Schedule 40-0

Department of Social Services
Obsolete Records

Nebraska Records Management Division

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

	SCHEDULE NUMBER: 40-0
	AGENCY, BOARD OR COMMISSION: DEPARTMENT OF SOCIAL SERVICES
TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	DIVISION, BUREAU OR OTHER UNIT: Obsolete Records

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 * Jennie R. [illegible]	
TITLE DIRECTOR OF SOCIAL SERVICES	DATE 5-23-90

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 — Asst. STATE ARCHIVIST	DATE 5/29/90

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 June 11, 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 and the other Retention Schedules #40, #40-1, and #40-2 were written specifically for records unique to the Department of Social Services. 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

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Obsolete Records

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40-0- BCB SCNV	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- BCB SCUST	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- BCB SPFP	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- BDE - BENDEX DATA EXCHANGE

40-0- BDE 114	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- BDE 145-1	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- BDE 145-2	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- BDE 146-1	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- BDE 190	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- BDE 191	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- BDE 200	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- BDE 300-4	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- BDE 300-5	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- BDE 335	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- BDE 340-1	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- BDE 340-2	Dispose of after State audit, provided Federal retention requirements have been met.[1]

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40-0- CSE 107A	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSE 140	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSE 141	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSE 142	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSE 144	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSE 145	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSE 146	Dispose of after State audit, provided Federal retention requirements have been met.[1]

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40-0- CSI 041-2	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSI 042	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSI 056	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSI 091A	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSI 091B	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSI 094	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSI 095	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSI 099	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSI 150	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSI 160-1	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSI 210	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSI 440	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSI 480	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSI 500	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- CSI 500Q	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSI 530	Dispose of after State audit, provided Federal retention requirements have been met.[1]
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40-0- CSI 700B	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSI 702-1	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSI 984	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSI 9914D	Dispose of after State audit, provided Federal retention requirements have been met.[1]
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40-0- CSP - CHILD SUPPORT PAYMENTS

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40-0- CSP 075	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSP 077	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSP 080	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSP 090	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSP 090A	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSP 098	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CSP 220	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- CWT - CHILD WELFARE TRACKING

40-0- CWT 030	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CWT 040	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CWT 160	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CWT 180A	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- CWT 180B	Dispose of after State audit, provided Federal retention requirements have been met.[1]

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40-0- EEP 420	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- EEP 460	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- EEP 500	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- EEP 510	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- EEP 520	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- EEP 530	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- EEP 540	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- EEP 560	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- EEP 570	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- EEP 580	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- FSP - FOOD STAMP PROGRAM

40-0- FSP 105	Dispose of after State audit, provided Federal retention requirements have been met.[1]
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40-0- FSP 130	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- FSP 160	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- FSP 170	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- FSP 240	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- FSP 300	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- FSP 1750A	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- FSP 1750B	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- FSP 1815	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- HEA - HOME ENERGY PROGRAM

40-0- HEA 110	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- HEA 120	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- HEA 135	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- HEA 140-1	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- HEA 145	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- HEA 150-2	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- HEA 150-3	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- HEA 150-4	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- HEA 180	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- HEA 200	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- HEA 250-3	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- HEA 250-4	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- HEA 250-5	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- HEA 300	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- HEA 310A	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- HEA 310B	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- HEA 341	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- ICF - INTERMEDIATE CARE FACILITY

40-0- ICF 160	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- IMR - INTEGRATED MONTHLY REPORT

40-0- IMR 120	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- IUC - INTEGRATED UNEMPLOYMENT COMPENSATION

40-0- IUC 150	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- IWD - INTEGRATED WAGE DATA

40-0- IWD 150F	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- IWD 150NM	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- IWD 150W	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- MBP - MONTHLY BUY-IN PROGRAM

40-0- MBP 270	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- MCP - MEDICAL CLAIM PAYMENTS

40-0- MCP 059	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 085	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 210-1	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 210-2	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 211-1	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 225	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 230	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 234	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 240	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 243	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 258A	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 267	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 279	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- MCP 282	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 302	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 307	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 337	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 350	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 352	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 355	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 512-4	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 515-4	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 516-2	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 516-4	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 518-1	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 518-2	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 518-3	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 518-4	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 519-3	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 519-4	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 522	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 540-1	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 544	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 548	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 551A	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 551C	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 604	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 610	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 700	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 710-1	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 780HH	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MCP 900	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- <u>MMF - MASTER MAILING FILE</u>

