

# **Schedule 125-4**

# **NEMAHA COUNTY HOSPITAL**

**April 21, 2016**

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

**125-4**

AGENCY, BOARD OR COMMISSION

**NEMAHA COUNTY HOSPITAL**

DIVISION, BUREAU OR OTHER UNIT

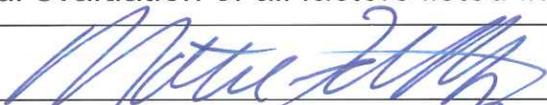
**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

**Supersedes Edition of July 6, 2005**

**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

*C. E. Administrator*

DATE

*April 7, 2016*

**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

*4/16/2016*

**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



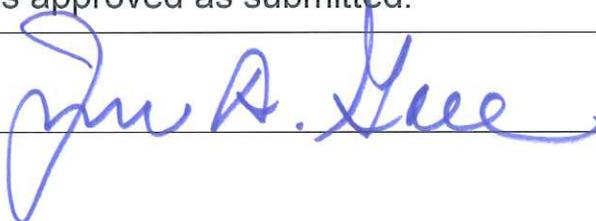
DATE

*4/21/16*

**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

*4/21/16*

## **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 Local Agencies General Records Schedule #24 contains those records common to most local 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 this 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 General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
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**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. 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 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 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  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

