2-3-5 **MEDICAL SERVICES**

150-1-1-2-3-5-1 **INSTITUTIONAL & INTER-AGENCY TRANSFER
OF YOUTH**

Records of transfers of youths between HHSS facilities.

Transfer to Youth Master File, item 150-1-1-2-3-4-5.

150-1-1-2-3-5-2 **INTERSTATE TRANSFER OF MENTALLY ILL AND
MENTALLY RETARDED (OBSOLETE 2000)**

Records transfers of Youths from state to state.

Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-6 **DENTAL**

150-1-1-2-3-6-1 **DENTAL APPOINTMENT BOOK**

Monthly report on youths seen and how many procedures where completed.

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

150-1-1-2-3-6-2 **DENTAL RECORD**

Includes Youths name, location, date of service, type of service, health history, etc.

Retain until youth is discharged then transfer to Youth Master File, item 150-1-1-2-3-4-5.

150-1-1-2-3-6-3 **ENVIRONMENTAL CONTROL TEST REPORTS**

Monthly report of culture of sterilizer.

Dispose of after 4 years.

150-1-1-2-3-6-4 **X-RAY FILMS, DENTAL**

Radiographic picture of particular anatomical part of the Youths mouth.

Dispose of 6 years after the youth has reached the age of 19.

150-1-1-2-3-7 **EKG (OBSOLETE 2000)**

150-1-1-2-3-7-1 **EKG REPORT (OBSOLETE 2000)**

Copy of written report of physician's interpretation of EKG. May include the requisition for the EKG.

Immediately transfer to Youth Master File, item 150-1-1-2-3-4-5.

150-1-1-2-3-8 **EEG (OBSOLETE 2000)**

150-1-1-2-3-8-1 **EEG REPORT (OBSOLETE 2000)**

Copy of written report of physician's interpretation of EEG. May include the requisition for the EEG.

Immediately transfer to Youth Master File, item 150-1-1-2-3-4-5.

150-1-1-2-3-9 **LABORATORY RECORDS**

150-1-1-2-3-9-1 **DAILY LOG**

Daily list of specific lab tests requested, specimens sent, name of person receiving test, physician ordering test, where test sent, conditions of specimen, etc.

Dispose of after 1 year.

150-1-1-2-3-9-2 **LABORATORY REPORTS, COPY**

Printed lab test results.

Transfer to Youth Medical File, item 150-1-1-1-2-3-4-5.

150-1-1-2-3-9-3 **LABORATORY REQUISITIONS, COPY**

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

Dispose of 6 years after the youth has reached the age of 19.

150-1-1-2-3-9-4 **POLICY AND PROCEDURE MANUALS**

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

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

150-1-1-2-3-10 **PHARMACY**

150-1-1-2-3-10-1 **CONTROLLED SUBSTANCE RECEIPTS AND DISPOSITIONS**

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

Dispose of after 7 years.

150-1-1-2-3-10-2 **YOUTH PROFILE**

Record of medications dispensed by Youths name.

Transfer to Youth Master File, item 150-1-1-2-3-4-5.

150-1-1-2-3-10-3 **PRESCRIPTIONS**

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

Transfer to Youth Master File, item 150-1-1-2-3-4-5.

150-1-1-2-3-11 **RADIOLOGY RECORDS**

150-1-1-2-3-11-1 **EXPOSURE REPORTS, RADIATION
(OBSOLETE 2000)**

Monthly written report listing each radiology technician's name and amount of exposure.
Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-11-2 **X-RAY LOG/LEDGER (OBSOLETE 2000)**

A daily list of people radiographed, how many exposures taken, what type of film was taken, film number, person's name.
Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-11-3 **X-RAY REPORTS, COPY (OBSOLETE 2000)**

Copies of written interpretation of radiologist's findings on x-ray. May also include the x-ray requisition.
Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-12 **DIETARY/FOOD SERVICE**

150-1-1-2-3-12-1 **COMMODITY FOOD RECORDS**

Ordering forms and receiving reports for Commodity Foods.
Dispose of after 5 years.

