

Schedule 35-21

Department of Health Chronic Disease and Disabilities



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

SCHEDULE NUMBER	35-21
AGENCY, BOARD OR COMMISSION	DEPARTMENT OF HEALTH
DIVISION, BUREAU OR OTHER UNIT	CHRONIC DISEASE AND DISABILITIES
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	
TITLE	Bureau Director
DATE	January 6, 1988

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		Assistant STATE ARCHIVIST	DATE	1/8/88
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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		ADMINISTRATOR	DATE	Jan 13, 1988
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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

STATE RECORDS ADMINISTRATOR
RECORDS RETENTION AND DISPOSITION SCHEDULE

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DISEASE AND DISABILITIES

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SCHEDULE NO.35-21 - DEPARTMENT OF HEALTH, DIVISION OF CHRONIC DISEASE AND DISABILITIES

35-21-1 BLOCK GRANTS PROGRAM

35-21-1-1 MATERNAL AND CHILD HEALTH FILES

Files on approved grants for each fiscal year. Each file may contain: grant application, contracts, grant revisions, reports, correspondence, etc. Also includes the grant process followed for each fiscal year, grant applications that were disapproved, and records pertaining to State Plans and annual reports sent to the federal government.

Disposition: Transfer to the State Records Center 3 years after last activity; dispose of 5 years after last activity.

35-21-1-2 PREVENTIVE HEALTH AND HEALTH SERVICES

Files on approved grants for each fiscal year. Each file may contain: grant application, contracts, grant revisions, reports, correspondence, etc. Also includes the grant process followed for each fiscal year, grant applications that were disapproved, and records pertaining to State Plans and annual reports sent to the federal government.

Disposition: Transfer to the State Records Center 3 years after last activity; dispose of 5 years after last activity.

35-21-2 CANCER AND SMOKING DISEASE GRANTS

35-21-2-1 FISCAL YEAR GRANT CYCLE FILE

Individual files relating to the review of all grant applications received and their progress. Files may contain: contracts with university, various forms used for grants process, technical reviewer contracts and expenses, list of applications received and awarded, mailing list, correspondence, etc.

Disposition: Transfer to the State Records Center 3 years after last activity; dispose of 7 years after last activity.

35-21-2-2 RESEARCHER FILES

Grant applications of medical researchers to further their study. Funded file may contain: grant application and approvals, critique, progress reports, correspondence, etc. Non-funded file may contain: grant application and approvals, critique, correspondence, etc.

Disposition: Transfer to the State Records Center 3 years after last activity; dispose of 7 years after last activity.

35-21-3 CHRONIC RENAL DISEASE PROGRAM

35-21-3-1 CHRONIC RENAL DIALYSIS AND TRANSPLANT REPORT

Quarterly report per hospital facility and per month of the quarter. Lists the number of patients dialyzed, number enrolled in the Nebraska Chronic Renal Disease Program that were dialyzed, total number of dialyses, number of patients who died, and the number of transplants.

Disposition: Dispose of after 2 years.

35-21-3-2 CURRENT CHRONIC RENAL DISEASE PATIENT LIST

Semi-annual to annual listing of current chronic renal disease patients in Nebraska. Listings may include: patient's name, medicare eligibility date, acceptance date into the program, etc.

Disposition: Dispose of after superseded.

35-21-3-3 DIALYSIS REPORT

Monthly report submitted by renal treatment centers indicating patient identification, age, dialysis status, etc.

Disposition: Dispose of after 2 years.

35-21-3-4 FINANCIAL REPORT

Quarterly report of hospitals, home dialysis, physician services, take-home drugs for ESRD patients, etc.

Disposition: Dispose of after 2 years.

35-21-3-5 GUBERNATORIAL APPOINTMENT

Copy of the Gubernatorial Appointment Certificate appointing a new member to the Nebraska Renal Disease Advisory Committee.

Disposition: Dispose of after appointment expires.

