

# **Schedule 109**

# **DEAF & HARD OF HEARING**

**May 3, 2018**

Nebraska Records Management Division  
3242 Salt Creek Circle  
Lincoln, NE 68504  
(402) 471-2559

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

RECEIVED  
APR 23 2018

SCHEDULE	109
AGENCY, BOARD OR COMMISSION	<b>DEAF &amp; HARD OF HEARING</b>
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of August 9, 1995	

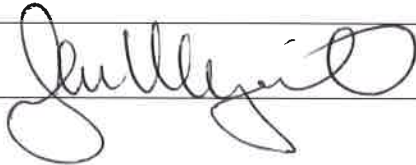
**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

**PART I – AGENCY STATEMENT:**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE



DATE

4/23/18

**PART II – APPROVAL OF STATE ARCHIVES:**

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



DATE

5/1/2018

**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE



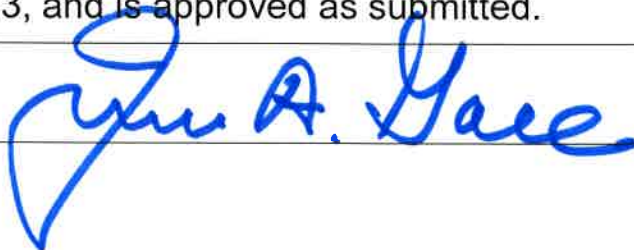
DATE

5/3/18

**PART IV – APPROVAL OF 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



DATE

5/3/18

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. This retention schedule, which is approved by the State Records Administrator, provides 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 State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods. Unless there is pending or on going, legal action, records request, or audit.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is located on the Secretary of State Records Management website. [https://appengine.egov.com/apps/ne/sos\\_records\\_disposition\\_report](https://appengine.egov.com/apps/ne/sos_records_disposition_report). This report establishes that the destruction was performed in your normal course of business.

### **NON-SCHEDULED RECORDS**

Contact a Records Management Specialist 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 Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure 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 the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

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3242 Salt Creek Circle  
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402-471-2559**

**SCHEDULE 109  
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Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

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ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
109-15	BOARD MEMBER FILES	Documentation on the appointment of Board Members and applicants that includes but not limited to: business interests, appointment letters, resume, pictures, signed Oath to perform duties according to law, copy of certificate from Governor, appointment application.	10 years after no longer serving	
109-9	CENSUS INFORMATION/DATABASE	Data regarding name, address, phone number, and age is gathered by NCDHH via registry sheets which are distributed by various sources and voluntarily returned by deaf/hard of hearing persons. Information is entered into a computerized database.	<b>COMPUTER DATABASE:</b> Delete and revise data as necessary <b>DATABASE BACKUP:</b> Backup database monthly, dispose of after superseded <b>POSTCARDS:</b> Dispose of after information has been entered and verified and backup of the database has been completed	
109-2	CLIENT FILES	Any information regarding clients coming to NCDHH for assistance in obtaining various services.	Dispose of 5 years after last activity	
109-16	COMPLIANCE FILES	Files of investigations and inquires that includes but not limited to: interpreter's name, address, business identification, business name, email address, reason for investigation/inquiry, and correspondence.	80 years	
109-17	DENIED/WITHDRAWN APPLICATIONS	Files of interpreters or VRI companies who denied that includes, but not limited to: name, address, business name, social security number, email address, education, transcripts, and screening tests.	5 years after denial, withdrawal, or last correspondence	
109-3	EQUIPMENT/MEDIA CENTER LOANS	Agreements for equipment or media center items from NCDHH.	Dispose of 5 years after last activity	
109-5	HEARING AID BANKS	Requests and applications for financial assistance for hearing aids. File will also include acceptance or rejection letters and any other correspondence and/or follow-up letters for each case. These applications are coordinated through the Lions Hearing Aid Bank and the Sertoma Hearing Aid Bank.	5 years	
109-11-2	INTERPRETER CEUS	Certificates submitted for verification of CEUs earned for 2 year license cycle.	4 years (2 CEU cycles)	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
109-11-1	INTERPRETER FILES	Records of each licensed interpreter. Files are renewed bi-annual and may include, but not limited to: applications, renewals, correspondence, proof of continuing education and investigative data. Temporary licenses expire at the end of calendar year and may include the same information.	5 years after expiration	*Confidential record - Neb. Rev. Stat 84-712.05 Secure disposal required
109-7-2	INTERPRETER REFERRALS	Request from an individual, company, agency or other entity for sign language interpreting services.	Inclusion in and approval of the Annual Report	
109-12	LICENSED INTERPRETER ROSTER	Information may include, but not limited to: name, license number, license type and expiration date.	PRINTOUTS: Superseded Electronic Records: Superseded	
109-6	MONTHLY ACTIVITY REPORT	Summary of the monthly activity of the NCDHH. The report also includes a summary of the Hearing Aid Banks (Lions and Sertoma) activity; the number of presentations given; the loan program activity and any activity done on the voluntary census.	2 years after inclusion and approval of the Annual Report	
109-10	SCREENING EVALUATIONS	This would encompass any type of evaluations for clients, either completed by the agency or completed by others in regard to the agency. Also, QAST and other types of interpreter screenings.	1 year	
109-14	VIDEO REMOTE INTERPRETING (VRI) FILES	Files of VRIs that includes but not limited to applications, renewals, and correspondence.	5 years after expiration	
109-13	VIDEO REMOTE INTERPRETING (VRI) LISTINGS	Alpha Listing of current licensed VRI companies.	Superseded	
109-1	ANNUAL ACTIVITY REPORT (GOVERNOR'S REPORT)			See 124-105
109-7-1	CALENDAR OF EVENTS			See 124-25
109-4	GRANTS			See 124-63
109-8	NEWSLETTER			See 124-97
109-18	RECEIPT BOOKS			See 124-98