

# Schedule 35-13

## Department of Health Health Systems Planning



Nebraska Records Management Division

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

SCHEDULE NUMBER	35-13
AGENCY, BOARD OR COMMISSION	DEPARTMENT OF HEALTH
DIVISION, BUREAU OR OTHER UNIT	HEALTH SYSTEMS PLANNING
Supersedes edition of February 23, 1977	

**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>Jahna Loh</i>	
TITLE	<i>Director, Bureau of Health Planning &amp; Data Management</i>	DATE
		<i>2-1-88</i>

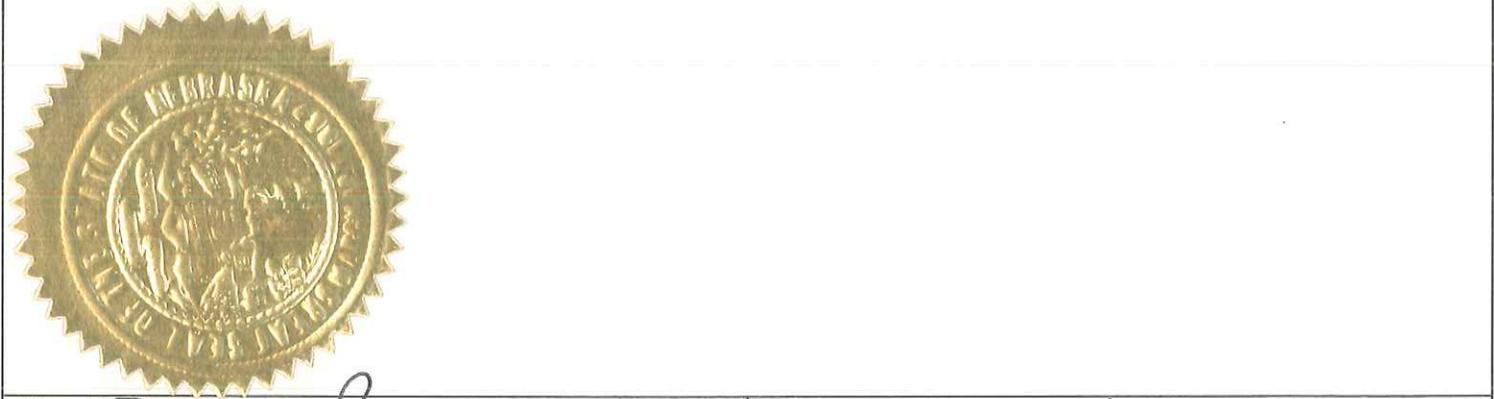
**PART II — ARCHIVAL APPROVAL**

*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>Andrea F. Paul</i>	ASSISTANT STATE ARCHIVIST	DATE
			<i>2/2/88</i>

**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 J. Beerman</i>	ADMINISTRATOR	DATE
			<i>Feb 4, 1988</i>

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## Instructions for using this Schedule

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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

STATE RECORDS ADMINISTRATOR  
RECORDS RETENTION AND DISPOSITION SCHEDULE

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PLANNING

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SCHEDULE NO. 35-13 - DEPARTMENT OF HEALTH, DIVISION OF HEALTH SYSTEMS PLANNING

35-13-1 CREDENTIALING REVIEW (407) RECORDS

35-13-1-1 407 REPORTS

Reports are issued by the department for each health care profession regarding their request for new credentialing or a change in their scope of practice. Includes recommendations to the legislature regarding the review decision.

Disposition: Dispose of 5 years after date of final report.

35-13-1-2 407 REVIEW FILES

File of health care professions requesting new credentialing or a change in their scope of practice in the health care field. May contain application, public hearing transcription, documentary material relating to the review, etc.

Disposition: Dispose of 5 years after date of final report.

35-13-2 HEALTH PLANNING AND POLICY RECORDS

35-13-2-1 MONITORING PUBLIC HEALTH SERVICE

Division monitors existing activities of the Public Health Services. File may include copies of quarterly reports on the National Health Service Corps, copies of grant applications, federally funded community health services, physicians, etc.

Disposition: Dispose of 2 years after date of receipt or after audit, whichever is later.

35-13-3 RURAL HEALTH RECORDS

35-13-3-1 COMMUNITY ASSESSMENT AND DEVELOPMENT FILES

File detailing all the work done assessing or developing health resources in a specific community. May contain community plan, statistical data, supporting documentation of final report, correspondence, etc.

Disposition: Dispose of after completion of the final report.

35-13-3-2 COMMUNITY ASSESSMENT REPORT

Copy of the final report outlining objectives and recommendations for communities to develop health resources.

Disposition: Dispose of after 2 years.

35-13-3-3 DOCUMENTATION FOR GRANTS OF FEDERAL ASSISTANCE

Files include pertinent information in helping communities apply for Federal Grant assistance.

Disposition: Dispose of after grant decision is made or after audit, whichever is later.

35-13-3-4 LOAN RECIPIENT

Individual file on each medical student who has received a loan while attending medical school. File may contain: loan application, interview record, loan agreement, promissory note, payment schedules, follow-ups, etc.

Disposition: Dispose of 3 years after payment or settlement of loan.

35-13-3-5 MEDICAL STUDENT LOAN PROGRAM FILES

File of applicants who applied or interviewed for a student loan but were rejected.

Disposition: Dispose of 2 years after date in which loans were granted for the year the application was submitted.

35-13-4 NATIONAL HEALTH SERVICE CORPS - FEDERAL PROGRAM RECORDS

35-13-4-1 FEDERAL SHORTAGE AREA DESIGNATION

Communities or areas within the State will request to be designated as a shortage area. Each community or area must meet statistical guidelines for a physician shortage. File may contain: Statistical data, maps, correspondence, etc. Information is analyzed and report sent to the Federal Public Health Service with recommendations.

Disposition: Dispose of after designation decision by the Federal Public Health Service.

35-13-5 REFERRAL SERVICE RECORDS

35-13-5-1 COMMUNITY REFERRAL SERVICE FILE

File of communities looking for a physician to service their area. May contain: application form, registration, general information on community, correspondence, etc.

Disposition: Dispose of 2 years after last contact.

35-13-5-2 PHYSICIAN REFERRAL SERVICE FILE

File of individual physicians looking for work in Nebraska communities. May include their registration forms, resumes, correspondence, etc.

Disposition: Dispose of 2 years after last contact.

35-13-6 GENERAL RECORDS

35-13-6-1 CONTRACTS

Copies of written contracts and agreements between the State Health Department and other organizations for funds and services. Information may contain: statements of purpose, provisions of the contract, conditions for termination, etc.

Disposition: Dispose of 2 years after fulfillment of contract or after audit, whichever is later.

35-13-6-2 FILING GUIDE

Index to the division filing system.

Disposition: Dispose of after superseded.

35-13-6-3 GUBERNATORIAL APPOINTMENT

Copy of the Gubernatorial Appointment Certificate appointing members to the advisory councils or commissions staffed by the division.

Disposition: Dispose of after appointment expires or after audit, whichever is later.

35-13-6-4 STATE ADMINISTRATIVE FILE FOR HEALTH PLANNING

Annual State Work Plan outlining the objectives of the State Health Coordinating Council and revisions to the State Health Plan.

Disposition: Dispose of after 5 years, subject to review by the State Archivist before disposal.

35-13-6-5 STATE PLAN NARRATIVE (OBSOLETE)

Annual State Wide Work Plan for Health Planning Programs, prior to the formation of SHCC.

Disposition: Dispose of 5 years after program year.

35-13-6-6 TAPED MEETING MINUTES

Recorded minutes of CHP Advisory Council and SHCC meetings. Information will be transcribed and used as a permanent record.

Disposition: Erase after 2 years, provided information has been transcribed.