**SCHEDULE 125-4  
NEMAHA COUNTY HOSPITAL**

**April 21, 2016**

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of July 6, 2005

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
125-4-1	ADMINISTRATION-INSURANCE POLICIES (HOSPITAL)	Liability, theft, fire, accident, and other policies for agency property and personnel.	5 years after lapse of the policy OR when all claims have been settled, whichever is later	
125-4-2	AMBULANCE LOG BOOK		Permanent	
125-4-3	BUSINESS OFFICE-ADMITTING AND BILLING RECORDS	Includes admissions form, UB04, itemized statement, EOB, miscellaneous patient account adjustments.	6 years, or 3 years after the month the NPR is issued, whichever is later	
125-4-4	BUSINESS OFFICE-BUDGET REPORTS		5 years or maximum of 10 years if no audit has been performed	
125-4-5	BUSINESS OFFICE-CENSUS REPORTS	Original records of midnight census and daily floor census.	6 years	
125-4-6	BUSINESS OFFICE-CERTIFICATE OF DEPOSIT (CD) DOCUMENTATION	Letters requesting and confirming certificate of deposit bids, spreadsheet detailing CD's & pledging.	2 years	
125-4-7	BUSINESS OFFICE-CHARGE MASTER	Beginning new fiscal year after price changes approved and entered.	6 years, or 3 years after the month the NPR is issued, whichever is later	
125-4-8	BUSINESS OFFICE-COST REPORTS		6 years after the month the cost report is filed or 3 years after the month the NPR letter is issued, whichever is later	
125-4-9	BUSINESS OFFICE-DEPOSIT SHEETS		6 years, or 3 years after the month the NPR is issued, whichever is later	
125-4-10	BUSINESS OFFICE-DEPRECIATION RECORDS	Monthly fixed asset lists.	6 years, or 3 years after the month the NPR is issued, whichever is later	
125-4-11	BUSINESS OFFICE-FINANCIAL STATEMENTS	Revenues and expenses attributed to each individual department and NCH overall.	6 years, or 3 years after the month the NPR is issued, whichever is later	
125-4-12	BUSINESS OFFICE-GENERAL LEDGER REPORTS	Monthly and year-end Detail Trial Balance.	6 years, provided audit report has been filed or 3 years after the month the NPR (Notice Provider Reimbursement) letter is issued, whichever is later	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
124-4-13	<b>BUSINESS OFFICE-MONTHLY AR (ACCOUNTS RECEIVABLE) REPORTS</b>	Listing of patient accounts and their balances.	<b>6 years, or 3 years after the month the NPR is issued, whichever is later</b>	
125-4-14	<b>BUSINESS OFFICE-PATIENT REVENUE AND USAGE</b>	Monthly revenue reports show detailed account transactions.	<b>6 years, or 3 years after the month the NPR is issued, whichever is later</b>	
125-4-15	<b>BUSINESS OFFICE-STATISTICS REPORTS</b>	Monthly statistical reports compiled for Board of Directors, State, etc.	<b>5 years after the month the cost report is filed OR 3 years after the month the NPR (Notice Provider Reimbursement) letter is issued, whichever is later</b>	
125-4-16	<b>BUSINESS OFFICE-UNIX SYSTEM DATABASE</b>	Contains financial and clinical data. Data is used to generate reports that are printed out. These reports are listed as separate records series.	<b>ELECTRONIC RECORD:</b> Backup daily; permanent <b>SECURITY BACKUP COPY:</b> Superseded	
125-4-17	<b>BUSINESS OFFICE-YEAR END AUDIT REPORTS</b>	Reports given by the hospital's auditors reporting their findings on the financial status of the hospital.	<b>5 years after the month the cost report is filed OR 3 years after the month the NPR is issued, whichever is later</b>	
125-4-18	<b>CARIDAC REHABILITATION-CRASH CART CHECK LIST</b>	List of all supplies in crash carts.	<b>5 years</b>	
125-4-19	<b>CARIDAC REHABILITATION-DEFIBRILLATOR/PACER CHECK LIST</b>	Log of the defibrillator/pacer checks done per policy/procedure.	<b>5 years</b>	
125-4-20	<b>DIETARY-FOOD COSTS</b>		<b>5 years</b>	
125-4-21	<b>DIETARY-MENUS</b>		<b>30 days per policy/procedures</b>	
125-4-22	<b>EMERGENCY ROOM-LOGBOOK</b>		<b>Permanently</b>	
125-4-23	<b>GENERAL-FIRE INSPECTION RECORDS</b>	Includes fire drills, inspection records, etc.	<b>6 years</b>	
125-4-24	<b>GENERAL-MEETING MINUTES AND AGENDAS</b>	Official minutes, agenda and other information that may include, but are not limited to presentation and supplemental meeting materials.	<b>MEDICAL STAFF AND TRANSFUSION COMMITTEE:</b> 10 years <b>CORPORATE COMPLIANCE:</b> 6 years <b>INDIVIDUAL DEPARTMENT MEETINGS:</b> 2 years	<b>BOARD OF DIRECTORS:</b> See Schedule 24, MEETING MINUTES AND MATERIALS, Item 24-57
125-4-25	<b>GENERAL-OPPORTUNITY FOR IMPROVEMENT REPORTS</b>	Employee , patient, visitor, contract employee, etc.	<b>60 days</b>	
125-4-26	<b>GENERAL-QUALITY IMPROVEMENT/QUALITY ASSESSMENT REPORTS</b>	Quality improvement and assessment reports.	<b>5 years</b>	
125-4-27	<b>GENERAL-STAFF AND WORK SCHEDULES</b>		<b>2 years</b>	
125-4-28	<b>GENERAL-SURVEY REPORTS</b>	Joint Commission on Accreditation on Hospitals reports, notes and statistical survey reports, etc.	<b>5 years</b>	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
125-4-29	HEALTH INFORMATION MANAGEMENT-DEATH REGISTER		Permanently	
125-4-30	HEALTH INFORMATION MANAGEMENT-DISEASE INDEX	Admissions categorized by disease/diagnosis	10 years	
125-4-31	HEALTH INFORMATION MANAGEMENT-DESTRUCTION LOG		Permanently	
125-4-32	HEALTH INFORMATION MANAGEMENT-DIAGNOSTIC RELATED GROUP PAYMENT REPORTS (DRG REPORTS)		5 years	
125-4-33	HEALTH INFORMATION MANAGEMENT-MEDICAL RECORDS (INPATIENT AND OUTPATIENT)	Confidential medical record of every patient admitted for care in the hospital or treated in the emergency or outpatient service. Medical records will contain, when applicable, the following: Autopsy findings, chief complaint, clinical pathology laboratory reports, consultations, discharge summary, history and physical examination, identification data, present illness, progress notes (all disciplines), provisional diagnosis, radiology reports, tissue report, treatment, medical and surgical, and others not specifically listed here. For purposes of retention and inclusion, Medical Records shall not include original x-ray film, laboratory samples, slides or tissues.	10 years after patient is discharged or expired; OR 3 years after patient reached the ages of minority (19 years), whichever is later	
125-4-34	HEALTH INFORMATION MANAGEMENT-MEDICAL STAFF BYLAWS, RULES AND REGULATIONS		Permanent	
125-4-35	HEALTH INFORMATION MANAGEMENT-OPERATION INDEX	Admissions categorized by operation.	10 years	
125-4-36	HEALTH INFORMATION MANAGEMENT-PATIENT INDEX	Patient admissions in date order.	Permanent	
125-4-37	HEALTH INFORMATION MANAGEMENT-PATIENT INDEX CARDS	Index to patient's medical records.	Permanent	
125-4-38	HEALTH INFORMATION MANAGEMENT-PHYSICIAN CALL SCHEDULES	List of physicians' on-call by calendar dates.	10 years	
