Schedule 35-4

Department of Health
Health Promotion and Education

Nebraska Records Management Division

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

	SCHEDULE NUMBER: 35-4
	AGENCY, BOARD OR COMMISSION: DEPARTMENT OF HEALTH
TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	DIVISION, BUREAU OR OTHER UNIT: Health Promotion and Education
	Supersedes Edition of May 26, 1989

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 * Franklin Harris	
TITLE Bureau Director	DATE 12-3-90

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 * Andrea I. Paul STATE ARCHIVIST	DATE 12/7/90

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 * Allen J. Beermann ADMINISTRATOR	DATE Dec 12, 1990

RMA 01005D

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

printed on recycled paper

INDEX

Records of the Department of Health
Health Promotion and Education Division

	Item	Page
AGREEMENT	35-4-2-1	3
AUDIO-VISUAL LOAN FILE	35-4-1-1	1
BATCH HEADER	35-4-1-2	1
BEHAVIORAL RISK FACTOR SURVEY FORM	35-4-1-21	3
CONSENT FORM	35-4-1-3	1
COOPERATIVE AGREEMENT BETWEEN THE STATE DEPARTMENT OF HEALTH AND THE STATE DEPARTMENT OF EDUCATION	35-4-2-2	3
COUNTY HEALTH FILE	35-4-1-4	1
GENERAL RECORDS	35-4-2	3
HYPERTENSION PROGRAM SUB-GRANTEE FILES	35-4-2-10	4
PEER EVALUATION FORMS	35-4-1-5	1
PHOTOGRAPHS	35-4-2-3	3
PIERRE THE PELICAN ROSTER	35-4-1-6	1
PIERRE THE PELICAN ROSTER, ADDITION TO	35-4-1-7	1
PIERRE THE PELICAN ROSTER, CHANGE RECORD	35-4-1-8	1
PIERRE THE PELICAN ROSTER, DELETION RECORD	35-4-1-9	2
PREVENTIVE HEALTH AND HEALTH SERVICES	35-4-2-9	4
PUBLIC HEALTH EDUCATION RECORDS	35-4-1	1
REGISTRATION FORM (Blood Pressure Screening Program) FORM C	35-4-1-10	2
REPLY CARD (Blood Pressure Screening Program) FORM D	35-4-1-11	2
RESOLUTION	35-4-2-4	3
RESPONSE CARD	35-4-1-12	2
RISK FACTOR PREVALENCY SURVEYS (State and County)	35-4-1-13	2
RISK REDUCTION CONTRACTS WITH LOCAL HEALTH DEPARTMENTS	35-4-1-14	2
SAFETY BELT PROGRAM GRANT PROPOSALS	35-4-1-15	2
STATE'S EMPLOYEE WELLNESS PROGRAMS	35-4-1-16	2
TEEN WELLNESS CHECK COMPUTER CARDS	35-4-1-22	3
TIME STUDIES IN VARIOUS AREAS IN WHICH SPECIAL FUNDS ARE BUDGETED	35-4-2-5	3
WELCOM FILE	35-4-1-17	2
WELLNESS PROGRAM EMPLOYEE INTEREST SURVEY	35-4-1-18	2
WELLNESS PROGRAM HEALTH RISK APPRAISAL	35-4-1-19	3
WELLTEAM NOTEBOOK	35-4-1-20	3
WORKSHEETS	35-4-2-6	3
WORKSHOP EVALUATIONS	35-4-2-7	4
WORKSHOP PACKET	35-4-2-8	4

SCHEDULE NO. 35-4 - DEPARTMENT OF HEALTH, HEALTH PROMOTION AND EDUCATION DIVISION

35-4-1 PUBLIC HEALTH EDUCATION RECORDS

35-4-1-1 AUDIO-VISUAL LOAN FILE
Record of audio-visual equipment that is available in the loan out program. Data is maintained on index cards and includes the type of equipment, health education number, check out date, due date, borrowed by whom and what department.
Dispose of 1 year after equipment has been returned.