40-0- MMF 001	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MMF 002	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- <u>MNF - MEDICAL NON-FEDERAL</u>

40-0- MNF 300	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- <u>MQC - MEDICAID QUALITY CONTROL</u>

40-0- MQC 010	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MQC 020A	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MQC 020B	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MQC 040	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MQC 050	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- <u>MRS - MANAGEMENT REPORTING SUBSYSTEM</u>

40-0- MRS 092	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MRS 115A	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MRS 115B	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MRS 115E	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MRS 210-1	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MRS 223	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- MRS 260	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MRS 270	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MRS 290	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MRS 302	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MRS 725X7	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MRS 726	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MRS 745	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MRS 785	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- MRS 820	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- NDP - NEBRASKA DISABILITY PROGRAM

40-0- NDP 110-2	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- NDP 120	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- NEP - NEBRASKA ENERGY PROGRAM

40-0- NEP 410	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- NEP 420	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- NEP 460	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- NEP 500	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- NEP 530	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- NEP 560	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- NEP 580	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- PAC - PRICE ADMINISTRATIVE CHARGES

40-0- PAC 050	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- PAC 060	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- PAS - PUBLIC ASSISTANCE STATISTICS

40-0- PAS 210-3	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- QCS - QUALITY CONTROL SAMPLE

40-0- QCS 013	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- RFS - RECIPIENT FILE SUBSYSTEM

40-0- RFS 060	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RFS 060A	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RFS 060B	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RFS 070	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RFS 080	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RFS 205	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RFS 431	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- RSS - REFERENCE SUBSYSTEM

40-0- RSS 310	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RSS 334	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RSS 530	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RSS 540	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RSS 546	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RSS 548	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RSS 551	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- RSS 552	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RSS 552-1	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RSS 552-3	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RSS 552-6	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RSS 560	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RSS 680	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- RSS 999	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- SDX - STATE DATA EXCHANGE

40-0- SDX 220	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SDX 250	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SDX 260	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SDX 430	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SDX 490-2	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SDX 500-2	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SDX 930	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SDX 931	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SDX 935	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- SEC - SCREENING ELIGIBLE CHILDREN

40-0- SEC 130A	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SEC 130B	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SEC 130C	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SEC 130D	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SEC 130I	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SEC 130J	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SEC 150	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- SMI - SERVICE MANAGEMENT INFORMATION

40-0- SMI 120	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SMI 121B	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SMI 121C	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- SSL - SOCIAL SERVICES LICENCING

40-0- SSL 060	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- SUR - SURVEILLANCE AND UTILIZATION REVIEW

40-0- SUR 370	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SUR 380	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SUR 390	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SUR 536	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SUR 570	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SUR 575	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SUR 580	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SUR 610B	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- SVP - SERVICE VENDOR PAYMENT SYSTEM

40-0- SVP 040	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 048-1	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 048-2	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 048-3	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- SVP 079	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 084	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 175	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 188	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 190	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 195	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 197	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 260	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 288	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 328	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 350	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 351	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 385	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 480	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 484	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 487	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 530	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 535	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 551	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 552C	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 552D	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 556A	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 556C	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 560	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 565	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 615	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 740	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 792-3	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 792-4	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 792-5	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 793	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 796-3	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 797	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 799	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 810	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 815	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 837A	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 837B	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 871	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 893-1	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 895-1/2	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 895-2	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 899	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 900	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- SVP 920	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- <u>WAG - WELFARE ASSISTANCE GRANTS</u>

40-0- WAG 074	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- WAG 250	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- WAG 450	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- <u>WBR - WELFARE BILLING RECORDS</u>

40-0- WBR 100	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- WCE - WELFARE CLIENT ELIGIBILITY

40-0- WCE 325-1	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- WCE 540	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- WCE 545	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- WCE 560	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- WCE 570	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- WCE 580	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- WCE 590-2	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- WCE 690	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- WCE 765	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- WCE 795	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- WCE 820	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- WCE 72010	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- WCE 72020	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- WPS - WELFARE PROVIDER SYSTEM

40-0- WPS 020	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- WPS 044	Dispose of after State audit, provided Federal retention requirements have been met.[1]
40-0- WPS 114	Dispose of after State audit, provided Federal retention requirements have been met.[1]

40-0- WSP - WELFARE SERVICES PROVIDER

40-0- WSP 003	Dispose of after State audit, provided Federal retention requirements have been met.[1]