125-4-39	HEALTH INFORMATION MANAGEMENT-PHYSICIAN CREDENTIALS		10 years after the physician is no longer on staff and medical staff membership has been discontinued	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
125-4-40	HEALTH INFORMATION MANAGEMENT-PRO/TSCN DOCUMENTATION	Peer Review Organization-The Sunderbruch Corporation Nebraska (TSCN) records requested, denials, contracts, etc.	5 years	
125-4-41	HEALTH INFORMATION MANAGEMENT-SURGICAL CASE REVIEW		10 years	
125-4-42	HEALTH INFORMATION MANAGEMENT-UTILIZATION REVIEW (UR) REPORTS	U.R. Committee worksheets, physician certification and recertification, etc.	5 years after the month the cost report is filed OR 3 years after the month the Notice of Program Reimbursement (NPR) is issued, whichever is later	
125-4-43	LABORATORY-ACCESSION RECORDS		2 years	
125-4-44	LABORATORY-BLOOD BANK RECORDS	May include Blood Transfusion Log, type and cross-matching records, Blood Bank Quality Control records, Blood Bank Temperature and Blood Inspection log.	10 years	
125-4-45	LABORATORY-CONSULTANT REPORTS	Physician lab, etc.	5 years	
125-4-46	LABORATORY-EQUIPMENT MAINTENANCE RECORDS		Surplused or destroyed	
125-4-47	LABORATORY-PATIENT REPORT (LAB COPY)		2 years	
125-4-48	LABORATORY-PROFICIENCY TESTING REPORTS		2 years	
125-4-49	LABORATORY-QUALITY CONTROL RECORDS	May include Quality Control Worksheets, Instrument Printouts, Quality Assurance (QAS) Reports, Blood Glucose, etc.	2 years	
125-4-50	LABORATORY-REQUESTS FOR TESTS	Requisition for clinical laboratory tests.	2 months	
125-4-51	LABORATORY-TEMPERATURE RECORDS	Temperature of refrigerators and incubators.	2 years	
125-4-52	LABORATORY-WORKSHEETS, DAILY		2 years	
125-4-53	MAINTENANCE-BIO ELECTRONIC PREVENTITIVE MAINTENANCE		Surplused or destroyed	
125-4-54	MAINTENANCE-BIO ELECTRONIC REPAIR LOG		Surplused or destroyed	
125-4-55	MAINTENANCE-EMERGENCY GENERATOR TEST	Load monthly, exercise weekly.	3 years	
125-4-56	MAINTENANCE-EQUIPMENT LIST		10 years	
125-4-57	NURSING-ASSIGNMENT SHEETS		3 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
125-4-58	NURSING-CARE PLAN	May include Kardex.	1 month after dismissal or expiration of patient	
125-4-59	NURSING-DAILY MANHOUR AND ACTIVITY REPORTS		6 years	
125-4-60	NURSING-DELIVERY ROOM LOGBOOK	Log of deliveries at hospital.	Permanent	
125-4-61	NURSING-REFRIGERATION TEMPERATURES	Includes ER, Pharmacy, Medication Room, Nurses Station Dietary, etc.	1 year	
125-4-62	NURSING-SECURITY ROUNDS		1 year	
125-4-63	OPERATING ROOM/STERILE SERVICES-EQUIPMENT AND MAINTENANCE RECORDS	May include equipment checks, and cleaning.	5 years	
125-4-64	OPERATING ROOM/STERILE SERVICES-INDEX	Operating Room (OR) staff experience.	5 years	
125-4-65	OPERATING ROOM/STERILE SERVICES-LINE TESTING FOR DELIVERY ROOM AND OPERATING ROOM		5 years	
125-4-66	OPERATING ROOM/STERILE SERVICES-LOGBOOK		Permanent	
125-4-67	OPERATING ROOM/STERILE SERVICES-POST-OP CALL SHEETS		5 years	
125-4-68	OPERATING ROOM/STERILE SERVICES-STERILAZATION MONITORS	Includes Spore Tests, Load Cards, Recorder Charts, etc.	5 years	
125-4-69	PERSONNEL/PAYROLL-AFFIRMATIVE ACTION RECORDS	May include but not limited to: Application flow log, Employment Activity Data, regarding promotions, terminations, Workforce Data, Compensation Analyses, Affirmative Action Plan including Women, Minorities, Veterans and Disabled, or any other material used for support of these records.	3 years from Affirmative Action Plan (AAP) Date	
125-4-70	PERSONNEL/PAYROLL-APPLICATIONS AND OTHER SUPPLEMENTAL MATERIAL USED TO HIRE	May include job ads, internal job postings, structured interview questions, background checks, screening or scoring devices, or any other materials used to hire any person.	APPLICATION AND BACKGROUND CHECKS: Transfer to employee history file upon hire; 10 years of termination ALL OTHER ITEMS: 3 years after date of personnel action to which relates	
125-4-71	PERSONNEL/PAYROLL-BENEFIT ALLOCATIONS REPORT (BEN ED)	Allocations of benefits made to employee's Paid-Time Off balance.	5 years or maximum of 10 years if no audit has been performed	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
125-4-72	PERSONNEL/PAYROLL-BENEFIT HOURS AND DOLLARS (H & D)	Reports showing employees Paid-time off in hours and dollars.	5 years or maximum of 10 years if no audit has been performed	
125-4-73	PERSONNEL/PAYROLL-DISABILITY CLAIMS	Short and long term disability claims.	5 years after final settlement of claim	
125-4-74	PERSONNEL/PAYROLL-EMPLOYEE BENEFIT POLICIES	Health, short-long term, disability, etc.	5 years after the policy is terminated or lapsed	
125-4-75	PERSONNEL/PAYROLL-EMPLOYER PAYROLL DEDUCTION RECORDS	Vendor reports of Employee Contributions, vendor statements, payment records and deduction register.	5 years or maximum of 10 years if no audit has been performed	
125-4-76	PERSONNEL/PAYROLL-EMPLOYERS QUARTERLY TAX RECORDS	941, 941N, 720 Records, or other governmental tax records	5 years or maximum of 10 years if no audit has been performed	
125-4-77	PERSONNEL/PAYROLL-GENERAL LEDGER TRANSACTION EDIT & BENEFIT LIABILITY (GL ED & BEN LB)	Payroll report for General Ledger Transactions and Benefit Liability	5 years or maximum of 10 years if no audit has been performed	
125-4-78	PERSONNEL/PAYROLL-JOB DESCRIPTIONS		5 years after superseded	
125-4-79	PERSONNEL/PAYROLL-LABOR AND GL DISTRIBUTION REPORT (L & GL)	Payroll report showing how payroll is distributed to GL accounts	6 years or maximum of 10 years if no audit has been performed or 3 years after the month the NPR letter is issued, whichever is later.	
125-4-80	PERSONNEL/PAYROLL-PAY PERIOD CALENDAR		10 years	
125-4-81	PERSONNEL/PAYROLL-RETIRMENT REGISTER (RET REG)	Employee and Employer contribution reports to Nebraska County Employer's Retirement Plan.	Permanent	
125-4-82	PERSONNEL/PAYROLL-VETERAN/DISABILITY	May include but not limited to: IEEOC disability/veteran status self-identification, Application Essential Function Form, and Employee Survey (Disabilities/Veteran Status), along with any supporting documents related to these records.	Hired: 5 years following separation Not Hired: 3 years from application	
125-4-83	PHARMACY RECORDS-DRUG INVOICES		7 years	
125-4-84	PHARMACY-CONTROLLED DRUGS (SUBSTANCE)	Inventory, orders, narcotic order forms (DEA form 22), dispensed or administered, take-home prescriptions.	7 years, provided audit has been completed	
125-4-85	PHARMACY-PRESCRIPTION DRUGS (SUBSTANCES)	Yearly inventory, administered or dispensed, outdated, drug destruction log, take-home prescriptions.	7 years	
125-4-86	PHARMACY-PRESCRIPTIONS	Scheduled and non-scheduled.	7 years	Obsolete 2010

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
125-4-87	PHYSICAL, OCCUPATIONAL, AND SPEECH THERAPY-DAILY RECORD, COMPUTER PRINTOUTS	Verification of charges on UNIX System Database.	After verification of data	
125-4-88	PHYSICAL, OCCUPATIONAL, AND SPEECH THERAPY-EQUIPMENT INSPECTION AND MAINTENANCE RECORDS	Equipment check and cleaning.	5 years	
125-4-89	PHYSICAL, OCCUPATIONAL, AND SPEECH THERAPY-INPATIENT AND OUTPATIENT CHARTS (COPIES)		5 years	
125-4-90	PHYSICAL, OCCUPATIONAL, AND SPEECH THERAPY-RECAPULATION SHEETS	Daily log and treatments.	2 years.	
125-4-91	PURCHASING-DAILY JOURNAL	Total of requisitions entered on UNIX System Database, Item 125-4-16	1 year	
125-4-92	PURCHASING-REQUISITION SHEETS	Worksheets used to enter data on computer system.	After data has been entered and verified	
125-4-93	RADIOLOGY-FILM BADGE REPORTS	Employee radiation exposure history.	5 years after review by the Consumer Health Services, Regulation and Licensure, Health and Human Services System	
125-4-94	RADIOLOGY-FILM FILE	X-Ray film, CT, MR, U/S, etc.	MAMMOGRAMS: 10 years ALL OTHERS: 5 years	
125-4-95	RADIOLOGY-INSERVICE RECORD		5 years	
125-4-96	RADIOLOGY-PATIENT AND STAFF FLOURO EXPOSURE TIME	Amount of time flouro is exposing patient and staff during exam.	5 years after review by the Consumer Health Services, Regulation and Licensure, Health and Human Services System	
125-4-97	RADIOLOGY-RADIOLOGIST REPORT (IN FILM PACK, ELECTRONIC RECORDS)		5 years	
125-4-98	RADIOLOGY-SERVICE REPORTS ON RADIOLOGY EQUIPMENT		5 years after equipment is surplusd or discarded, provided review by the Consumer Health Services, Regulation and Licensure, Health and Human Services System, is completed	
125-4-12-1	941 RECORDS			See Schedule 24, EMPLOYERS QUARTERLY REPORT, Item 24-39

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
125-4-2-2	ACCOUNTS PAYABLE			See Schedule 24, ACCOUNTS PAYABLE, item 24-2
125-4-2-3	ADJUSTMENT SHEETS			See Schedule 24, ACCOUNTS RECEIVABLE, Item 24-3
125-4-2-5	BAD DEBT TRANSFERS-WRITE OFFS			See Schedule 24, ACCOUNTS RECEIVABLE, Item 24-3
125-4-15-1	BIDS/EQUIPMENT AND SUPPLY PROCUREMENT RECORDS			See Schedule 24, BIDS/EQUIPMENT AND SUPPLY PROCUREMENT RECORDS, Item 24-8
125-4-8-3	CONDUCTIVITY CHECK LOG			See Schedule 24, LOGBOOKS AND OTHER LOGS, Item 24-56
125-4-12-8	EMPLOYEE PERSONNEL SHEETS			See Schedule 24, EMPLOYMENT HISTORY FILE, Item 24-41
125-4-13-7	FINANCIAL RECORDS			See BUSINESS OFFICE- GENERAL LEDGER REPORTS, Item 125-4-13
125-4-8-6	FUEL OIL LOG			See Schedule 24, LOGBOOKS AND OTHER LOGS, Item 24-56
125-4-12-16	ORIENTATION OF NEW EMPLOYEES			See Schedule 24, APPLICATIONS AND OTHER SUPPLEMENTAL MATERIAL USED TO HIRE AND NOT HIRE PERSONS, Item 24-4
125-4-12-19	PAYROLL BASE WAGE AND DIFFERENTIALS			See Schedule 24, PAYROLL OR PAYMENT RECORDS, Item 24-61
125-4-12-20	PAYROLL CHECK REGISTER (FORMERLY CHECK REGISTER)			See Schedule 24, BANK RECORDS, Item 24-7
125-4-12-22	PAYROLL PAY CODES			See Schedule 24, PAYROLL OR PAYMENT RECORDS, Item 24-61
125-4-17-6	POLICIES AND PROCEDURES			See Schedule 24, POLICY AND PROCEDURE MANUALS, Item 24-92