35-4-1-2 BATCH HEADER
Registration form grouping summarized and coded information for computer processing. This information is compiled by the Nebraska Heart Association and forwarded to the State Health Department. Data includes batch date, type, number, document number, number of documents in the batch, and testing site information.
Dispose of 1 year after date of the first follow-up letter.

35-4-1-3 CONSENT FORM
Signed statement giving the State Health Department permission to use an individual's name, picture and/or comments with a news release or slide presentation supporting the formation of a County Health Department.
Dispose of 2 years after publication or presentation date.

35-4-1-4 COUNTY HEALTH FILE
Records that pertain to County Health Departments. Materials may include consent forms, agreements, resolutions, contracts, annual budgets, annual reports, news clippings and correspondence. Public Facilities and Services Plan-701 Review may also be included in this file.
Dispose of contents according to Health Schedule #35-4 and General Schedule #124.

35-4-1-5 PEER EVALUATION FORMS
Yearly survey of participant school's facilitators to determine effectiveness of program.
Dispose of 5 years after completion of survey.

35-4-1-6 PIERRE THE PELICAN ROSTER
Computer report of the monthly mailing list of new babies. Report includes families' last name, father's first name, child's name, birth certificate number, birthdate, address, and termination information.
Dispose of after superseded.

35-4-1-7 PIERRE THE PELICAN ROSTER, ADDITION TO
Form to add addresses to the master mailing list. Information includes birth certificate number, month of birth, parents' name and address.
Dispose of after corrected master mailing list has been completed.

35-4-1-8 PIERRE THE PELICAN ROSTER, CHANGE RECORD
Form used to change addresses on the master mailing list. Information includes: birth certificate number, month of birth, and the new address.
Dispose of after corrected master mailing list has been completed.

35-4-1-9 PIERRE THE PELICAN ROSTER, DELETION RECORD
Form used to delete information from the master mailing list. Data includes: birth certificate number, month of birth, and "reason for change" code.
Dispose of after corrected master mailing list has been completed.

35-4-1-10 REGISTRATION FORM (Blood Pressure Screening Program) FORM C
Registration forms that are used for mass and industrial hypertension screenings. The forms for persons with elevated readings are processed, by the Nebraska Heart Association, which in turn sends the individuals a Reply Card.
Dispose of 1 year after the first REPLY CARD.

35-4-1-11 REPLY CARD (Blood Pressure Screening Program) FORM D
Follow-up Reply Card sent from the Nebraska Heart Association to persons tested and showing elevated reading of blood pressure. This information requests that the tested individuals indicate if they have consulted a physician since the screening date.
Dispose of 1 year after the follow-up date.

35-4-1-12 RESPONSE CARD
Postcards to persons with elevated blood pressure readings, that are enclosed with the follow-up letter. The card requires the individuals to indicate whether they have consulted a physician, and if so, the results of the visit. The returned data is then compared with the Registration Form.
Dispose of after compared with REGISTRATION FORM or after 1 year, whichever is sooner.

35-4-1-13 RISK FACTOR PREVALENCY SURVEYS (State and County)
Computer printouts of survey. Information used as reference/research base for planning programs.
Dispose of 5 years after generation of printout.

35-4-1-14 RISK REDUCTION CONTRACTS WITH LOCAL HEALTH DEPARTMENTS
Contracts and related reports. Provides funding to local Health Departments enabling them to provide health risk reduction programs and activities in their community.
Transfer to the State Records Center 2 years after completion of contract; dispose of 7 years after completion of contract provided audit has been completed.[1]

35-4-1-15 SAFETY BELT PROGRAM GRANT PROPOSALS
One year grant from Nebraska Office of Highway Safety to Nebraska Department of Health to promote safety belt and child restraint usage in state.
Dispose of 5 years after completion date of grant provided audit has been completed.[1]

35-4-1-16 STATE'S EMPLOYEE WELLNESS PROGRAMS
Reference file containing information on other state's programs, implementation processes and activities.
Dispose of after Wellness Program no longer exists.

