

Schedule 35-11

Department of Health Health Data Systems Division



Nebraska Records Management Division

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NUMBER	35-11
AGENCY, BOARD OR COMMISSION	HEALTH
DIVISION, BUREAU OR OTHER UNIT	HEALTH DATA SYSTEMS
Supersedes Edition of August 8, 1986	

**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 * <i>David Falun</i>	
TITLE <i>Director</i>	DATE <i>5/24/91</i>

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 * <i>Andrew I. Paul</i>	DATE <i>6/3/91</i>
STATE ARCHIVIST	

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

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

SIGNATURE * <i>Allen Beermann</i>	DATE <i>June 5, 1991</i>
ADMINISTRATOR	

Instructions for using this Schedule

Records retention and disposition schedules are designed to serve as your records management guidelines for disposing, storing, and microfilming office records. This schedule was written specifically for records unique to your office and the 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

Here's all you have to do to get rid of records:

1. Check your schedules to see what the retention period is. **Note:** Your agency's unique schedule will take precedence over the general schedule for any items which have discrepancies in retention.
2. Get rid of records that have met their retention periods.
3. Fill out a half-page Records Disposition Report for the records you get rid of. You can get blank copies of the form and instructions for filling them out from Records Management.
4. Send the top copy of the completed report to Records Management and keep the bottom copy for your records for one year. This report establishes that the destruction was done in your normal course of business.

NON-SCHEDULED RECORDS

What about records that aren't on a retention and disposition schedule? There shouldn't be many. Give your Records Analyst at Records Management a call to see whether the records will fit under an item already on a schedule. If they don't, we'll add them to the next revision of your schedule.

For obsolete or one-time records an Application for Authority for Records Action form can be submitted to the State Records Board for approval to destroy.

UPDATING SCHEDULE

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

QUESTIONS

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

Records Management Division
NSOB, Lower Level
471-2559

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SCHEDULE NO. 35-11 - DEPARTMENT OF HEALTH, HEALTH DATA SYSTEMS DIVISION

35-11-1 GENERAL RECORDS

35-11-1-1 ACCIDENTAL DEATHS BY AGE GROUPS

Computer report lists by age group types of accidents resulting in death. Copy of the report is submitted to the National Safety Council.

Dispose of after 2 years.

35-11-1-2 BIRTH COMPUTER REPORTS

Information includes place of birth, parental education, sex, time of birth, multiple births, average weights, births by race, out of wedlock, residence, age of mother, etc.

COMPUTER PRINTOUT: Dispose of after no longer of reference value.

SECURITY MICROFICHE: Transfer to State Archives; retain permanently.

MICROFICHE WORK COPY: Dispose of after 50 years.

TAPE: See 35-11-2-1.

35-11-1-3 CAUSE OF DEATH BY CERTIFICATE NUMBER (Obsolete)

Computer report lists by certificate number various causes of death.

Dispose of after 1 year.

35-11-1-4 CONGENITAL DEFECT CASE RECORD

Form is submitted monthly by hospitals and records the number of congenital defect cases.

ORIGINAL RECORD: Microfiche and destroy originals after 2 years.

SECURITY MICROFICHE: Transfer to State Archives; retain permanently.

MICROFICHE WORK COPY: Retain permanently.

TAPE: See 35-11-2-8.

35-11-1-5 DELETED

35-11-1-6 COUNTY RECORD CHECKLIST (PHS 480)

Two forms used in the manual compilation of statistics showing the number of vital statistic forms filed by county with the division. Information includes births, deaths, marriages, etc.

Dispose of after 2 years.

35-11-1-7 DEATH COMPUTER REPORTS

Information includes causes of death, sex, residency, race, hospital codes, types of suicide, age, infant deaths, occupation of deceased, diseases resulting in death such as arteriosclerosis, emphysema, etc.

COMPUTER PRINTOUT: Dispose of after no longer of reference value.

SECURITY MICROFICHE: Transfer to State Archives; retain permanently.

MICROFICHE WORK COPY: Dispose of after 50 years.

TAPE: See 35-11-2-1.

35-11-1-8 DEATHS BY CAUSE OF DEATH

Reports contain information regarding the cause of death, county, city, occupation, birthplace, race, sex, autopsy performed, certificate number, census tract, and date of death.

COMPUTER PRINTOUT: Dispose of after no longer of reference value.

SECURITY MICROFICHE: Transfer to State Archives; retain permanently.

MICROFICHE WORK COPY: Dispose of after 50 years.

TAPE: See 35-11-2-1.

35-11-1-9 DIVORCE COMPUTER REPORT

Information includes ages, causes, cases contested, residence, annulments, etc.

COMPUTER PRINTOUT: Dispose of after no longer of reference value.

SECURITY MICROFICHE: Transfer to State Archives; retain permanently.

MICROFICHE WORK COPY: Dispose of after 50 years.

TAPE: See 35-11-2-1.