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
125-4-12-23	POSITION ADVERTISEMENT AND NOTICES			See Schedule 24, APPLICATIONS AND OTHER SUPPLEMENTAL MATERIAL USED TO HIRE AND NOT HIRE PERSONS, Item 24-4
125-4-2-26	REMITTANCE ADVICES/LOGS			See Schedule 24, ACCOUNTS RECEIVABLE, Item 24-3
125-4-12-26	UNEMPLOYMENT EMPLOYERS QUARTERLY REPORT			See Schedule 24, EMPLOYERS QUARTERLY REPORT, Item 24-39
125-4-12-26	UNEMPLOYMENT REPORTS			See Schedule 24, EMPLOYERS QUARTERLY REPORT, Item 24-39
125-4-12-29	WORKERS COMPENSATION POLICIES			See Schedule 24, FIRST REPORT OF ALLEGED ACCIDENT OR OCCUPATIONAL DISEASE OR FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS, Item 24-48
125-4-6-1	DAILY POUNDAGE LOG		Immediate disposal	Obsolete 2007
125-4-13-4	DRUG DESTRUCTION LOG		Immediate disposal	Obsolete 2010
125-4-13-5	EDUCATION LOGS		Immediate disposal	Obsolete 2010
125-4-5-2	EMERGENCY MEDICAL TECHNICIAN'S (EMT'S) EXPIRED LICENSES (COPIES)		Immediate disposal	Obsolete 2007
125-4-13-6	EMPLOYEE AND PATIENT PROFILES		Immediate disposal	Obsolete 2010
125-4-12-11	FTE REGISTER		Immediate disposal	Obsolete 2007
125-4-12-13	INFORMATION CARDS, YELLOW		Immediate disposal	Obsolete 2007
125-4-6-2	LABOR DISTRIBUTION RECORD		Immediate disposal	Obsolete 2007
125-4-12-15	LABOR DISTRIBUTION REGISTER		Immediate disposal	Obsolete 2007
125-4-13-9	NARCOTIC COUNT FORM		Immediate disposal	Obsolete 2010
125-4-13-10	OUTDATED RETURNS		Immediate disposal	Obsolete 2010
125-4-13-11	PARENTAL LOGS		Immediate disposal	Obsolete 2010
125-4-2-23	PAYMENT SUMMARY AND REVIEW REPORT		Immediate disposal	Obsolete 2008
125-4-13-13	REFRIGERATION/FREEZER TEMPERATURE MONITORING SHEET		Immediate disposal	Obsolete 2010
125-4-13-14	REPACKAGING LOG SHEETS		Immediate disposal	Obsolete 2010

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
125-4-12-25	REQUEST FOR APPROVED EDUCATION		Immediate disposal	Obsolete 2007
125-4-10-8	SHIFT REPORT FORM		Immediate disposal	Obsolete 2010

# RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8 <sup>TH</sup> 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.

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DATE	SIGNATURE
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**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.)**

<b>Container</b>	<b>Cubic Feet</b>	<b>Weight (lbs)</b>	<b>Sheets of Paper (8.5" x 11")</b>	<b>Electronic Data Equivalent</b>
			<b>1</b>	<b>20 Kb</b>
			<b>52</b>	<b>1 Mb (1024 Kb)</b>
			<b>53,687</b>	<b>1 Gb (1024 Mb)</b>
<b>N/A</b>	<b>N/A</b>	<b>2,204 lbs (1 metric ton)</b>	<b>220,000</b>	<b>4.1 Gb</b>
<b>Records center carton</b>	<b>1 Cu. Foot</b>	<b>16.66 lbs</b>	<b>1,667</b>	<b>32 Mb</b>
<b>Vertical File Cabinet, 4 drawer letter-size</b>	<b>6 Cu. Feet</b>	<b>100 lbs</b>	<b>10,000</b>	<b>190 Mb</b>
<b>Vertical File Cabinet, 4 drawer legal-size</b>	<b>8 Cu. Feet</b>	<b>133.3 lbs</b>	<b>13,333</b>	<b>254 Mb</b>
<b>About a pickup load</b>	<b>50 Cu. Feet</b>	<b>7,500 lbs</b>	<b>748,638</b>	<b>14 Gb</b>