35-4-1-17 WELCOM FILE
A reference file of wellness activities and information to be used in starting wellness programs.
Dispose of 5 years after origination.

35-4-1-18 WELLNESS PROGRAM EMPLOYEE INTEREST SURVEY
Information used as reference/research base for planning in the Wellness Program.
Dispose of 5 years after generation of printout.

35-4-1-19 WELLNESS PROGRAM HEALTH RISK APPRAISAL
Information used as reference/research base for planning in the Wellness Program.
Dispose of 5 years after generation of printout.

35-4-1-20 WELLTEAM NOTEBOOK
A continually upgraded file including agendas, minutes, activity and advertising notes of this advisory group and its sub groups.
Dispose of 5 years after its origination.

35-4-1-21 BEHAVIORAL RISK FACTOR SURVEY FORM
Surveys used to collect data for health promotion and education planning.
Dispose of 1 year after data is entered and verified.

35-4-1-22 TEEN WELLNESS CHECK COMPUTER CARDS
Computer read cards. Survey data used to evaluate teen health lifestyles for health education planning.
Dispose of 1 year after data is processed.

35-4-2 GENERAL RECORDS

35-4-2-1 AGREEMENT
Written agreement between the local health agency and the State Health Department. The County Health Agency agrees to provide educational services to the local residents and the State will provide partial salaries for staffing.
Dispose of 2 years after fulfillment of agreement provided audit has been completed.[1]

35-4-2-2 COOPERATIVE AGREEMENT BETWEEN THE STATE DEPARTMENT OF HEALTH AND THE STATE DEPARTMENT OF EDUCATION
A copy of the agreement that concerns health information and services for adults in need of basic education. The State Education Department and local Boards of Education agree to refer such persons to the State Health Department who will make health information available.
Retain original document permanently in Washington, D.C.

35-4-2-3 PHOTOGRAPHS
Photographs, slides, and negatives of Health Department employees and programs. This information is for annual reports, news releases, and presentations sponsored by the Health Department.
Dispose of when obsolete or superseded.

35-4-2-4 RESOLUTION
Affidavit from the local county boards detailing the conditions for establishing a County Health Department.
ORIGINAL RECORD: Retain permanently or microfilm and destroy originals.
SECURITY MICROFILM: Transfer to State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

35-4-2-5 TIME STUDIES IN VARIOUS AREAS IN WHICH SPECIAL FUNDS ARE BUDGETED
Semi-annual study of the amount of time spent by each staff person involved with the programs that receive select funding. Information includes the period of study, job description, date, and the weekday.
Dispose of after 2 years provided audit has been completed.[1]

35-4-2-6 WORKSHEETS
Manual worksheets used to compile reports, presentations, or survey results. Information usually includes notes, research data, or program input.
Dispose of after completion of associated reports.

35-4-2-7 WORKSHOP EVALUATIONS

Responses from the participants of workshops sponsored by the Health Department. Information usually includes a questionnaire and suggestions for improvement.

Dispose of 1 year after results of the evaluations have been tabulated.

35-4-2-8 WORKSHOP PACKET

A file developed to include the content material of workshops or seminars. Data may include minutes, pamphlets, procedures for conducting a workshop, lists of participants, mailing lists, and correspondence.

Dispose of after 4 years.

35-4-2-9 PREVENTIVE HEALTH AND HEALTH SERVICES

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

Transfer to the State Records Center 2 years after end of fiscal year; dispose of 5 years after end of fiscal year provided audit has been completed.[1]

35-4-2-10 HYPERTENSION PROGRAM SUB-GRANTEE FILES

Cumulative files for the agencies which received funding for hypertension projects. May include applications, agreements, reports and correspondence.

Dispose of 5 years after end of fiscal year provided audit has been completed.[1]

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete.