

# **Schedule 150-1-1-1-2**

## **DEPARTMENT OF HEALTH AND HUMAN SERVICES CHILD SUPPORT ENFORCEMENT**

July 9, 2008

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>150-1-1-1-2</b>
AGENCY, BOARD OR COMMISSION	<b>Department of Health &amp; Human Services</b>
DIVISION, BUREAU OR OTHER UNIT	<b>Child Support Enforcement</b>
Supersedes Schedule 40-1-6 items 40-1-6-1-1 through 40-1-6-1-19	

**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

*Chris Zick*

TITLE

*CEO*

DATE

*7/3/08*

**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

*Andrew I. Fong*

STATE ARCHIVES

DATE

*7/7/08*

**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

*John A. Lane*

STATE RECORDS ADMINISTRATOR

DATE

*7/9/2008*

RMA 01005D

## **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. For records requiring a review or transfer to the NE State Historical Society (State Archives), your agency is required to contact the State Archives and negotiate the transfer. Additionally, once the records are accessioned to their collection, they become the possession of the State Archives. 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 your Records Management Specialist in Records Management. We 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**

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## **SCHEDULE 150-1-1-1-2 – HEALTH AND HUMAN SERVICES CHILD SUPPORT ENFORCEMENT**

### **150-1-1-1-2-1 ARREARAGE RECONCILIATION REPORT (CSP 572) (OBSOLETE 2008)**

District Court Clerk's certification of child support delinquency due the State of Nebraska.  
**Immediately dispose of obsolete record, provided audit has been completed.**<sup>1</sup>

### **150-1-1-1-2-2 ARREARAGE REPORT (OBSOLETE 2008)**

Reports arrearage for the offset reporting programs.

**Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.**<sup>1</sup>

### **150-1-1-1-2-15 CHILD SUPPORT CASE RECORDS**

File on each child handled by Child Support Unit. May include acknowledgement of paternity, contact sheet, correspondence, receipts on court fees, father's questionnaire form on financial capabilities, etc. (See the State Social Services Manual for complete file contents).

**Dispose of 6 years after Child Support Case has closed.**

### **150-1-1-1-2-16 CHILD SUPPORT PAYMENT CARD (OBSOLETE 2008)**

Card indicates child support payments made during the current year and previous years by obligated parents.

**Immediately dispose of obsolete record.**

### **150-1-1-1-2-3 CLERK OF DISTRICT COURT LOG ACTIVITY (FORM CSE 71) (OBSOLETE 2008)**

Report used to determine Title IV-D activity for reimbursement of salaries and expenses.

**Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.**<sup>1</sup>

### **150-1-1-1-2-4 CLERK OF DISTRICT COURT TIME STUDY (FORM CSE 73/CSE 75) (OBSOLETE 2008)**

Report used to determine Title IV-D time for reimbursement of salaries and expenses.

**Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.**<sup>1</sup>

### **150-1-1-1-2-8 CSE 34A PAYEE/DEPENDENT DOCUMENT (OBSOLETE 2008)**

Demographic information on ADC recipients and their dependents.

**Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.**<sup>1</sup>

### **150-1-1-1-2-5 CSE BATCHES/DOCUMENTS (OBSOLETE 2008)**

Demographic information on ADC clients and absent parents.

**Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.**<sup>1</sup>

**150-1-1-1-2-6 CSE INCOME TAX REFUND OFF-SET PROGRAM  
(OBSOLETE 2008)**

Listing of cases submitted for federal offset by tax year.

**Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

**150-1-1-1-2-7 CSE REPORTS, MISCELLANEOUS**

Financial information on absent parents.

**Dispose of after 6 years, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

**150-1-1-1-2-19 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:

**E-MAIL RECORDS:**

**Daily Back-ups (M-TH): Dispose of after 1 week.**

**Weekly (Friday): Dispose of after 4 weeks.**

**Monthly (4<sup>th</sup> Friday): Dispose of after 1 year.**

**ALL OTHER ELECTRONIC RECORDS:**

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

**Weekly (Saturday): Dispose of after 1 month.**

**Monthly: Dispose of after 1 year.**

**150-1-1-1-2-9 INITIAL DELETE MODIFY LISTINGS (OBSOLETE 2008)**

Report of inaccurate IRS submittals.

**Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

**150-1-1-1-2-10 MONTHLY REPORT OF SUPPORT COLLECTIONS  
(OBSOLETE 2008)**

Reports collections on ADC and non-ADC cases.

**Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

**150-1-1-1-2-11 PARENT LOCATION FILES (FEDERAL PARENT LOCATOR SERVICE) (OBSOLETE 2008)**

Information from federal agencies regarding the location of absent parents.

**Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

**150-1-1-1-2-17 PAYMENT RECORDS (MARCH 22, 2008 to PRESENT)**

Adjustment request, non-mons, and supporting documentation.

**ORIGINAL RECORD: Scan to network and dispose of after 90 days.**

**ELECTRONIC RECORD: Dispose of after 25 years.**

**CD COPY: Dispose of after 25 years.**

**SECURITY CD: Dispose of after 25 years.**

**150-1-1-1-2-12 PAYMENT TRANSMITTAL FOR ADC RECIPIENTS  
(OBSOLETE 2008)**

Report of collections for ADC cases.

**Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

**150-1-1-1-2-13 QUARTERLY BILLING DOCUMENTS (396A)**

Quarterly listing of child support related expenses.

**Dispose of after 4 years, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

**150-1-1-1-2-14 REIMBURSEMENT CLAIM FOR CSE APPROVED  
MEETING OR SEMINAR (FORM CSE 45)**

Used for reimbursement of expenses for attending a CSE meeting.

**Dispose of after 4 years, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

**150-1-1-1-2-18 REIMBURSEMENT OF SUBENTITIES FOR IV-D  
ACTIVITIES**

Cost Allocation Plans (Indirect Costs), County Attorney Quarterly Reimbursement documents, Clerk of the District Reimbursement documents, SDU Monthly Reimbursement documents, Federal Reimbursement Incentives.

**Dispose of after 6 years.**

**DELETED RECORDS – IMMEDIATELY DISPOSE OF RECORDS**

**40-1-6-1-10 CSE-36 PAYOR OBLIGATION DOCUMENT**

**40-1-6-1-11 CSE-37 IV-D CASE TRACKING REPORT**

**40-1-6-1-18 STATE INCOME TAX OFFSET NOTICE**

**40-1-6-1-19 STATE REVENUE TAX OFFSET NOTICE**

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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.

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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>