150-1-1-2-3-12-2 **FOOD COSTS REPORT**

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

150-1-1-2-3-12-3 **FOOD PRODUCTION REPORT-DAILY**

USDA required youth, staff for Breakfast, Lunch. Summary of meals, and beverages produced.
Dispose of after 1 year or when no longer of administrative value, provided ACA audit has been completed.¹

150-1-1-2-3-12-4 **MENUS SERVED**

Record of actual menu served.
Dispose of after 90 days or until no longer of administrative value, whichever is later, provided audit has been completed.¹

150-1-1-2-3-12-5 **TEMPERATURE CHARTS**

Record of temperatures of freezers, dish machines, refrigerators, thaw rooms, coolers, etc.
Dispose of after 1 year or until no longer of administrative value, whichever is later, provided ACA audit has been completed.¹

150-1-1-2-3-13 **MAINTENANCE**

150-1-1-2-3-13-1 **BIOLOGICAL EXAMINATION OF DRINKING WATER**

Records of monthly and annual domestic water tests.

CHLOROFORM TEST RESULTS: Dispose of after 5 years.

HEAVY METAL TEST RESULTS: Dispose of after 10 years.

150-1-1-2-3-13-2 **BOILER INSPECTION REPAIR MAINTENANCE LIST**

Records of work done on boiler.

Dispose of after 5 years.

150-1-1-2-3-13-3 **BOILER ROOM INSPECTION SHEET**

Records inspection of equipment in the boiler room.

Dispose of after 5 years.

150-1-1-2-3-13-4 **CARPETS FIRE CERTIFICATION**

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

Dispose of after carpet is removed.

150-1-1-2-3-13-5 **CHILLER OPERATIONS LOG**

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

Dispose of after 5 years.

150-1-1-2-3-13-6 **CHILLER WATER INSPECTION SHEET**

May indicate records of inspection of chiller water and equipment, and water tower.

Dispose of after 3 years.

150-1-1-2-3-13-7 **DEPARTMENT OF ENVIRONMENTAL CONTROL
RECORDS**

May include emission control reports, emission testing, treatment plant reports, weed control reports, chlorine reports, freon reports, asbestos reports, etc.

ASBESTOS RECORDS: Retain permanently.

ALL OTHER RECORDS: Dispose of after 5 years.

150-1-1-2-3-13-8 **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.

150-1-1-2-3-13-9 **ELECTRICAL INSPECTION APPLICATION**

Wiring permit and follow up inspection.

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

150-1-1-2-3-13-10 **ELEVATOR NEBRASKA TEST REPORT**

Test of elevator systems and stability.

Dispose of after 4 years.

150-1-1-2-3-13-11 ELEVATOR PROJECT

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

150-1-1-2-3-13-12 EMERGENCY GENERATOR OPERATION LOG

Records times and dates of operation.
Dispose of after 3 years.

150-1-1-2-3-13-13 ENGINE ROOM INSPECTION

Records inspection of equipment in the engine room and on the facility grounds.
Dispose of after 3 years.

150-1-1-2-3-13-14 ENGINEERS WORK LOGS

Records of times and dates engineers were on duty and may include work performed.
Dispose of after 1 year.

150-1-1-2-3-13-15 MAINTENANCE MONTHLY REPORT

Report of cost of materials/hours for each building in the facility by trade.
Dispose of after 5 years.

150-1-1-2-3-13-16 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.

150-1-1-2-3-13-17 PREVENTATIVE MAINTENANCE INPUT FORMS

Specifications of equipment and timetables for schedule maintenance used to enter into computer.
Dispose of after equipment is surplus or destroyed.

150-1-1-2-3-13-18 PREVENTATIVE MAINTENANCE PRINTOUT

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.
Dispose of after 5 years, or no longer of reference value, whichever is later.

150-1-1-2-3-13-19 PREVENTATIVE MAINTENANCE WORK ORDERS

Preventative maintenance work request forms specifying time, place, and equipment to be serviced.
Dispose of after 1 year.

**150-1-1-2-3-13-20 SCHEDULED ASSIGNMENTS & FLOOR AREAS
MANUAL**

May include record of when floor is refurbished & carpet is cleaned, and products used.
Dispose of after 1 year, or when no longer of administrative value, whichever is later.

150-1-1-2-3-13-21 SCHEDULES FOR EQUIPMENT MAINTENANCE

Ongoing maintenance schedule for equipment not covered by 309 preventive.
Dispose of after equipment is surplus or destroyed.

150-1-1-2-3-13-22 SECONDARY FUEL RECORDS (OBSOLETE 2000)

Amount of fuel used and remaining in storage.

Immediately dispose of obsolete record, provided audit has been completed. ¹

150-1-1-2-3-13-23 STEAM PLANT OPERATION RECORDS

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

Dispose of after 5 years.

150-1-1-2-3-13-24 UTILITIES LEDGER

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

Dispose of after 3 years.

150-1-1-2-3-13-25 UTILITIES METER READINGS FOR OUTSIDE FACILITY BUILDINGS

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

Dispose of after 5 years.

150-1-1-2-3-13-26 WATER TREATMENT CONSULTING REPORT

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

Dispose of after 5 years.

150-1-1-2-3-14 MINUTES

150-1-1-2-3-14-1 MINUTES REQUIRED FOR STANDARDS COMPLIANCE

Meeting minutes of Chief of Staff.

Dispose of after 5 years.

150-1-1-2-3-14-2 STAFF MEETING MINUTES

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

See Schedule 124-1-41.

150-1-1-2-3-15 PERSONNEL (OBSOLETE 2000)

150-1-1-2-3-15-1 AFFIRMATIVE ACTION QUARTERLY REPORT (OBSOLETE 2000)

Statistical data of equal opportunity/affirmative action material.

ORIGINAL RECORD: Immediately dispose of obsolete record.

ELECTRONIC DATA: Backup daily or monthly; dispose of after superseded.

SECURITY BACKUP COPY: Dispose of after superseded.

150-1-1-2-3-15-2 EMPLOYMENT MASTER FILE (OBSOLETE 2000)

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

**HIRED EMPLOYEE APPLICATIONS: Dispose of 10 years after employment has ended.
ALL OTHER APPLICATIONS AND MATERIAL: Immediately dispose of obsolete record.**

150-1-1-2-3-15-3 INTERNAL COMPLAINTS (OBSOLETE 2000)

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

Immediately dispose of obsolete record.

150-1-1-2-3-15-4 JOB DESCRIPTION FORM (OBSOLETE 2000)

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

Immediately dispose of obsolete record.

**150-1-1-2-3-15-5 MEDICAL REPORTS, EMPLOYEE
(OBSOLETE 2000)**

Record of any medical information on employees.

Immediately dispose of obsolete record, provided audit has been completed.¹

**150-1-1-2-3-15-6 NIS QUARTERLY AGENCY TURNOVER REPORT
(OBSOLETE 2000)**

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.

Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-15-7 NEW CONTRIBUTING YOUTHS (OBSOLETE 2000)

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.

Immediately dispose of obsolete record.

150-1-1-2-3-15-8 PERFORMANCE EVALUATIONS (OBSOLETE 2000)

Performance evaluations done on employees.

Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-15-9 PERSONNEL DIARY NOTES (OBSOLETE 2000)

Contains pertinent information involving grievances, investigations, disputed issues, disciplinary action, abuse and neglect and other personnel related investigative and result notes.