MISCELLANEOUS RECORDS (Obsolete 1989 or Prior)

40-0-1 RESEARCH AND FINANCE DIVISION

40-0-1-1 ANNUAL REPORT ON METHODS OF DEALING WITH QUESTIONS OF RECIPIENT FRAUD IN PUBLIC ASSISTANCE PROGRAMS SRS-NCSS-110 (Obsolete 1989 or Prior)
Annual federal report of the methods of dealing with questions of recipient fraud plus administrative and legal actions on cases involving fraud.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-2 ANNUAL STATISTICAL REPORT ON MONTHLY COST STANDARDS AND PAYMENT LIMITATIONS SRS-NCSS-108.1 and 108.2 (Obsolete 1989 or Prior)
Annual report gives basic monthly cost standards for recipients based on the number of individuals in the family.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-3 ASSISTANCE TO VIETNAMESE AND CAMBODIAN REFUGEES SRS-VN/C-2040 (Obsolete 1989 or Prior)
Monthly expenditure report of assistance given and cost of administration.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-4 CHILD SUPPORT SERVICES DISTRIBUTION RECORD (Obsolete 1989 or Prior)
Form used to determine the amount of incentive payment to be made to a county for collecting a delinquent support payment from a father.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-5 CHILDREN SERVED BY PUBLIC AND VOLUNTARY CHILD SOCIAL SERVICES AGENCIES AND INSTITUTIONS SRS-NCSS-107 (Obsolete 1989 or Prior)
Annual federal report gives number of children served by public agencies and voluntary agencies.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-6 CITIZEN QUESTIONNAIRES - TITLE XX PROGRAM DEVELOPMENT INPUT (Obsolete 1989 or Prior)
This was a one-time project and the final report on the findings has been completed. Questionnaires dealt with identification of service needs of Nebraska as identified by interested people.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-7 CONSOLIDATED GRANT STUDY MATERIAL (Obsolete 1989 or Prior)
Consists of raw material used to compile the final report entitled Consolidated Standards in the Aid to Dependent Children Program Technical Report and Financial Report.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-8 CRIPPLED CHILDREN CLINIC AND HOSPITAL SHEETS (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-9 CRIPPLED CHILDREN FILES (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-10 CRIPPLED CHILDREN OPEN AND CLOSED CASES (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-11 CRIPPLED CHILDREN SHM-382-1 (Obsolete 1989 or Prior)
Annual federal report completed from the basic information plus statistical information from computer records WCS-001 and WCS-003 as to the number of children certified for service and their distribution across the state.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-12 CRIPPLED CHILDREN WORK SHEETS (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-13 CRIPPLED CHILDREN'S SERVICE SUMMARY CARD HSM-513 (Obsolete 1989 or Prior)
Card gives name and basic background information plus diagnosis and clinic dates.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-14 FAMILY PLANNING ACTIVITIES SRS-NCSS-123 (Obsolete 1989 or Prior)
Semiannual report gives statistical data of the number of families served.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-15 FINANCIAL STATUS REPORT PHS-5154 (Obsolete 1989 or Prior)
Quarterly financial statement on crippled children support submitted to federal government.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-16 HOME HEALTH INFORMATION (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-17 INDEX CARDS/DOUGLAS COUNTY RECIPIENTS (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-18 MAINTENANCE ASSISTANCE REFUND TRANSMITTAL FA-64 (Obsolete 1989 or Prior)
Transmittal that sends a check to the state for amount of overpayment.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-19 MEDICAL BILLING WORKSHEET FOR COUNTY (Obsolete 1989 or Prior)
Worksheet made up to determine county's share of the monthly billing for medical expenditures.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-20 MEDICAL BILLINGS (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-21 MONTHLY REPORT OF COUNTY FUNDS PAID FOR FOSTER CARE OF CHILDREN FA-DCW-1A (Obsolete 1989 or Prior)
Report completed by county giving total amount of county funds paid for care of children in voluntary care agencies and institutions plus foster family homes.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-22 MONTHLY STATISTICAL AND EXPENDITURE REPORT AND REQUEST FOR FEDERAL FUNDS FOR ASSISTANCE TO RESETTLED CUBAN REFUGEES APA-2040 (Obsolete 1989 or Prior)
Monthly report of the number of cases and the expenditures involved plus an estimate for the following month sent to Washington, D.C.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-23 MONTHLY STATISTICAL REPORT ON MEDICAL CARE SRS-NCSS-120 (Obsolete 1989 or Prior)
Monthly report broken down into four parts: (1) total amount of medical payments; (2) number of recipients and amounts of medical vendor payments under Title XIX of Social Security Act; (3) number of individuals receiving early and periodic screening services and dollar amounts; and (4) number of individuals sterilized and cost of such services.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-24 MONTHLY STATISTICAL REPORT ON RECIPIENTS AND PAYMENTS UNDER STATE ADMINISTERED STATE ASSISTANCE PROGRAMS FOR AGED, BLIND, AND DISABLED (INDIVIDUALS AND COUPLES) RECIPIENTS SSA-9741 (Obsolete 1989 or Prior)
Monthly federal report on the recipients and payments for AABD Program.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-25 NOTICE OF SUPPORT PAYMENT UCS-4 (Obsolete 1989 or Prior)
Form is submitted by the county office reporting a delinquent payment received from a father.
Dispose of after State audit, provided any Federal retention requirements have been met.1

