Schedule 160

CITY OF LINCOLN-LANCASTER COUNTY
HEALTH DEPARTMENT (LLCHD)

May 17, 2006

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE	SCHEDULE 160
	AGENCY, BOARD OR COMMISSION City of Lincoln/Lancaster County
TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	DIVISION, BUREAU OR OTHER UNIT Health Department

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 Health Director	DATE 5/10/06

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 STATE ARCHIVES	DATE 5-16-06

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 STATE RECORDS ADMINISTRATOR	DATE May 17, 2006

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, 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

1. Check your schedules to see what the retention period is**.** Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.

2. Dispose of records that have met their retention periods.

3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

   Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in 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 Management Consultant in 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, scanning records, etc.

Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559

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HEALTH DEPARTMENT
(LLCHD)

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SCHEDULE 160 - LINCOLN-LANCASTER COUNTY HEALTH DEPARTMENT (LLCHD)

160-1 ANIMAL CONTROL DIVISION

160-1-1 BITE REPORTS
Original reports showing victim/owner's name, address, animal description, at the time of bite. This also includes officer notes, observation arrangements, and photographs of wounds and letters, vicious dog letters, or strong warning letter, and/or additional medical records from providers.
Dispose of after 7 years.

160-1-2 ATTACK REPORTS
Original reports showing victim/owner's name, address, animal description, at the time of the attack. This also includes officer notes, photographs of locations, potentially dangerous dog letters, dangerous dog letters, vicious dog letters, or strong warning letters.
Dispose of after 7 years.

160-1-3 DEFECT TICKETS
Warning tickets for failure to license pets, sanitation problems, neglect problems, vet care, failure to place pet under observation for bites. If not corrected, a citation is issued by the appropriate officer.
Dispose of after ticket is remedied.

160-1-4 CITATIONS
Citations showing name of defendant, address, type of offense, the location, and detailed description of offense.
Dispose of after 7 years.

160-1-5 NEGLECT/CRUELTY FORMS
Copies of reports showing owner's name, address, violations, date/time of offense, and officer notes. May also have follow up reports with original report.
Dispose of after 5 years.

160-1-6 SERVICE FEE RECORDS
Documents, paper or other data related to service fees collected from Home Delivery, Wildlife Removal, Trap Rentals, Surrender of Pets. Also duplicated with Service Fees Collected Book and ledger book.
Dispose of after 5 years.

160-1-7 SPAY/NEUTER GRANTS
Documents with owner's name, address, date of birth, pet information. Also includes proof of income, tax forms, WIC, ADF, Food Stamps, Kids Connection, or Medicaid.
Dispose of after 5 years.

160-2 COMMUNITY HEALTH SERVICES DIVISION

160-2-1 ADMINISTRATION/PROGRAM ACCOUNTABILITY

160-2-1-1 GENERAL CORRESPONDENCE
Refer to Schedule 24 (Local Agencies General Records) for Retention.

160-2-1-2 AGREEMENTS/CONTRACTS/MEMOS OF UNDERSTANDING (COPIES)
Signed agreements, contracts, or letters from various entities for services and/or use of facilities. Original record is maintained in Health Director's office.
Dispose of 1 year after the agreement/contract/letter expires for the time period specified in the document.

160-2-1-3 PURCHASING/PAYMENT VOUCHERS/BILLINGS
Refer to Schedule 24 (Local Agencies General Records) for Retention.

160-2-1-4 MINUTES OF MEETINGS
Refer to Schedule 24 (Local Agencies General Records) for Retention.

160-2-1-5 CLIENT SUPERBILLS/TIME AND ACTIVITY
Record of services received and time/activity for a specific individual. The information is entered into the computer system and the form is then stored.
Dispose of 2 years after the data is entered and verified into the computer system.

160-2-1-6 STAFF DEVELOPMENT RECORDS
Refer to Schedule 24 (Local Agencies General Records) for Retention.

160-2-1-7 EVIDENCE BASED PRACTICE COMMITTEE (AUDIT OF RECORDS)
Refer to Schedule 24 (Local Agencies General Records) for Retention.

160-2-1-8 HISTORICAL
Variety of documents and other items which pertain to the history of the Division and the Department as a whole.
Retain permanently.