Immediately dispose of obsolete record, provided audit has been completed.¹

**150-1-1-2-3-15-10 POSITION VACANCY/INTERVIEW FILES
(OBSOLETE 2000)**

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

Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-15-11 **WRITTEN NOTICE OF ALLEGATIONS
(OBSOLETE 2000)**

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

Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-16 **COMMUNITY PROGRAM DIVISION RECORDS**

150-1-1-2-3-16-1 **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: Immediately dispose of obsolete record, provided audit has been completed.¹

REJECTED: Immediately dispose of obsolete record.

150-1-1-2-3-16-2 **FEDERAL ASSISTANCE RECORDS (OBSOLETE 2000)**

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

ACCEPTED: Immediately dispose of obsolete record, provided audit has been completed.¹

REJECTED: Immediately dispose of obsolete record.

150-1-1-2-3-17 **LEGAL OFFICE**

150-1-1-2-3-17-1 **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 20 years, subject to review by the Agency Division Head for final disposal authorization.

150-1-1-2-3-17-2 **BRIEFS FILE**

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

Dispose of after 20 years, subject to review by the Agency Division Head for final disposal authorization.

150-1-1-2-3-17-3 **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 run.

150-1-1-2-3-17-4 **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.

150-1-1-2-3-17-5 CLOSED FILES LOG

Contains name of file, date created, division/facility involved, type of file, and closed file number.
Dispose of after 10 years.

150-1-1-2-3-17-6 CONTRACT FILES

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

ORIGNINAL RECORD: Located in Central Repository Support Services.

DUPLICATE COPY: Dispose of 5 years after fulfillment of contract terms, provided audit has been completed.¹

150-1-1-2-3-17-7 HHSS ADMINISTRATIVE DECISION FILES

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

Retain permanently.

150-1-1-2-3-17-8 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.

150-1-1-2-3-17-9 ADMINISTRATIVE HEARING LOG

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

Dispose of after 10 years.

150-1-1-2-3-17-10 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.

150-1-1-2-3-17-11 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.

150-1-1-2-3-17-12 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.

150-1-1-2-3-17-13 GUARDIANSHIP FILES

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

Dispose of 5 years after death or discharge of Youth or Resident.

150-1-1-2-3-17-14 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 Youth, whichever is sooner.

150-1-1-2-3-17-15 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.

150-1-1-2-3-17-16 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.

150-1-1-2-3-17-17 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.

150-1-1-2-3-17-18 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.

150-1-1-2-3-17-19 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, subject to review by the Agency Division Head for disposal authorization.

150-1-1-2-3-17-20 POLICY MANUALS, SENTENCING REVIEW

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

Dispose of 10 years after superseded or when sentencing review committee no longer exists, whichever is sooner.

150-1-1-2-3-17-21 SECRETARY'S HANDBOOK

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

Dispose of 1 year after updated.

150-1-1-2-3-17-22 **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.

150-1-1-2-3-18 **TRANSPORTATION**

150-1-1-2-3-18-1 **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, whichever is later.

150-1-1-2-3-18-2 **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

150-1-1-2-3-18-3 **VEHICLE MAINTENANCE RECORDS**

Records of work performed on vehicles.

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

150-1-1-2-3-19 **RISK MANAGEMENT**

150-1-1-2-3-19-1 **DISASTER DRILLS**

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

Dispose of after 5 years.

150-1-1-2-3-19-2 **EMPLOYEE INJURY IN HOUSE SUMMARY
(OBSOLETE 2000)**

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

Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-19-3 **EMPLOYEE INJURY REPORT COPY
(OBSOLETE 2000)**

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

Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-2-3-19-4 **FIRE ALARM AND SPRINKLER TEST INSPECTIONS**

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

Dispose of after 5 years.

150-1-1-2-3-19-5 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 5 years.

150-1-1-2-3-19-6 FIRE EXTINGUISHER LOCATION AND SERVICING DATES

Location of fire extinguisher and dates extinguisher is serviced.

Dispose of after fire extinguisher no longer exists.

150-1-1-2-3-19-7 FIRE MARSHAL INSPECTION RECORD

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

Dispose of after 5 years.

150-1-1-2-3-19-8 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, who was notified, and outcome.

Dispose of after 3 years.

150-1-1-2-3-19-9 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.

150-1-1-2-3-19-10 INCIDENT/ACCIDENT FILES, EMPLOYEE

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.

150-1-1-2-3-19-11 INCIDENT/ACCIDENT REPORTS, YOUTH

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

Transfer to Youth Master File, item 150-1-1-2-3-4-5

150-1-1-2-3-19-12 INCIDENT SUMMARIES, MONTHLY

Summaries of incidents reported for the month.

Dispose of after 3 years.

150-1-1-2-3-19-13 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, provided ACA audit has been completed.¹

150-1-1-2-3-19-14 SAFETY/SECURITY/SANITATION HAZARD REPORTS

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

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

150-1-1-2-3-19-15 SECURITY REPORTS

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

Dispose of after 1 year, provided ACA audit has been completed.¹

150-1-1-2-3-20 STAFF DEVELOPMENT/INSERVICE

150-1-1-2-3-20-1 FACILITY 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.

**150-1-1-2-3-20-2 CARE STAFF YOUTH 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 10 years after completion of course.

**150-1-1-2-3-20-3 CONTINUING EDUCATION CREDITS FOR
PROFESSIONS**

An account 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 10 years after offering.

150-1-1-2-3-20-4 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 10 years after termination of employment.

**150-1-1-2-3-20-5 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 10 years after termination of employment.

150-1-1-2-3-20-6 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 that were used.

Dispose of 10 years after curriculum termination or change.

150-1-1-2-3-20-7 **SPECIFIC NEW HIRE ORIENTATION**

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

Dispose of 10 years after termination of employment.

150-1-1-2-3-21 **NURSING**

150-1-1-2-3-21-1 **CONTROLLED MEDICATIONS LOG**

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

Dispose of after 3 years.

150-1-1-2-3-21-2 **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, provided ACA audit is completed.

150-1-1-2-3-21-3 **NURSING POLICY & PROCEDURE BOOKS**

Current procedures used in providing nursing care in the facility, standards of nursing, goals and objectives for the nursing department.

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

150-1-1-2-3-21-4 **NURSING SUPPLY REQUESTS, WEEKLY**

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

Dispose of after 2 months.

150-1-1-2-3-22 **VOLUNTEER SERVICES**

150-1-1-2-3-22-1 **VOLUNTEER HOUR RECORDS**

Used to keep track of hours of volunteers.

Dispose of 6 years after volunteer is no longer in the program.

150-1-1-2-3-22-2 **VOLUNTEER RECOGNITION FILE**

Records of volunteers' accomplishments and awards given.

Dispose of 6 years after volunteer is no longer in the program.

150-1-1-2-3-22-3 **APPLICATION FORM FOR VOLUNTEER SERVICES**

Application form to be filled out by prospective volunteers.

Dispose of 6 years after termination of volunteer.

150-1-1-2-3-22-4 **WAIVER AND RELEASE**

Waiver of liability by appointed volunteer, agreement to honor confidentiality, and agreement to honor facility rules.

Dispose of 6 years after termination of volunteer.

150-1-1-2-3-22-5 **VOLUNTEER ORIENTATION & TRAINING**

Documentation of completion of volunteer orientation/training.

Dispose of 6 years after termination of volunteer.

150-1-1-2-3-22-6 **VOLUNTEER REFERENCE LETTER**

Documentation of reference check of prospective volunteer.

Dispose of 6 years after termination of volunteer.

150-1-1-2-3-23 **ADMINISTRATIVE RECORDS**

150-1-1-2-3-23-1 **LICENSES, STATE OF NEBRASKA AND FEDERAL**

Current copy of Health Clinic license.

Dispose of after current license has been superseded or when facility has closed.

150-1-1-2-3-23-2 **YOUTH GRIEVANCES**

Complaints filed by youth against the facility or individual working or living within facility, kept in Youth Master File.

Transfer to Youth Master File, item 150-1-1-2-3-4-5.

150-1-1-2-3-23-3 **ADMINISTRATIVE REGULATIONS & OPERATIONAL
MEMORANDUMS MANUALS (DISASTER PLAN)**

Manuals setting out operational policies and procedures for YRTC – KEARNEY/GENEVA.

Dispose of after superseded, subject to review by the State Archives for possible accession.

150-1-1-2-3-24 **HOUSEKEEPING**

150-1-1-2-3-24-1 **DAILY, WEEKLY, AND MONTHLY SAFETY/SANITATION
CHECKS**

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

Dispose of after 1 year, or when no longer of administrative value, whichever is later, provided ACA audit has been completed.¹

150-1-1-2-3-25 **LIBRARY**

150-1-1-2-3-25-1 **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.

150-1-1-2-3-25-2 **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.

150-1-1-2-3-25-3 POLICY AND PROCEDURE MANUALS

Policy and procedure manuals for library.

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

150-1-1-2-3-25-4 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.

150-1-1-2-3-26 GROUNDS

**150-1-1-2-3-26-1 ARBORETUM PLANT DISTRIBUTIONS
(OBSOLETE 2000)**

Records of Nebraska Statewide Arboretum plant distributions.

Immediately dispose of obsolete record, provided audit has been completed. ¹

**150-1-1-2-3-26-2 COMPUTERIZED MAPPING SYSTEM
(OBSOLETE 2000)**

Includes inventory, locations, and dead and diseased trees.

Immediately dispose of obsolete record, provided audit has been completed. ¹

150-1-1-2-3-26-3 CONSULTING RECORDS

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

Immediately dispose of obsolete record, provided audit has been completed. ¹

150-1-1-2-3-26-4 EDUCATIONAL AIDS RECORD (OBSOLETE 2000)

Includes pictures, teaching guides, etc.

Immediately dispose of obsolete record, provided audit has been completed. ¹

150-1-1-2-3-26-5 EQUIPMENT AND PARTS SERVICING MANUALS

Manuals used in maintaining and servicing ground equipment.

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

150-1-1-2-3-26-6 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 surplused or no longer in service.

150-1-1-2-3-26-7 EQUIPMENT REQUESTS

Equipment requests made by grounds on a fiscal year basis.

Dispose of after equipment is no longer requested.

150-1-1-2-3-26-8 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.

150-1-1-2-3-26-9 GROUNDS MANAGEMENT PLAN

Includes records of labor resources, acreage and square footage, and heavy and small equipment resources.

Dispose of after 5 years.

150-1-1-2-3-26-10 LANDSCAPE MASTER PLAN

Includes landscape master plan of plant material locations, including arboretum plant material locations.

Dispose of after 5 years.

**150-1-1-2-3-26-11 MEMORANDUM OF UNDERSTANDING FOR
ARBORETUM (OBSOLETE 2000)**

Memorandum of understanding between facility and Nebraska Statewide Arboretum.

Retain permanently.

150-1-1-2-3-26-12 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.

150-1-1-2-3-26-13 NOXIOUS WEEDS AND POISONOUS PLANTS

Plant identification records for noxious weeds and poisonous plants.

Retain permanently.

**150-1-1-2-3-26-14 PLANT VARIETIES AND DONATIONS FOR ARBORETUM
(OBSOLETE 2000)**

Includes plant labeling and purchases of plant material.

Retain permanently.

150-1-1-2-3-26-15 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.

**150-1-1-2-3-27 SCHOOL/APPROVED EDUCATIONAL
PROGRAM**

150-1-1-2-3-27-1 APPLICATION FOR APPROVAL

This document furnishes the rationale and example of effort toward maintaining a state approved educational program.

Dispose of after 10 years.

150-1-1-2-3-27-2 AVERAGE DAILY ATTENDANCE REPORTS

Summary of student's school attendance record.

Dispose of after 5 years.