40-0-1-26 NOTIFICATION OF CASE ACTION - Crippled Children Services DSM-CC160 (Obsolete 1989 or Prior)
Notification of a change in the case is made on this form.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-27 QUALITY CONTROL DATA SRS-NCSS-341 (Obsolete 1989 or Prior)
Semiannual federal report of error rates in eligibility status and amount of payments.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-28 QUALITY CONTROL STATUS OF AID TO FAMILIES WITH DEPENDENT CHILDREN SAMPLE CASES IN CURRENT REPORTING PERIOD SRA-OQC-1 (Obsolete 1989 or Prior)
Monthly report of sample cases taken during month and their results, including errors.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-29 QUARTERLY ESTIMATE OF EXPENDITURES SRS-CSA(CWS)-10 (Obsolete 1989 or Prior)
Quarterly estimate of expenditures under approved Child Social Services Plan and Request for Grant Award (crippled children) from the Federal Health and Human Services Department.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-30 QUARTERLY REPORT OF COUNTY FUNDS EXPENDED FOR GENERAL RELIEF AND FOR FOSTER CARE OF CHILDREN RS-4 (Obsolete 1989 or Prior)
The county offices complete this form by simply giving the number of general relief cases and number of county wards in foster care not eligible for Title XIX Medical Assistance for the month.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-31 QUARTERLY REPORT ON ALLEGATIONS AND INVESTIGATIONS OF SUSPECTED FRAUD UNDER TITLE XIX SRS-NCSS-119.1 (Obsolete 1989 or Prior)
Quarterly report of fraud cases and their disposition.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-32 RECEPTIONISTS DAILY TALLY SHEET FSP-8 (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-33 REPORT OF COUNTY ADMINISTRATION CANCELLATIONS AND REFUNDS FA-61 (Obsolete 1989 or Prior)
Used to show refunds on payments made in error and the cancellation of warrants to payees.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-34 REPORT OF COUNTY ADMINISTRATION EXPENSE FA-12E (Obsolete 1989 or Prior)
Monthly report from the county offices reporting administrative costs for the month.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-35 REPORT OF FEDERAL CASH TRANSACTIONS AD-627 (Obsolete 1989 or Prior)
A financial statement of programs involving money for non-public assistance submitted to the Federal Health and Human Services Department.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-36 REPORT ON CHILDREN FOR WHOM ADOPTION PETITIONS WERE GRANTED DURING THE YEAR SRS-NCSS-280 (Obsolete 1989 and Prior)
Annual federal report gives total of all adoption petitions granted to both related and non-related petitioners.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-37 REQUEST FOR NON-EXPENDABLE EQUIPMENT FA-16 (Obsolete 1989 or Prior)
Form used by county to request prior approval from state office for specific administrative expense items.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-38 REQUEST FOR PAYMENT ON LETTER OF CREDIT AND STATUS OF FUNDS REPORT GFO-7578 (Obsolete 1989 or Prior)
Quarterly report gives the present status of federal funds by the agency, the dollar amount, and narrative for additional funds.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-39 STATE AGENCY QUARTERLY STATEMENT OF FINANCIAL PLAN SRS-OA-25A (Obsolete 1989 or Prior)
Report gives expenditures for previous quarter plus projected expenditures for two years thereafter by program.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-40 STATE HEALTH PLAN BUDGET PHS-5153-2 (Obsolete 1989 or Prior)
Submitted to Federal Health and Human Services Department outlining the budget plan and expected expenditures.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-41 STATISTICAL REPORT ON NUMBERS OF RECIPIENTS AND AMOUNTS OF ASSISTANCE UNDER PUBLIC ASSISTANCE PROGRAMS SRS-NCSS-2078 (Obsolete 1989 or Prior)
Monthly report gives breakdown of recipients and amounts of assistance under each assistance program.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-42 STATISTICAL REPORT ON PUBLIC ASSISTANCE APPLICATIONS, CASES APPROVED, AND CASES DISCONTINUED SRS-NCSS-2079 (Obsolete 1989 or Prior)
Quarterly report of the number of applications received and pending plus those approved or removed, by program.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-43 STERILIZATION CLAIMS "Pay and NO Pay" (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-44 STERILIZATION CONSENT (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-45 SUPPORT OBLIGATION RECORD (Obsolete 1989 or Prior)
Record is kept for each child support case of the dollar amount collected and balance remaining for Aid to Dependent Children only.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-46 TRANSMITTAL AND ADVANCE NOTICE (Obsolete 1989 or Prior)
Advance payments are made quarterly to the counties based on their allotment of Public Assistance Fund and/or Emergency Assistance Fund.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-1-47 TRANSMITTALS, CASH (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2 PUBLIC ASSISTANCE DIVISION