35-21-3-6 RENAL PERMIT FILES

Application to participate in the Nebraska Chronic Renal Disease Financial Assistance Program. File may contain: Application to Nebraska Renal Disease Program, financial profile, hospital patients income tax list, insurance form, medical certification and release, etc.

Disposition: Transfer to the State Records Center 1 year after last activity; dispose of 5 years after last activity or after audit, whichever is later.

35-21-3-7 STANDARDS GOVERNING CARE AND TREATMENT OF PERSONS SUFFERING FROM CHRONIC RENAL DISEASE

The official policy statement of the Nebraska Chronic Renal Disease Program setting forth definitions, requirements, treatment facilities, financial eligibility, etc.

Disposition: Dispose of after superseded or when program becomes obsolete, subject to review by the State Archivist before disposal.

35-21-4 DIABETES PROGRAM

35-21-4-1 DIABETES PATIENT FILES

Files on the home health study from 1979-1983. Intervention Patient Files may contain: consent form, patient entry information, billing from HHA, teaching record, needs assessment document, and other notes. Control Patient Files may contain: consent form, patient entry form, and other notes. Other files contain post-teaching needs assessment documents and doctors participating in the study.

Disposition: Transfer to the State Records Center 1 year after last activity; dispose of 7 years after last activity.

35-21-4-2 DIABETES AND PREGNANCY - MCH BLOCK GRANT

Records pertaining to cooperative projects between the Nebraska Department of Health and WIC clinics. Files contain patient logs, physician report forms, pregnancy outcome cards, patient consent forms, release of medical information consent forms, and screening result records.

Disposition: Transfer to the State Records Center 1 year after last activity; dispose of 7 years after last activity.

35-21-5 DEVELOPMENTAL DISABILITIES PROGRAM

35-21-5-1 DEVELOPMENTAL DISABILITIES FILE

Fiscal year file on each grant approved. Each file may contain: grant application, contracts, grant revisions, reports, correspondence, etc. Also includes the grant process followed for each fiscal year and grant applications that were disapproved.

Disposition: Transfer to the State Records Center 3 years after last activity; dispose of 5 years after last activity.

35-21-6 NATIONAL CANCER INSTITUTE (NCI) PROGRAM

35-21-6-1 CANCER CONTROL FILE

Files on grant activities. May include grant application; reports to federal government; job descriptions; news releases; correspondence; etc.

Disposition: Dispose of 5 years after grant expires.

35-21-7 GENERAL RECORDS

35-21-7-1 AGREEMENTS

Copy of written agreements between the State Department of Health and medical facilities, contractors, speakers, etc. Information contains statements of purposes, provisions, conditions for termination, etc.

Disposition: Dispose of 2 years after fulfillment of agreement, or after medical facility ceases operation, or after audit, whichever is later.

35-21-7-2 CONTRACT MODIFICATION

Updates or changes in prior AGREEMENTS which do not nullify but only modify certain aspects of the contract.

Disposition: Dispose of 2 years after fulfillment of agreement, or after medical facility ceases operation, or after audit, whichever is later.

35-21-7-3 NOTICE OF HEARING

Notice of public hearings of amendments that revise or reissue statutes and/or rules and regulations of the Department of Health.

Disposition: Dispose of after 2 years.

35-21-7-4 PHOTOGRAPHIC FILES

Photographs, transparencies, film negatives, film strips, and slides of State Health Department staff members and programs. This material is used for annual reports, news releases, presentations, etc.

Disposition: Dispose of after superseded or obsolete.

35-21-7-5 PUBLIC HEARING PROCEEDINGS

Proceedings of public hearings that relate to changes of the rules and regulations of specific health programs. The proceedings contain the testimony in favor and in opposition to the proposed amendment or revision. Also included are exhibits of: Affidavit of Publication, Transcribers Certificate, Reporters Certificate, and copies of proposed amendments or revisions.

Disposition: Retain permanently.