35-11-1-10 HEALTH DATA AND STATISTICAL RESEARCH, HEALTH LICENSING/-REPORTING SYSTEM (HLRREQ2C) (Obsolete)

Used as an administrative tool in evaluating occupations. Includes names and occupation information in code form.

Dispose of after 10 years.

35-11-1-11 INFANT DEATH WORKSHEETS

Worksheets are used in compiling a summary of infant deaths.

Dispose of after 5 years.

35-11-1-12 AND 35-11-1-13 DELETED**35-11-1-14 MANPOWER PERIODIC SURVEYS**

Forms used to survey licensed occupations. Information includes hours of activities, professional education, marital status, race, etc.

Dispose of after report is published.

TAPE: See 35-11-2-2.

35-11-1-15 MANPOWER WORKSHEETS

Manual listing of statistics recorded from Manpower Periodic Surveys.

Dispose of after completion of the Report.

35-11-1-16 MARRIAGE COMPUTER REPORTS

Reports provide information on the residence of the bride and groom, previous marital status, age, etc.

COMPUTER PRINTOUT: Dispose of after no longer of reference value.

SECURITY MICROFICHE: Transfer to State Archives; retain permanently.

MICROFICHE WORK COPY: Dispose of after 50 years.

TAPE: See 35-11-2-1.

35-11-1-17 PROFESSIONAL INFORMATION REPORT (Obsolete)

Computer report of Manpower Annual Survey information is used to show the distribution of manpower by county, by health planning area, development regions and distribution of education and distribution by age.

Dispose of after 2 years.

35-11-1-18 DELETED

35-11-1-19 HOSPITAL DISCHARGE ABSTRACTS (Obsolete)

Reports sent in by hospitals abstracting the date, condition and patient's discharge diagnosis.

Dispose of after 10 years.

TAPE: See 35-11-2-4.

35-11-1-20 EMERGENCY MEDICAL SERVICES ENCOUNTER REPORT

Reports submitted to ambulance services or hospitals covering patient and incident characteristics and conditions.

Dispose of after 3 years.

TAPE: See 35-11-2-5.

35-11-1-21 CLINICAL LABORATORY IMPROVEMENT ACT (CLIA) CASES

Results of all premalignant and malignant gynecologic cases and biopsy confirmed cases of cervical cancer as reported by laboratories.

Dispose of after 3 years.

DISKS: See 35-11-2-7.

35-11-2 COMPUTER TAPES AND DISKETTES

35-11-2-1 VITAL EVENT STATISTICAL DATE TAPES (Birth, Death, Marriage, Dissolution of Marriage, Fetal Death, Induced Abortion)

Created from vital event records and reports.

Retain permanently; tapes may be updated or copied periodically.

35-11-2-2 MANPOWER SURVEY DATA TAPES AND DISKETTES (Chiropractor, Optometrist, Osteopath, Medical Doctor, Physical Therapist, Registered Nurse, Licensed Practical Nurse, Pharmacist, Nursing Home Administrator, Dentist, Dental Hygienist, Veterinarian, Podiatrist, etc.)

Created from Manpower Survey forms.

Retain permanently; tapes may be updated or copied periodically.

35-11-2-3 FACILITY STATISTICAL DATA TAPES (Hospital, Nursing Home, Other Inpatient Facility)

Created from licensure applications, monthly and quarterly reports.

HOSPITAL AND NURSING HOME DATA: Retain permanently; tapes may be updated or copied periodically.

OTHER FACILITY DATA: Dispose of after 20 years; tapes may be updated or copied periodically.

35-11-2-4 HOSPITAL DISCHARGE DATA TAPES

Created from Hospital Discharge Abstracts.

Dispose of after 10 years; tapes may be updated or copied periodically.

35-11-2-5 NARSIS TAPES

Created from Emergency Medical Service Encounter Reports.

Dispose of after 50 years; tapes may be updated or copied periodically.

35-11-2-6 CANCER REGISTRY DATA TAPES

Created from cancer medical records.

Retain permanently; tapes may be updated or copied periodically.

35-11-2-7 CLINICAL LABORATORY IMPROVEMENT ACT (CLIA) DISKS

Created from cases as reported by laboratories.

Retain permanently; disks may be updated or copied periodically.

35-11-2-8 CONGENITAL DEFECT DATA TAPES

Created from the Congenital Defect Case Record.

Retain permanently; tapes may be updated or copied periodically.

35-11-2-9 LINCOLN LANCASTER COUNTY HEALTH DEPARTMENT (LLCHD) INQUIRY PREVENTION TAPES

Created from tapes submitted by hospitals documenting the patient's condition and diagnosis, date of injury, etc.

Retain permanently; tapes may be updated or copied periodically.

35-11-2-10 DISKETTES

Used to input information to DAS computers.

Reuse after transmitted to DAS computer and verified.

YEAR-TO-DATE DISKETTES: Reuse after 1 year.