40-0-2-1 ANNUAL FEDERAL PROGRAM OUTLAY REPORT FNS-360 (Obsolete 1989 or Prior)

Report of total coupon issuance by county and selected cities during fiscal year.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-2 CARD CATALOG OF COUNTY CORRESPONDENCE (Obsolete 1989 or Prior)

Card containing the name and address of client, county, dates of correspondence received from, and a brief summary of that correspondence.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-3 CHECK SHEET (Obsolete 1989 or Prior)

At the time goods are received the check sheet is completed, listing all goods received.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-4 COUNTY VISIT REPORT IM-25 (Obsolete 1989 or Prior)

Narrative report by field representative on monthly visit to county.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-5 ECAP FUTURES CONSOLIDATED WARRANT REGISTER BY PROVIDER (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-6 ECAP WARRANT REGISTER (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-7 ECAP WARRANT REGISTER BY COUNTY (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-8 ECAP WARRANT REGISTER BY PROVIDER (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-9 ENERGY CRISIS ASSISTANCE PROGRAM LISTINGS (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-10 FOOD STAMP CORRECTIVE ACTION PLAN FNS-FS-1 (Obsolete 1989 or Prior)

Semiannual plan drawn up by the U.S. Department of Agriculture which looks at errors on the state level and makes proposals for solutions.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-11 FOOD STAMP PLAN - EXHIBITS B's (Obsolete 1989 or Prior)

This gives the county name and address, also lists the names and addresses of issuance and certification offices, the hours of operation and the frequency of issuance.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-12 FOOD STAMP PROGRAM REPORT OF REVIEW FINDINGS FNS-320 (Obsolete 1989 or Prior)

This biannual report is used to review procedures of the county offices from issuance to certification.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-13 INDEX CARDS FOR FOOD STAMP COUPON INVENTORY (Obsolete 1989 or Prior)
Index cards showing inventory totals of food stamp coupons for each county.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-14 INDIVIDUAL LEDGER CARDS (Obsolete 1989 or Prior)
Ledger card is made on each school, institution, etc. that received food from the warehouse.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-15 INSTITUTIONAL MONTHLY SAMPLE POOL AND NON-INSTITUTIONAL MONTHLY SAMPLE POOL MQCO-20A (Obsolete 1989 or Prior)
Lists monthly universe of Medicaid recipients from which the monthly sample is derived.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-16 LETTERS TO VERIFY NEED IM-52 AND IM-58 (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-17 MONTHLY DISTRIBUTION OF DONATED COMMODITIES TO SPECIAL GROUPS FNS-153 (Obsolete 1989 or Prior)
County departments complete these forms monthly and return to DSS.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-18 MONTHLY OUTREACH PROJECT AREA REPORT FSP-33 (Obsolete 1989 or Prior)
Monthly report completed by counties giving the number of people receiving stamps, reasons for nonparticipation, number of applications certified and denied for the month.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-19 MONTHLY REPORT OF PARTICIPATION AND COUPON ISSUANCE FNS-256 (Obsolete 1989 or Prior)
Monthly report from the county giving total number of households and people participating, the value of the coupons issued and the collections from these issuances.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-20 NEAP CLIENT FILES - Housing Authority Files (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-21 NEAP ENERGY ASSISTANCE TO NURSING HOMES (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-22 NEBRASKA ENERGY PROGRAM CLIENT FILES (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-23 NEGATIVE ACTION LOG FSP-29 (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-24 NLIEAP ENERGY ASSISTANCE FILES (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-25 NLIEAP ENERGY FILES (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-26 NLIEAP FILES (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-27 NLIEAP INPUT DOCUMENT (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-28 PARTICIPATION IN FOOD PROGRAMS - BY RACE (Obsolete 1989 or Prior)
Semiannual report filled out by county showing a breakdown of recipients by race.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-29 PROGRAM OUTLAY REPORT FNS-360 (Obsolete 1989 or Prior)
Annual report to U.S.D.A. listing recipient counties and cost of food given to each.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-30 QUALITY CONTROL CARD CATALOG ON AID TO DEPENDENT CHILDREN - ADC AND MEDICAID (Obsolete 1989 or Prior)
Card for cases pulled for the monthly sample. They contain the name of the recipient and background information.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-31 QUALITY SURVEILLANCE REPORT IM-19 (Obsolete 1989 or Prior)
Analysis done by field representative looking for possible errors in individual assistance cases.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-32 QUALITY SURVEILLANCE REPORT - Summary IM-17 (Obsolete 1989 or Prior)
Report on each county listing the cases read, the error, and the action taken. Attached to this is an exit interview which is a written narrative of the errors found and the action needed.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-33 QUESTION REFERRAL DPW-17 (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-34 QUESTION REFERRAL FORM IM-FS-106 (Obsolete 1989 or Prior)
Form sent to county if question arises from the representative's monthly visit.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-35 RECEPTIONISTS REFERRAL REPORT FSP-8 (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-36 REFUND FOR OVERPAYMENT OF FOOD COUPON ISSUANCE FNS-293 (Obsolete 1989 or Prior)
Used to refund food stamp recipient in case of overpayment for food stamp coupons.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-37 REPORT OF TERMINATION OF FOOD STAMP BENEFITS FNS-285 (Obsolete 1989 or Prior)
Report of termination of food stamp benefits of recipients who do not meet eligibility requirements.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-38 REQUEST FOR CLAIMANT REIMBURSEMENT FOR UNUSED FOOD COUPONS FNS-288 (Obsolete 1989 or Prior)
Request for reimbursement for coupons purchased but unused by claimant.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-2-39 WORK INCENTIVE CASE FILES (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-3 NEBRASKA CENTER FOR CHILDREN AND YOUTH (NCCY)

40-0-3-1 CHILDREN'S TRUST FUND LEDGER SHEET (Obsolete 1989 or Prior)
These show the balance of funds (personal spending money) kept for each child.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-3-2 DAILY DIARY (Obsolete 1989 or Prior)
Written diary dated 1897-1899 of daily happenings such as visits, meetings, special occasions, and other items.
Retain permanently; OR, transfer to the State Archives.

40-0-3-3 FINANCIAL FILES ON CHILDREN (Obsolete 1989 or Prior)
Financial information kept on each child while staying at NCCY.
Dispose of after State audit, provided any Federal retention requirements have been met, subject to review by the State Archivist before disposal for possible accession.[1]

40-0-3-4 HOUSING REGISTER (Obsolete 1989 or Prior)
This register lists the names of the cottages or dwellings and the youths living in them on a monthly basis.
Dispose of after State audit, provided any Federal retention requirements have been met, subject to review by the State Archivist before disposal for possible accession.[1]

40-0-3-5 MONTHLY ACTIVITY BOOK (Obsolete 1989 or Prior)
This book lists admissions, placements, and returns (1966-1974) of children from NCCY.
Retain permanently; OR, transfer to the State Archives.

