

# Schedule 35-5

## Department of Health Community Health Nursing





Nebraska Records Management Division


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

<b>TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA</b>	SCHEDULE NUMBER	35-5
	AGENCY, BOARD OR COMMISSION	DEPARTMENT OF HEALTH
	DIVISION, BUREAU OR OTHER UNIT	Community Health Nursing
	Supersedes Edition of December 12, 1990	


**PART I -- AGENCY STATEMENT**

<p>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.</p>	
SIGNATURE	
* 	
TITLE	DATE
	2/11/92

**PART II -- ARCHIVAL APPROVAL**

<p>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.</p>	
SIGNATURE	
* 	
STATE ARCHIVIST	DATE
	Feb-20, 1992

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

<p>The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.</p>	
SIGNATURE	
* 	
ADMINISTRATOR	DATE
	February 26, 1992

## **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.

**Records Management Division  
3242 Salt Creek Circle  
Lincoln, NE 68504  
402-471-2559**



# INDEX

## Records of the Department of Health Community Health Nursing Division

	Item	Page
<b><u>PATIENT RECORDS (Patient Charts)</u></b> .....	<b>35-5-1</b>	<b>1</b>
FAMILY PLANNING PATIENT RECORDS (42 CFR 59.10 and 45 CFR 74.21) .....	35-5-1-1	1
GENETIC PATIENT RECORDS .....	35-5-1-2	1
HOME HEALTH PATIENT RECORDS (42 CFR 405.1228) .....	35-5-1-3	1
MIGRANT HEALTH PATIENT RECORDS .....	35-5-1-5	1
TUBERCULOSIS PATIENT RECORDS .....	35-5-1-4	1
<b><u>FAMILY PLANNING PROGRAM RECORDS</u></b> .....	<b>35-5-2</b>	<b>1</b>
BUREAU OF COMMON REPORTING REQUIREMENTS (BCRR) DATA .....	35-5-2-1	1
CHART AUDIT AND CLINIC EVALUATION REPORTS, FAMILY PLANNING .....	35-5-2-11	2
CONCEPT PAPERS, FAMILY PLANNING .....	35-5-2-7	3
FAMILY PLANNING ADVISORY BOARD MEETING MINUTES .....	35-5-2-9	2
FAMILY PLANNING CONTRACEPTIVE RECORDS .....	35-5-2-2	2
GRANTS, FAMILY PLANNING .....	35-5-2-6	2
MONTHLY EXPENDITURE REPORTS, FAMILY PLANNING .....	35-5-2-8	2
QUALITY ASSURANCE, FAMILY PLANNING .....	35-5-2-3	1
QUARTERLY PROGRESS REPORTS, FAMILY PLANNING .....	35-5-2-10	2
STATISTICS, FAMILY PLANNING .....	35-5-2-4	2
TRAINING WORKSHOP FILES .....	35-5-2-5	2
<b><u>COMMUNITY HEALTH NURSING RECORDS</u></b> .....	<b>35-5-3</b>	<b>2</b>
ANNUAL WORK PLAN .....	35-5-3-2	2
AUTHORIZATION FOR AND CONSENT TO MEDICAL TREATMENT, FIRST AID ROOM .....	35-5-3-4	3
CONTINUING EDUCATION UNITS (CEU's) .....	35-5-3-1	2
FIRST AID ROOM REPORTS (Obsolete 1987) .....	35-5-3-3	3
MONTHLY STATISTICS BY PROGRAM AND ACTIVITY, CHN .....	35-5-3-6	3
RECORD BOOKS, FIRST AID ROOM .....	35-5-3-5	3
<b><u>HOME HEALTH PROGRAM RECORDS</u></b> .....	<b>35-5-4</b>	<b>3</b>
BILLING RECORDS (Previously called - Patient Visit Records) .....	35-5-4-2	3
HOME HEALTH ADVISORY BOARD MEETING MINUTES .....	35-5-4-5	3
MEDICARE BILLINGS (42 CFR 205.5) .....	35-5-4-1	3
QUALITY ASSURANCE, HOME HEALTH (42 CFR 405.1229b) .....	35-5-4-3	3
STATISTICS, HOME HEALTH AND COMMUNITY HEALTH (Obsolete March 1983) .	35-5-4-4	3
<b><u>HOMEMAKER/HOME HEALTH AIDE TRAINING</u></b> .....	<b>35-5-5</b>	<b>3</b>
GRANTS, HOMEMAKER/HOME HEALTH AIDE TRAINING .....	35-5-5-2	4
HOMEMAKER/HOME HEALTH AIDE TRAINING ADVISORY BOARD MEETING MINUTES .....	35-5-5-1	3
TEST RESULTS, HOMEMAKER/HOME HEALTH AIDE TRAINING .....	35-5-5-3	4

<b><u>MIGRANT HEALTH RECORDS</u></b> .....	<b>35-5-6</b>	<b>4</b>
BUREAU OF COMMON REPORTING REQUIREMENTS (BCRR) DATA .....	35-5-6-1	4
GRANTS AND CONTRACTS, MIGRANT HEALTH .....	35-5-6-3	4
MIGRANT HEALTH BOARD MEETING MINUTES .....	35-5-6-4	4
QUALITY ASSURANCE, MIGRANT HEALTH .....	35-5-6-2	4
QUARTERLY PROGRESS REPORTS, MIGRANT HEALTH .....	35-5-6-5	4

**SCHEDULE NO. 35-5 - DEPARTMENT OF HEALTH, COMMUNITY HEALTH NURSING DIVISION**

**35-5-1 PATIENT RECORDS (Patient Charts)**

**35-5-1-1 FAMILY PLANNING PATIENT RECORDS (42 CFR 59.10 and 45 CFR 74.21)**

Inactive patient records of clients seen in contracted Family Planning Clinics.

**Dispose of 10 years after record is closed.**

**35-5-1-2 GENETIC PATIENT RECORDS**

Closed patient records of patients seen by the CHN designated nurse or referred to the State Genetics Program.

**Dispose of 10 years after record is closed.**

**35-5-1-3 HOME HEALTH PATIENT RECORDS (42 CFR 405.1228)**

Patient records of closed Home Health patients seen by contracted health departments and billed to Medicare; original records at contracted health departments.

**Transfer to the State Records Center after 1 year; dispose of 10 years after record is closed provided audit has been completed.<sup>1</sup>**

**35-5-1-4 TUBERCULOSIS PATIENT RECORDS**

Closed patient records of patients followed by the CHN designated nurse; duplicate patient records in the State Health Department Division of Disease Control.

**Dispose of 10 years after record is closed.**

**35-5-1-5 MIGRANT HEALTH PATIENT RECORDS**

Closed records of patients seen by the WRO staff. May include intake forms, encounter and claim forms, termination forms, ledger cards, etc.

**Dispose of 10 years after record is closed.**

*Superseded 3/9/11 150-4*

**35-5-2 FAMILY PLANNING PROGRAM RECORDS**

**35-5-2-1 BUREAU OF COMMON REPORTING REQUIREMENTS (BCRR) DATA**

(Federal: Program Guidelines for Project Grants for Family Planning Services 6.7). Semi-annual and annual BCRR reports from contracted Family Planning Projects; duplicate reports on file at contracted Family Planning Projects.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

**35-5-2-2 FAMILY PLANNING CONTRACEPTIVE RECORDS**

(Federal: Program Guidelines for Project Grants for Family Planning Services 6.3). Accounting ledgers of contraceptive purchases and contraceptive inventory.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

**35-5-2-3 QUALITY ASSURANCE, FAMILY PLANNING**

(Federal: Program Guidelines for Project Grants for Family Planning Services 11.4). Records of clinic evaluations and chart audits from contracted Family Planning Projects; duplicates on file in contracted Family Planning Projects.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

*Superseded  
8/8/05  
by  
150-1-4-4*

*Superseded  
150-1-4-4*



**35-5-2-4 STATISTICS, FAMILY PLANNING**

(Federal: Program Guidelines for Project Grants for Family Planning Services 7.0). Family Planning statistics from Ahlers and Associates from contracted Family Planning Projects; duplicates on file in contracted Family Planning Projects.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

**35-5-2-5 TRAINING WORKSHOP FILES**

Family Planning workshop information: training requests; consultant agreements, vouchers, evaluations; coordinator evaluations; facility information/contract/bills; evaluations and session brochure; sample packet.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

**35-5-2-6 GRANTS, FAMILY PLANNING**

Family planning grants submitted by Community Health Nursing to Department of Health and Human Services for Title X funding; family planning grants submitted by projects (agencies) to Community Health Nursing for review for Title X funding.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

**35-5-2-7 CONCEPT PAPERS, FAMILY PLANNING**

Concept papers (Special Initiatives) submitted to Community Health Nursing for funding; concept paper progress reports; concept paper monthly expenditure reports.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

**35-5-2-8 MONTHLY EXPENDITURE REPORTS, FAMILY PLANNING**

Expenditure reports of Title X funding submitted to Community Health Nursing monthly by projects (agencies).

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

**35-5-2-9 FAMILY PLANNING ADVISORY BOARD MEETING MINUTES**

Copies of the quarterly (or monthly) Family Planning Board of Directors meeting minutes of the contracting independent non-profit family planning agencies. Copies of the minutes are submitted to CHN.

**Dispose of after 5 years.**

**35-5-2-10 QUARTERLY PROGRESS REPORTS, FAMILY PLANNING**

Narrative progress reports submitted quarterly by family planning projects to CHN.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

**35-5-2-11 CHART AUDIT AND CLINIC EVALUATION REPORTS, FAMILY PLANNING**

Narrative reports of site visits completed at family planning subgrantees.

**Dispose of after 5 years provided audit has been completed.<sup>1</sup>**

**35-5-3 COMMUNITY HEALTH NURSING RECORDS****35-5-3-1 CONTINUING EDUCATION UNITS (CEU's)**

Community Health Nursing inservice training participant lists and CEU records for all CHN programs.

**Dispose of after 5 years.**

**35-5-3-2 ANNUAL WORK PLAN**

Annual work plan by program that includes milestones and objectives of the Community Health Nursing programs.

**Dispose of after 3 years.**

*Superseded  
by  
150-1-4-4  
8/8/05*

*Superseded  
by  
150-1-4-4  
8/8/05*

**35-5-3-3 FIRST AID ROOM REPORTS (Obsolete 1987)**

Monthly reports by the first aid room nurse that include statistics of those employees using the first aid room.

**Immediately dispose of obsolete record.**

**35-5-3-4 AUTHORIZATION FOR AND CONSENT TO MEDICAL TREATMENT, FIRST AID ROOM**

Authorization for and consent to medical treatment forms signed by employees (and non-employees) who are seen by a CHN nurse in the First Aid Room for treatment.

**Dispose of after 10 years.**

**35-5-3-5 RECORD BOOKS, FIRST AID ROOM**

Documentation by a CHN nurse of employee's (or non-employee's) visit to the First Aid Room.

**Dispose of after 10 years.**

**35-5-3-6 MONTHLY STATISTICS BY PROGRAM AND ACTIVITY, CHN**

Monthly statistical printouts of CHN employees by program and activity. May also include activity reports, etc.

**Dispose of after 5 years.**

**35-5-4 HOME HEALTH PROGRAM RECORDS****35-5-4-1 MEDICARE BILLINGS (42 CFR 205.5)**

Home Health payment records, patient ledgers, supplies records, cost reports, etc.

**Dispose of after 5 years provided audit has been completed.<sup>1</sup>**

**35-5-4-2 BILLING RECORDS (Previously called - Patient Visit Records)**

Home Health monthly patient visit billing record completed by contracted health departments; used in Medicare Billing.

**Dispose of after 5 years provided audit has been completed.<sup>1</sup>**

**35-5-4-3 QUALITY ASSURANCE, HOME HEALTH (42 CFR 405.1229b)**

Home Health 60 day review records of all contracted health departments and annual Home Health evaluations; duplicates kept in contracting health departments.

**Dispose of after 5 years.**

**35-5-4-4 STATISTICS, HOME HEALTH AND COMMUNITY HEALTH (Obsolete March 1983)**

DAS computer statistics of Home Health and Community Health patients seen in contracted health departments. By nurse ID#. Duplicates kept in contracting health departments.

**Dispose of 5 years after record is closed.**

**35-5-4-5 HOME HEALTH ADVISORY BOARD MEETING MINUTES**

Copies of the quarterly (or monthly) Home Health Advisory Board meeting minutes of the contracting county health departments. Copies of the minutes are submitted to CHN.

**Dispose of after 5 years.**

**35-5-5 HOMEMAKER/HOME HEALTH AIDE TRAINING****35-5-5-1 HOMEMAKER/HOME HEALTH AIDE TRAINING ADVISORY BOARD MEETING MINUTES**

Includes minutes and agendas.

**Dispose of after 5 years.**



**35-5-5-2 GRANTS, HOMEMAKER/HOME HEALTH AIDE TRAINING**

Project grant application for Homemaker/Home Health Aide training. May include project policies and procedures, Nebraska Home Health Aide standards, job descriptions, and training materials.

**Dispose of after 5 years provided audit has been completed.<sup>1</sup>**

**35-5-5-3 TEST RESULTS, HOMEMAKER/HOME HEALTH AIDE TRAINING**

Pre and post test results for every student taking the Homemaker/Home Health Aide training session. May also include registration forms and final course records.

**Dispose of after 5 years.**

**35-5-6 MIGRANT HEALTH RECORDS****35-5-6-1 BUREAU OF COMMON REPORTING REQUIREMENTS (BCRR) DATA**

Annual BCRR reports from contracted migrant health projects.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

**35-5-6-2 QUALITY ASSURANCE, MIGRANT HEALTH**

Records of on-site monitoring visits of contacting migrant health projects. May include clinic evaluations, chart audits, etc.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

**35-5-6-3 GRANTS AND CONTRACTS, MIGRANT HEALTH**

Migrant health grants submitted by CHN to the Department of Health and Human Services for funding; migrant health grants submitted by projects (agencies) to CHN for review for funding; contracts between CHN and migrant health projects (agencies) for funding; etc.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

**35-5-6-4 MIGRANT HEALTH BOARD MEETING MINUTES**

Copies of the quarterly (or monthly) agency board of directors meeting minutes for migrant health projects of the contracting agencies. Copies of the minutes are submitted to CHN.

**Dispose of after 5 years.**

**35-5-6-5 QUARTERLY PROGRESS REPORTS, MIGRANT HEALTH**

Narrative progress reports submitted to CHN quarterly (or monthly) by contracting migrant health projects.

**Dispose of after 5 years.**

*Superseded 3-9-11  
150-4*

---

**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.