160-2-2 HOME AND COMMUNITY SERVICES

160-2-2-1 MEDICAL RECORDS

Confidential medical records (both paper and electronic format) of every client receiving home visitation services, health station services, Mobile Health Clinic services, and Minority Health Grant services from LLCHD. Any grant reporting records that would identify an individual or family are also considered confidential medical records. The records will contain, when applicable, the following information:

- Patient demographics
- Patient (parent) consent forms
- Presenting problems/conditions
- Physical exam findings
- Diagnoses and treatment
- Referrals, follow-up, results/recommendations
- Laboratory Reports

May, on occasion, contain some records not specifically listed here.

Dispose of 7 years after last client contact OR 2 years after the client reaches the age of 21 years, whichever is later.

160-2-2-2 CLIENT REFERRALS

Confidential record of request for health services for a client through a documented referral.

Record becomes part of the medical record which is disposed of 7 years after last client contact OR 2 years after the client reaches the age of 21 years, whichever is later.

160-2-3 VITAL STATISTICS

160-2-3-1 PERMIT FOR CREMATION

Form for the authorization of cremation of the remains of a person who died in Lancaster County. The document may contain the following information:

Decedent demographics

Signature of person authorizing the transit or cremation of the remains

Disposition of the remains

Dispose of 1 year after issuance of the permit.

160-2-4 PUBLIC HEALTH CLINIC

160-2-4-1 MEDICAL RECORDS

Confidential medical records of clients seen for evaluation, services, and/or provision of prescriptions in the Public Health Clinic. Records include: Walk In, General Assistance (GA), Primary Care (PCC), Child Health (CHC), Every Woman Matters (EWM), Medical Access Coordination (MAC), Presumptive Eligibility, Prescription Drug Assistance, Physicals, Tuberculosis (TB), Health Station, and Referrals. Medical records will contain, when applicable the following information: Client Questionnaire

- Client Demographics
- Client (parent) consent forms
- Presenting problems/conditions
- Physical exam findings
- Physician Assessment/Plan
- Diagnoses and treatment
- Referrals, follow-up, results/recommendations
- Laboratory reports
- Planned Immunization Schedule
- Clinical Services Receipt
- Vaccine Administration/Authorization of Release of Information

May, on occasion, contain some records not specifically listed here.
Dispose of 7 years after client's last visit to clinic OR 2 years after the client reaches the age of 21 years, whichever is later.

160-2-4-2 IMMUNIZATIONS

Confidential immunization record for every client seen at the LLCHD's Public Health Clinic for evaluation, and administration of vaccines. The immunization record will contain, when applicable, the following information:

- Client Questionnaire
- Client Demographics
- Client (parent) consent forms
- Immunizations administered
- Vaccine lot numbers
- Authorization to release immunization information to other entities

May, on occasion, contain some records not specifically listed here.
Microfilm and dispose of after 1 year.
SECURITY MICROFILM: Transfer to off-site security storage; retain permanently.
MICROFILM WORK COPY: Retain permanently.

160-2-4-3 TB SKIN TESTING PERMISSION/RESULTS FORMS

Patient consent form authorizing LLCHD personnel to administer a Tuberculosis skin test.
Dispose of 7 years after the date of the test OR 2 years after the person tested reaches the age of 21 years, whichever is later.

160-2-4-4 AUTHORIZATION FOR RELEASE OF INFORMATION FORMS

Form completed by client or parent authorizing the LLCHD to obtain immunization records of the client from other health care providers.
Dispose of 1 year after the immunization information is received.

160-2-4-5 SEXUALLY TRANSMITTED DISEASE (STD)

160-2-4-5-1 STD MEDICAL RECORDS

Confidential medical records of every client seen for examination and treatment at the LLCHD's STD Clinics. Medical records will contain, when applicable, the following information:

Case reports which include:

- Laboratory reports
- Client demographics
- Clients consent forms
- Physician's exam findings
- Prior STDs if known
- Provisional diagnosis
- Reason for attending clinic
- Report of laboratory tests
- Treatments given

May contain, on occasion, other records not specifically listed here.

Dispose of 7 years after client's last visit or 2 years after the client reaches the age of 21 years, whichever is later.

160-2-4-5-2 STD CLIENT LOGS

List containing identifying and locating information regarding clients admitted for examination and treatment at the LLCHD STD Clinics.

Dispose of 1 year after date of the clinic session for which the schedule was created.

160-2-4-6 HUMAN IMMUNODEFICIENCY VIRUS

160-2-4-6-1 HIV TEST CLIENT INTAKE FORMS

Client data form for persons presenting for services at the LLCHD HIV Counseling and Testing sites. The information will include, when applicable, the following:

- Client demographics
- Risk information

Dispose of 2 years after the date of the service.