40-0-5 MEDICAL SERVICES DIVISION

40-0-5-1 AP DIFFERENCE CLEANUP (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-2 AUTHORIZATION - BED RESERVATION IN LTC FACILITY DM-25A (Obsolete 1989 or Prior)
Bed reservation in a long term care facility.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-3 CHILDREN'S PHYSICAL EXAMINATION DM-13 (Obsolete 1989 or Prior)
Physician completes this examination for recipients' children for purposes of early detection of problems.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-4 DENTAL FEE SCHEDULE AND HISTORY FILES (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-5 EARLY AND PERIODIC SCREENING MONTHLY REPORT DM-13A (Obsolete 1989 or Prior)
Form completed monthly by counties of the number of physicals performed for recipient children in each county and specific conditions discovered or suspected.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-6 ECONOMIC INDEX FILE (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-7 ELIGIBILITY REVIEW CARD FILE (Obsolete 1989 or Prior)
This card provides the date when the next eligibility review is due, the date of advance notice, and the date the review is received.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-8 EXPLANATION OF MEDICAL BENEFITS MC-85 (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-9 HOSPITAL FILES (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-10 INDEX CARDS - RECIPIENTS HOSPITALIZED (Obsolete 1989 or Prior)
Card file used to keep record of individuals that have been hospitalized.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-11 INSTITUTIONS FILE - For Blind and Mentally Retarded (Obsolete 1989 or Prior)
These are personal records concerning the patient. May include medical evaluation, on-site review, annual evaluation, etc.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-12 INSTITUTIONS FILE - Mentally Ill 65 and Over (Obsolete 1989 or Prior)
File may include a survey of each of the patients and an overall narrative review of the institution annually.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-13 MASTER CASE FILE WCS-001 (Obsolete 1989 or Prior)
Annual listing of all present active cases (alphabetical order by recipient). Contains name, address, and medical code of diagnosis.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-14 MEDICAID CHARGE UPDATES (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-15 MEDICAL FILE INDEX CARDS (Obsolete 1989 or Prior)
Alphabetical card file of all children having a medical file of any nature.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-16 MEDICAL PROVIDER FILES (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-17 NEBRASKA HOSPITAL PROVIDER FILES (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-18 NOTIFICATION OF CASE ACTION DSM-CC160 (Obsolete 1989 or Prior)
Notice of action concerning a case (acceptance, rejection, closed, re-opened, program change, etc.).
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-19 PHYSICIAN'S REPORT ON HEARING LOSS (Obsolete 1989 or Prior)
Report from the physician of the recipient's need for a hearing aid.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-20 RETARDED RECIPIENTS FILE - Medical Recipients (Obsolete 1989 or Prior)
File may include medical examination, on-site review, institutional evaluation, etc.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-5-21 X-RAY INDEX CARD FILE (Obsolete 1989 or Prior)
Alphabetical card file containing X-Ray number and filed in numerical order.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-6 ENFORCEMENT SERVICES DIVISION

40-0-6-1 ALPHA FILE CARDS (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-6-2 CHILD SUPPORT CASE DATA MD-170 (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-7 ADMINISTRATIVE SERVICES DIVISION

40-0-7-1 CERTIFICATES OF AWARD DA-7A and DA-7C (Obsolete 1989 or Prior)
These are used to activate accounts; either new or reopened.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-7-2 NOTIFICATION OF SUPPLEMENTAL SECURITY INCOME ELIGIBILITY AND PAYMENT (Obsolete 1989 or Prior)
Contains personal information of SSI recipient and date of first eligibility.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-7-3 RETROACTIVE PAYMENT REQUEST DA-1B (Obsolete 1989 or Prior)
Gives authority to make payment if previous payment missed due to an oversight in the department.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-7-4 UNPAID MEDICAL CLAIMS FORM INVENTORY (Obsolete 1989 or Prior)
Inventory on form processing submitted by employees within the division.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-7-5 USUAL CUSTOMARY/AREA PREVAILING CHARGE FILE (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-7-6 VENDOR MEDICAL CLAIM REGISTER REPORT 26-05-01-03 (Obsolete 1989 or Prior)
Monthly computer record listing vendors, the total amount of the claims, the amount paid by others, and the net amount paid.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-8 PERSONNEL AND TRAINING UNIT

40-0-8-1 ANNUAL REPORT ON STAFF DEVELOPMENT SRS-NCSS-114T (Obsolete 1989 or Prior)

Annual report giving the total number of employees trained, the number of trainers, expenditures, etc.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-8-2 AUTHORIZATION FOR CONDUCTING TRAINING CONFERENCE PT-110 (Obsolete 1989 or Prior)

Authorization of state fund expenditures necessary for conducting a training conference.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-8-3 CARDEX FILES FOR STATE EMPLOYEES (Obsolete 1989 or Prior)