150-1-1-2-3-27-3 CHAPTER I GRANT

Federal Education Grant awarded to programs serving disadvantaged students.

Dispose of 6 years after end of grant period, provided audit has been completed. ¹

150-1-1-2-3-27-4 CLAIM FOR REIMBURSEMENT FOR CHILD NUTRITION PROGRAM

Form submitted to the Nebraska Department of Education seeking reimbursement for breakfast and lunch programs. This includes the "actual count" forms of how many students actually participated in the program on a daily basis.

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

150-1-1-2-3-27-5 CLIENT EDUCATION

Students' progress reports on goals and objectives of their individualized program. Records include Individualized Education Program (IEP), discipline reports, data sheets, and progress reports.

Transfer to Youth Master File, item 150-1-1-2-3-4-5, after parole or discharge.

150-1-1-2-3-27-6 EDUCATIONAL SUMMARIES AND REPORTS

Brief summary of information received from outside sources concerning testing results and recommendations.

Dispose of when youth is paroled or discharged.

150-1-1-2-3-27-7 GRANT FILES

All accounting records, correspondence, applications, grant award documents, final financial reports, performance records, or any other record which involve grant funds. Examples include Chapter I Educational Grant, Perkins Grant, and Library Grant.

Dispose of 6 years after end of grant period, provided audit has been completed. ¹

150-1-1-2-3-27-8 INDIVIDUAL EDUCATIONAL PLANS (IEP's)

Individualized plan done on each student listing the goals and objectives set for that student for the school year.

Dispose of 6 years after youth has reached the age of 19.

150-1-1-2-3-27-9 MULTIDISCIPLINARY TEAM REPORTS (MDT's)

This report verifies the Youths handicap and indicates psychological, educational staffing, and speech evaluation (if done) has been done on the individual to determine that the Youth does have a handicap.

Dispose of 6 years after youth is 19 years old.

150-1-1-2-3-27-10 NEBRASKA SCHOOL LUNCH AND MILK AGREEMENTS

Commodity Program, School Lunch, and milk agreements with the Department of Social Services.

Dispose of after 5 years.

150-1-1-2-3-27-11 OCCUPATIONAL THERAPY REFERRALS, EVALUATIONS, AND REPORTS

Includes referrals, evaluations, testing results, and reports associated with determining the Youths occupational strengths and deficits.

Transfer to Youth Master File, item 150-1-1-2-3-4-5.

150-1-1-2-3-27-12 RECEIVING REPORTS AND ISSUE NUMBER INVOICES

Document filed by Department of Education for items received pertaining to the school lunch program.

Dispose of after 5 years.

150-1-1-2-3-27-13 REQUEST FOR TRANSCRIPTS

Copies of requests for student's transcript from previously attended schools/educational programs.

Transfer to Youth Master File, item 150-1-1-2-3-4-5.

150-1-1-2-3-27-14 SCHOOL PSYCHOLOGICAL REPORTS

Psychological testing and reports generated by facility psychology staff.

Transfer to Youth Master File, item 150-1-1-2-3-4-5.

150-1-1-2-3-27-15 SPECIAL EDUCATION SERVICE AGENCY APPLICATION, STATEMENT OF ASSURANCE

Report sent to the Nebraska Department of Education that assures that all of the program guidelines are being met.

Dispose of after 6 years.

150-1-1-2-3-27-16 SPECIAL EDUCATION SERVICE AGENCY PERSONNEL REPORT (OBSOLETE 2000)

This document lists the personnel both certified and supportive who provided educational services to students under age 21.

ORIGINAL RECORD: Located with the Department of Education.

DUPLICATE COPY: Dispose of after youth has reached the age of 19

150-1-1-2-3-27-17 SPECIAL EDUCATION SERVICE AGENCY REPORT OF PROGRAM EXPENDITURES BASED ON ACTUAL EXPENDITURES OF THE PREVIOUS YEAR

This document indicates the amounts spent on specified areas to maintain the educational program.

Dispose of after 5 years.

150-1-1-2-3-27-18 SPECIAL EDUCATION SRVS AGENCY REPORT OF PROGRAM EXPENDITURES BASED ON ACTUAL EXPENDITURES OF THE PREVIOUS YEAR PER STUDENT RATE

This document shows actual expenditure of the previous year's educational program.

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

150-1-1-2-3-27-19 SPEECH AND LANGUAGE REPORTS

Testing results and reports used to determine the student's need for supplemental speech and language therapy.

Transfer to Youth Master File, item 150-1-1-2-3-4-5.

150-1-1-2-3-27-20 STUDENT IMMUNIZATION RECORDS

Record of date and type of inoculations and health examinations for each student contained in the Youth Master File.

Transfer to Youth Master File, item 150-1-1-2-3-4-5.

150-1-1-2-3-27-21 STUDENT ROSTER

A list of all school-age students attending the facility's educational program.

Dispose of after 1 year.

150-1-1-2-3-27-22 STUDENT TRANSCRIPTS

Record of classes taken with grades and credits received. Attendance is included with the transcripts.

ORIGINAL RECORD: Microfilm and destroy 6 years after student has reached the age of 19.

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

MICROFILM WORK COPY: Retain permanently.

150-1-1-2-3-27-23 TEACHER CERTIFICATES

The Nebraska certificate which assures that the holder is qualified to teach in an educational program within the areas specified on the certificate.

Dispose of after teacher is no longer employed by the facility or after superseded, whichever is sooner.

**150-1-1-2-3-27-24 VERIFICATION AND REVERIFICATION REPORTS FOR
SPECIAL EDUCATION SERVICES**

Reports verifying the Youths need for special education services. The need for special education services must be re-verified periodically after the initial verification determination.

Dispose of when youth is discharged.

150-1-1-2-3-28 MEDICAL STAFF

150-1-1-2-3-28-1 BYLAWS (ADMINISTRATIVE REGULATIONS)

Includes the bylaws and rules and regulations of the medical staff.

Dispose of after superseded.

150-1-1-2-3-28-2 MEMBERSHIP CREDENTIALING AND PRIVILEGING FILES

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

Dispose of after superseded.

150-1-1-2-3-29 BUDGET

150-1-1-2-3-29-1 EXPENDITURE PLAN FOR CAPITAL EQUIPMENT

Bi-annual reports of approved capital equipment items.

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

150-1-1-2-3-30 PHYSICAL THERAPY (OBSOLETE 2000)

**150-1-1-2-3-30-1 DAILY OR MONTHLY COUNT SHEETS
(OBSOLETE 2000)**

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

Immediately dispose of obsolete record, provided audit has been completed.¹

**150-1-1-2-3-30-2 PHYSICAL THERAPY ORTHOPEDIC EQUIPMENT
RECORD (OBSOLETE 2000)**

Record of provision of orthopedic/orthotic equipment to specific clients.

Immediately transfer to Youth Master File, item 150-1-1-2-3-4-5.

150-1-1-2-3-30-3 DAILY RESTORATIVE FLOW SHEET (OBSOLETE 2000)

Record of restorative procedures done.

Immediately transfer to Youth Master File, item 150-1-1-2-3-4-5.

**150-1-1-2-3-30-4 QUARTERLY PHYSICAL THERAPY ASSESSMENTS
(OBSOLETE 2000)**

Record of assessments of all Youths to monitor physical abilities.

Immediately transfer to Youth Master File, item 150-1-1-2-3-4-5.

150-1-1-2-3-31 ENGINEERING

150-1-1-2-3-31-1 AS BUILT DRAWINGS

Drawing of project as completed.

Retain permanently.

150-1-1-2-3-31-2 CONSTRUCTION PROJECT FILES

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

See Schedule 124-1-7.

**150-1-1-2-3-31-3 ENGINEERS TRAINING REPORTS
(OBSOLETE 2000)**

Records dates and type of training received.

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.