160-2-4-6-2 HIV TEST CLIENT CONSENT FORMS

Form signed by client agreeing to be tested for exposure to HIV. The form will contain the following:

- Client demographics
- Client signature

Dispose of 2 years after the date of the signing of the form.

160-2-4-6-3 HIV TEST RESULTS

Form containing the result of the test for exposure to HIV for an individual client presenting at the LLCHD HIV Counseling and Testing site. The form will contain the following information:

- Client demographics
- Test results

Dispose of 2 years after the date of the test.

160-2-4-6-4 HIV PARTNER/SPOUSAL NOTIFICATION FORMS

Form containing the information regarding contact or attempted contact with a person reported to the LLCHD as being HIV positive or having AIDS. The form will contain, when applicable, the following information:

Patient demographics
Laboratory testing (patient reported)
Risk behavior
Medical/case management information

May, on occasion, contain other information.
Dispose of 7 years after the date of the interview or last attempted contact.

160-2-4-6-5 HIV/AIDS CASE REPORTS

Form for physician reporting of a patient's HIV/AIDS status. The form will contain, when applicable, the following information:

Patient demographics
Laboratory results
Patient HIV/AIDS status
Name of physician

May, on occasion, contain other information.
Dispose of 7 years after the date of the interview or last attempted contact.

160-2-5 LABORATORY

160-2-5 LABORATORY–C.L.I.A. CERTIFICATIONS

Documentation that the LLCHD is certified to perform selected laboratory tests under the Clinical Laboratory Improvement Act (C.L.I.A.) Act rules and regulations.
Dispose of 2 years after the issuance of the certification.

160-3 DENTAL HEALTH AND NUTRITION SERVICES

160-3-1 DENTAL CLIENT RECORDS

Records contain a diagnostic evaluation by a licensed dentist, identified course of treatment, and documentation of treatment services rendered to the client.
Dispose of 10 years after the last date of treatment OR 2 years after the patient reaches the age of 21, whichever is later.

160-3-2 DENTAL SCREENING/ASSESSMENT RECORDS

Records are considered an initial assessment of a client's needs and resources with an appropriate referral made as needed but are not considered to contain diagnostic information or evaluation and/or treatment services. But due to the nature of personal health information and sharing of information in a referral process, the records will be kept in compliance with HIPAA regulations.
Dispose of after 6 years.

160-3-3 DENTAL DATA SHEETS (SUPERBILLS)

Record of services received and time/activity for a specific individual. The information is entered into the computer system and the form is then stored.
Dispose of 2 years after the data is entered and verified into the computer system.

160-3-4 WOMENS, INFANTS, AND CHILDRENS (WIC)

160-3-4-1 PROGRAM APPLICANT INDIVIDUAL FILES
Program participants and ineligible applicants. Participant/applicant files include assessment and certification forms, notification forms, individual plans of care, food package prescription forms, proxy forms, and other pertinent information. The fiscal year for the program extends from October 1 to September 30.
Dispose of 3 years after closeout.

160-3-4-2 APPLICANT WAITING LISTS AND FORMS
Individuals placed on waiting lists, and forms on which an applicant's name, address and initial visit date were recorded but the applicant did not return for the certification list.
Dispose of after 90 days.

160-3-4-3 COMPLAINTS
Civil Rights, applicants, participants, vendors and others. This includes documentation of acceptance of the complaint, information obtained during the investigation/follow up and the resolution of the complaint.
Dispose of 3 years after closeout.

160-3-4-4 HEARINGS
Includes the complaint, follow-up and resolution.
Dispose of 3 years after closeout.

160-3-4-5 COMPUTER CHECK REGISTERS
Computer Check Registers and any other resources used to verify that the checks were received by the endorser, including postcard receipts for mailed checks.
Dispose of 3 years after closeout.

160-3-4-6 VOIDED CHECKS
Dispose of 3 years after closeout.

160-3-4-7 INVENTORY RECORDS FOR CHECK STOCK
Dispose of 3 years after closeout.

160-3-4-8 RETAILER FILES
Retailer files includes retainer agreements and documentation of all retainer contracts.
Dispose of 3 years after closeout.

160-3-4-9 AGREEMENTS/CONTRACTS
Agreements/Contracts involving transfer of funds such as contract with the Department of Health and Human Services and lease agreements.
Dispose of 3 years after closeout.

160-3-4-10 FINANCIAL OPERATIONS
Information pertains to the financial operations including documentation of all expenditures.
Dispose of 3 years after closeout.

160-3-4-11 INVENTORY
Inventory records including documentation of equipment purchase.