This is an alphabetical card file containing the Employee History Card (Form 501), Employment Status Card (Form 502), and the Leave Record Card (Form 504).
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-8-4 CERTIFICATES OF ELIGIBLES MSC-205 (Obsolete 1989 or Prior)

A list of qualified applicants is provided by Personnel to fill an open position in the department.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-8-5 EMPLOYEE CARD FILES - State and County (Obsolete 1989 or Prior)

This file consists of a card on each employee in alphabetical order listing their title, salary, division, social security number, and date started.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-8-6 EMPLOYEE QUICK REFERENCE CARD FILE (Obsolete 1989 or Prior)

This file is divided into three parts: (1) An alphabetical card file of employees and date of next raise; (2) Card file by month listing employees to be evaluated that month; and (3) Card file by month listing employees that are to receive a raise that month.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-8-7 MANUAL LETTER FILES (Obsolete 1989 or Prior)

File of letters used to inform manual users of a change in the State Plan and Manual plus obsolete pages of the manual.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-8-8 MONTHLY PERSONNEL REPORT ON ANNUAL AND SICK LEAVE PD-16 (Obsolete 1989 or Prior)

Report of the number of employees absent during the month and classified into annual leave, sick leave, or leave without pay.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-8-9 MONTHLY PERSONNEL REPORT - State Employees (Obsolete 1989 or Prior)

Monthly statistical report on number of employees in the department, regions, and NCCY.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-8-10 PERSONNEL COUNT (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-8-11 PERSONNEL REPORT (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-8-12 QUESTION REFERRAL DPW-17 (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-8-13 RECOMMENDATIONS FOR SALARY ADVANCEMENT PT-401 (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-8-14 REQUESTS FOR CERTIFICATION - Registers (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-8-15 WORKSHOP INDEX CARDS - County Employees (Obsolete 1989 or Prior)
File consists of a card on each workshop or meeting not sponsored by DSS.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-8-16 WORKSHOP RECORDS (Obsolete 1989 or Prior)
These are files kept on each workshop including a narrative report on events of the workshop and a evaluation of the workshop.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-9 HUMAN SERVICES DIVISION

40-0-9-1 ABUSE AND NEGLECT DOCUMENTS DSS-0024 (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-9-2 ABUSE/NEGLECT CARD FILES (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-9-3 ADULT ABUSE REPORTS (Obsolete 1989 or Prior)
Reports of adult abuses.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-9-4 CARDEX FILE - CHILD ABUSE (Obsolete 1989 or Prior)
Each card contains basic information on each case of abuse reported.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-9-5 CHILD ABUSE REPORTS DSS-0024 (Obsolete 1989 or Prior)
Reports on child abuse.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-9-6 LICENSE NUMBER BOOK - CHILD CARE (Obsolete 1989 or Prior)
Book lists license number and the individual to whom it was issued.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-9-7 LICENSED AND NONLICENSED HOLDERS - INDEX CARDS (Obsolete 1989 or Prior)
Index cards filed by name of individual or agency listing the license number, date application was received, date first licensed, etc.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-9-8 LICENSING CARDEX FILES DCW-138 (Obsolete 1989 or Prior)
A card is kept on each child care facility and contains information on type of care, issuance and expiration dates, fire and safety inspection dates.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-9-9 SOCIAL SERVICE BILLING DOCUMENT DSS-5B (Obsolete 1989 or Prior)
Billings received from the providers.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-9-10 SOCIAL SERVICE PLAN AND AUTHORIZATION DSS-4 (Obsolete 1989 or Prior)
Plans are filed by date then by consecutive numbers on each plan.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-9-11 SOCIAL SERVICES AUTHORIZATION TERMINATION DSS-4B (Obsolete 1989 or Prior)
Form used to make changes to service plans.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-9-12 SOCIAL SERVICES PROVIDER AGREEMENT (Obsolete 1989 or Prior)
Contract between the State and provider in which the provider agrees to provide services in accordance with the rules and regulations of the State.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-9-13 STATE WARD MASTER CARDEX FILE (Obsolete 1989 or Prior)
Card file which in alpha order of the State Wards and gives basic information only.
Dispose of after State audit, provided any Federal retention requirements have been met.[1]

40-0-9-14 WIN MONTHLY PROGRAM ACTIVITY SUMMARY SRS-NCSS-117 (Obsolete 1989 or Prior)
Form summarizes activities within the counties of registrations, withdrawals, and certifications made for the state report.
Dispose of after State audit, provided any Federal retention requirements have been met.[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.