160-3-4-12 LOCAL AGENCY PLANS/BUDGETS
Local agency plans and budgets as well as any correspondence regarding them.
Dispose of 3 years after closeout.

160-3-4-13 PUBLIC ANNOUNCEMENTS
Records of all public announcements.
Dispose of 3 years after closeout.

160-3-4-14 LOCAL AGENCY SELF EVALUATIONS
Results of local agency self-monitoring management evaluations.
Dispose of 3 years after closeout.

160-3-4-15 STATE AGENCY EVALUATIONS
State agency management evaluations and local agency responses.
Dispose of 3 years after closeout.

160-4 ENVIRONMENTAL HEALTH DIVISION

160-4-1 COMPLAINTS

160-4-1-1 AIR (58-5-2)
Dispose of after 10 years.

160-4-1-2 NUISANCE COMPLAINTS
Dispose of after 10 years.

160-4-1-3 COMPLAINTS WITH LEGAL ACTION
Retain Permanently.

160-4-1-4 NUISANCE ABATEMENTS
Retain Permanently.

160-4-1-5 HAZMAT
Retain Permanently.

160-4-2 PERMITS

160-4-2-1 FOODHANDLER
Dispose of after 2 years post expiration.

160-4-2-2 REFUSE VEHICLES
Dispose of after 2 years post expiration.

160-4-2-3 WELL/ONSITE (NEW OR REPAIR)
Retain Permanently.

160-4-2-4 CHILD CARE
Dispose of after 10 years.

160-4-2-5 BODY ART ESTABLISHMENT
Dispose of after 2 years post closure.

160-4-2-6 SPECIAL WASTE
Dispose of after 2 years post expiration.

160-4-2-7 LIQUID WASTE HAULERS
Dispose of after 2 years post expiration.

160-4-2-8 BODY ART PRACTITIONERS
Dispose of after 2 years post expiration.

160-4-2-9 INSTALLER
Dispose of after 2 years post expiration.

160-4-2-10 SALVAGE AND RECYCLING OPERATIONS PERMITS
Dispose of after 2 years post expiration.

160-4-3 FOOD ESTABLISHMENT FILES

160-4-3-1 APPLICATIONS
Dispose of after 5 years.

160-4-3-2 INSPECTION REPORTS
Dispose of after 5 years.

160-4-3-3 ENFORCEMENT ACTIONS/NOV's
Dispose of after 5 years.

160-4-3-4 COMPLAINT INVESTIGATIONS
Dispose of after 5 years

160-4-4 CHILD CARE PROVIDER

160-4-4-1 CHILD CARE PROVIDER FILES
Inspection Permits, Police Reports, Small Family Files, Complaint Investigations
Dispose of after 10 years.

160-4-5 ASBESTOS

160-4-5-1 ASBESTOS RECORDS
Retain Permanently.

160-4-6 AIR PERMITS

160-4-6-1 BURN PERMITS
Dispose of after 2 years.

160-4-6-2 EMISSION INVENTORIES
Dispose of after 10 years.

160-4-6-3 OPERATING PERMITS
Dispose of after 2 years post expiration.

160-4-6-4 CONSTRUCTION PERMITS
Retain Permanently.

160-4-6-5 NOISE VARIANCES
Dispose of after 2 years.

160-4-7 PUBLIC RECORDS

160-4-7-1 PUBLIC RECORDS REQUESTS
Dispose of after 5 years.

160-4-8 HES/TIME ACTIVITY

160-4-8-1 HES/TIME ACTIVITY RECORDS
Dispose of after 2 years.

160-4-9 SPECIAL WASTE

160-4-9-1 SPECIAL WASTE INVENTORIES
Dispose of after 5 years.

160-4-10 HAZARDOUS WASTE

160-4-10-1 HAZARDOUS WASTE MANIFESTS
Retain Permanently.

160-5 HEALTH DATA AND EVALUATION DIVISION

160-5-1 ADMINISTRATION RECORDS
Epi–old records–2004 and before
Dispose of after 5 years.

160-5-2 WEEKLY MORTALITY REPORTS
Weekly report to the Centers for Disease Control and Prevention regarding the number of deaths, by age group, in Lancaster County reported to the LLCHD during the previous week.
Dispose of 5 years after the date of the report.

160-5-3 COMMUNICABLE DISEASE PROGRAM

160-5-3-1 TUBERCULOSIS CASE REPORTS/MEDICAL RECORDS
Confidential records of all active Tuberculosis patients reported to the LLCHD and children less than four years of age receiving directly observed preventive therapy. The report will contain, when applicable, the following information:

- Patient demographics
- Sign and symptoms experienced by the patient
- Date of onset and duration of the illness
- Laboratory results
- Possible sources of infection
- Other persons known to the patient with similar symptoms or diagnosis
- Family members and close contacts
- Treatment
- Directly observed therapy information
- Nurses notes
- Physician’s order forms
- Tuberculosis test results on contacts

Dispose of 10 years after the closing of the case report.

160-5-3-2 DISEASE CASE REPORT/INVESTIGATION FORMS

Confidential individual disease case report and investigation forms for reportable communicable diseases. The documents will include, when applicable, the following information:

- Patient demographics
- Signs and symptoms experienced by the patient
- Date of onset and duration of illness
- Possible sources of infection
- Laboratory results
- Other persons known to the patient with similar symptoms or diagnosis
- Family members and close contacts
- Treatment

May, on occasion, contain other information or records.
Dispose of 10 years after the investigation is completed.

160-5-3-3 DISEASE CASE REPORTS/INVESTIGATION INFORMATION (HARS AND STD MIS DATABASES)

Confidential individual disease case report and investigation information for reportable communicable diseases. When applicable, the following information is obtained:

- Client demographics
- Signs and symptoms experienced by the client
- Date of onset and duration of the illness
- Possible sources of infection
- Laboratory results
- Other persons known to the patient with similar symptoms or diagnosis
- Family members and close contacts
- Treatment

May, on occasion, contain other information.
ELECTRONIC DATA: Retain permanently. Data is uploaded weekly into State database. Database is backed up weekly onto flash and zip drives and both are stored in a secure location.

160-5-3-4 LABORATORY REPORTS

Weekly reports from medical laboratories listing reactive tests for reportable communicable diseases. The reports may contain the following information:

- Name of laboratory and contact information
- Patient demographics
- Date of specimen collection
- Name of test and test results
- Name of physician ordering the test and contact information

May, on occasion, contain other information
Dispose of 10 years after the receipt of the report from the laboratory.

160-5-4 <u>MMRS/BT</u>

160-5-4-1 MMRS/BT

All grant related financial, billing, contract copies, and general correspondence.
Dispose of after 5 years.

160-6 HEALTH DIRECTOR'S OFFICE

160-6-1 ADMINISTRATION

160-6-1-1 AGREEMENTS/CONTRACTS/MEMOS OF UNDERSTANDING

Letters and signed agreements from local businesses, agencies, and institutions confirming that these entities will allow the LLCHD (or its designee) to utilize their facilities, equipment, and/or other resources, as needed, when the Health Department is responding to a major public health emergency or other disaster situation.
Retain Permanently.

160-6-1-2 GENERAL CORRESPONDENCE

Refer to Schedule 24 (Local Agencies General Records) for Retention of Records.

160-6-1-3 BOARD OF HEALTH ACTIVITIES

Retain permanently.

160-6-1-4 POLICIES

Retain permanently.

160-6-2 PERSONNEL

160-6-2-1 PERSONNEL

Refer to Schedule 143 (Lincoln-Lancaster Personnel Department) for Retention of Records.

160-7 HEALTH INFORMATION MANAGEMENT DIVISION

160-7-1 ADMINISTRATION

160-7-1-1 ALL VENDOR DOCUMENTATION

Examples: Vendor Applications, City Information Services Databases, Databases developed by Department staff, Requirement Documents, Flow Charts, Report Examples, Form Examples.
Dispose of after application or database use is discontinued.

160-7-1-2 SPECIFIC VENDOR DOCUMENTATION

Includes documents as described in 160-7-1.
Retain As Advised By The City Attorney's Office. Pending Decision.

160-7-1-3 DEPARTMENT COMPUTER SYSTEMS DOCUMENTATION

Includes documentation of systems development and design, and manuals.
Dispose of 2 years after system no longer in use.

160-7-1-4 ELECTRONIC DATA BACK UP

Department data system is backed up daily, weekly, and monthly. One copy is kept on site and one copy is kept off site.
Dispose of after 1 year.

160-7-1-5 GENERAL FILES

Refer to Schedule 24 (Local Agencies General Records) for Retention of Records.

160-7-2 FISCAL MANAGEMENT

160-7-2-1 ACCOUNTS PAYABLE

Records include copies of contracts, encumbrances, expense statements, invoices, long distance call logs, packing slips/bills of lading, purchase orders, requisitions, vouchers, batch header sheets, copies of executive orders, IDC's, journal entry forms, material received reports, mileage records, receipts, requisitions for petty cash, statements, trip authorization forms, tuition reimbursement–approvals, International Communications, Language Lines, and UNMC-CHEL records relative to interpretation services for clients.
Refer to Schedule 24 (Local Agencies General Records) for Retention of Records.

160-7-2-2 ACCOUNTS RECEIVABLE

Records include cash register tapes, deposit tickets, receipts, Dental revenue, Dental summary, pre-numbered invoices, CHS revenue, flu/pneumonia forms, consent forms, HCFA forms, rosters, payments, reports, Medicaid claims, MC-7,s, HCFA forms, returned disallowed claims, warrants w/paid HCFA 1500 claim forms, registered mail receipts for permits, CHS Clinic listing, batch header, copies of checks, check stubs and payment documentation, copies of applications, revenue ledgers, journal entry forms, other general documentation, grant applications, miscellaneous annual grant reports, grant audits, copies of contracts, executive orders, monthly, quarterly, semi-annual and final report copies, budget prep info, budget manual, copy of approved budget, audit reports, monthly revenue and expenditure reports, quarterly reconciliation of revenue and expenditure report, weekly school and conference report, semiannual school and conference report to Mayor, annual financial report, 1099 forms, Form9-taxpayer identification number request, Form 13-NE resale or exempt sale certificate, Form 17-purchasing agent appointment and delegation of authority for sales and use tax, inventory records, staff meeting minutes/notes.
Refer to Schedule 24 (Local Agencies General Records) for Retention of Records.

160-8 HEALTH PROMOTION DIVISION

160-8-1 ADMINISTRATION

160-8-1-1 GENERAL CORRESPONDENCE

Refer to Schedule 24 (Local Agencies General Records) for Retention.

160-8-1-2 GRANT ACTIVITIES AGREEMENTS/CONTRACTS/MEMOS OF UNDERSTANDING (COPIES)

Signed agreements, contracts, or letters from various entities for services and/or use of facilities. Original record is maintained in Health Director's office.
Dispose of 1 year after the agreement/contract/letter expires for the time period specified in the document.

160-8-1-3 PURCHASING/PAYMENT VOUCHERS/BILLINGS

Refer to Schedule 24 (Local Agencies General Records) for Retention.

160-8-1-4 MINUTES OF MEETINGS

Refer to Schedule 24 (Local Agencies General Records) for Retention.

160-8-1-5 HISTORICAL RECORDS

Variety of documents and other items which pertain to the history of the Division and the Department as a whole.
Retain permanently.

160-8-1-6 MEDICAL RECORDS

Confidential medical records of every client receiving wellness services. The records will contain, when applicable, the following information:

- Patient demographics
- Patient (parent) consent forms
- Release of Information forms
- Presenting problems/conditions
- Physical exam findings
- Diagnoses and treatment
- Referrals, follow-up, results/recommendations
- Police Reports
- Housing Reports
- Laboratory Reports
- General Correspondence

May, on occasion, contain some records not specifically listed here.
Dispose of 7 years after last client contact OR 2 years after the client reaches the age of 21 years, whichever is later.

160-8-2 <u>EARLY DEVELOPMENT SERVICES COORDINATION (EDSC) AND KATIE BECKETT PROGRAMS</u>

160-8-2-1 GRANT RECORDS

All grant related financial, billing, and general correspondence.
Dispose of after 5 years per grant.

160-8-2-2 CLIENT/MEDICAL RECORDS

Confidential medical records of every client receiving EDSC services. The records will contain, when applicable, the following information:

- Patient demographics
- Patient (parent) consent forms
- Releases of Information forms
- Intake form
- Presenting problems/conditions
- Copies of existing medical records for program eligibility and monitoring
- Educational paperwork
- Physical exam findings
- FS Plan
- Diagnoses and treatment
- Referrals, follow-up, results/recommendations
- Laboratory Reports
- Correspondence, emails

May, on occasion, contain some records not specifically listed here.

Retain permanently.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

DATE	SIGNATURE

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.

Vertical File Cabinet, 4 drawer letter-size ..... 6 cubic feet
Vertical File Cabinet, 4 drawer legal-size ..... 8 cubic feet
Lateral File, 4 drawer/shelf letter-size ..... 9 cubic feet
Lateral File, 4 drawer/shelf legal-size ..... 12 cubic feet
Records center carton ..... 1 cubic foot
About a pickup load ..... 50 cubic feet