

# **Schedule 150-2-5**

# **DEPARTMENT OF HEALTH AND HUMAN SERVICES**

## **DIVISION OF PUBLIC HEALTH – ENVIRONMENTAL HEALTH UNIT**

**February 16, 2011**

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

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

SCHEDULE	<b>150-2-5</b>
AGENCY, BOARD OR COMMISSION	<b>DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>
DIVISION, BUREAU OR OTHER UNIT	<b>PUBLIC HEALTH – ENVIRONMENTAL HEALTH UNIT</b>
Supersedes Schedule 200-4-3 Edition of May 22, 1996; Schedule 35-14 Edition of June 20, 1994; Schedule 35-20 Edition of June 27, 1994; Schedule 35-23 Edition of June 9, 1987; Items 35-23-1-1 through 35-23-1-7, 35-23-2-1 through 35-23-2-6, and items 35-23-3-1 through 35-23-3-8, 35-23-3-10 and 35-23-3-12 through 35-23-3-17, items 35-23-4-1 through 35-23-4-5, and items 35-23-5-1 through 35-23-5-5	

**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

*Division Director for Public Health*

DATE

*2/7/2011*

**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

*Dagmar Koontz*

DATE

*2/9/2011*

**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

*Deann Harff*

DATE

*2/10/11*

**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

*John A. Hall*

DATE

*2/16/2011*

RMA 01005D

## **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**

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**SCHEDULE 150-2-5– DEPARTMENT OF HEALTH AND HUMAN SERVICES – DIVISION OF PUBLIC HEALTH – ENVIRONMENTAL HEALTH UNIT**

**150-2-5-1                    ADMINISTRATIVE AND GENERAL RECORDS**

**150-2-5-1-1                ADMINISTRATIVE DOCUMENTS**

Documents for the routine administration and convenience of Division only. May include but not limited to budget, personnel, program specific documents and other special projects.

**Dispose of after 5 years.**

**150-2-5-1-2                CONTRACTS, AGREEMENTS AND MEMORANDA OF UNDERSTANDING**

Copies of contracts, Agreements, Memoranda of Understanding with agencies and/or individuals that provide services. Original contracts are located in DHHS Central Repository, Support Services.

**ORIGINAL CONTRACTS: See CONTRACTS AND AGREEMENTS, (Schedule 150-3-1-2).**

**DUPLICATE COPY: Dispose of 5 years after completion, fulfillment or voiding of contract, agreement or memoranda of understanding.**

**150-2-5-1-3                DRINKING WATER RESULTS**

Private well drinking water test results relative to environmental assessment investigations.

**Dispose of 2 years after assessment is complete.**

**150-2-5-1-4                PUBLIC HEARING PROCEEDINGS**

Copy of the proceedings of a public hearing for the purpose of considering and adopting proposed revisions and amendments to the Regulations pertinent to the division. Also included in the proceedings: copy of proposed revisions, copy of Notice of Hearing, Affidavit of Publication, Transcribers' Certificate, and Reporters' Certificate.

**Dispose of after 20 years or when designated program/rules and regulations are no longer operational, whichever is later, subject to review by the State Archives.**

**150-2-5-1-5                RISK ASSESSMENTS**

All documents related to Risk Assessments including, correspondence, studies, reports, health risk calculations, maps, etc.

**Dispose of after 5 years.**

**150-2-5-1-6                STANDARD OPERATING PROCEDURES**

Information may include protocols, model protocols, policies and procedures pertinent to the Division.

**Dispose of when superseded or obsolete.**

**150-2-5-1-7                STUDIES AND REPORTS**

Includes Studies and Reports not listed separately.

**See STUDIES AND REPORTS, (Schedule 124).**

**150-2-5-2**                    **DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS**

Back-up tapes or other storage media are only to be used for system restoration in the event of a disaster. Disaster recovery back-ups are never to be used or considered for records access, archiving or management purposes. Tapes will be maintained and then overwritten or destroyed following these rotations:

**ALL ELECTRONIC RECORDS:**

**DAILY (M-F): Dispose of after 1 week.**

**WEEKLY (SUNDAY): Dispose of after 3 weeks.**

**MONTHLY: Dispose of after 1 year.**

**150-2-5-3**                    **DRINKING WATER AND ENVIRONMENTAL HEALTH**

**150-2-5-3-1**                    **ANNUAL PROGRESS REPORT FOR WATER SUPPLY, SWIMMING POOLS AND MOBILE HOME PARKS (OBSOLETE 2000)**

Annual summary of achievements of the section. Report consists of narrative and quantitative analysis.

**Immediately dispose of obsolete records.**

**150-2-5-3-2**                    **ANNUAL PUBLIC WATER SUPPLY NEEDS SURVEY QUESTIONNAIRE**

Surveys that were sent to public water systems and returned to the Department listing needs the systems have related to infrastructure additions, modifications, etc.

**Dispose of after 5 years.**

**150-2-5-3-3**                    **ANNUAL REPORT OF THE ENGINEERING SERVICES PROGRAM (OBSOLETE 2009)**

Annual summary of activities of the program pertaining to plan review of water works, swimming pools and mobile home parks projects.

**Immediately dispose of obsolete records, subject to review by the State Archives for possible accession.**

**150-2-5-3-4**                    **APPLICATION FOR CERTIFICATION**

Applications for certification as a water operator. Includes name, address, employer, population, treatment, etc.

**Transfer to the State Records Center after 1 year; dispose of after 4 years.**

**150-2-5-3-5**                    **APPLICATION FOR EVALUATION OF INDIVIDUAL WATER SUPPLY AND SEWAGE DISPOSAL SYSTEMS**

Evaluation, inspection report and well construction information sheet of the water supply and sewage disposal system for real estate that a lending institution (conventional, FHA, VA & other) is considering for financing.

**Transfer to the State Records Center after 2 years; dispose of after 19 years.**

**150-2-5-3-6 CAPACITY DEVELOPMENT REPORTS**

Yearly reports on Capacity Department activities, new and existing system reports, and significant non-compliant system reports. Report to the Governor on Capacity Development activities.

**Dispose of after 9 years.**

**150-2-5-3-7 CERTIFICATE OF ELECTION RESULTS (EE 166)  
(OBSOLETE 2009)**

Report submitted by the city clerk indicating the total number of votes for and against fluoridation of water supply in that community.

**Dispose of after 10 years.**

**150-2-5-3-8 CHEMICAL ANALYSIS OF WATER (SAN 110)  
(OBSOLETE 2009)**

Record of the chemical breakdown of water samples taken from public water supply.

**Dispose of after 10 years.**

**150-2-5-3-9 CHILD/DAYCARE (OBSOLETE 2008)**

Files contain Childcare and Group Home Evaluation Reports, Food Establishment Evaluation Reports, Inspection Reports, Referrals and General Correspondence.

**Immediately dispose of obsolete records.**

**150-2-5-3-10 CONSUMER CONFIDENCE REPORTS**

Annual reports that community water systems must deliver to their customers. These reports contain information on the quality of the water delivered by the systems and characterize the risks (if any) from exposure to contaminants detected in the drinking water.

**Dispose of after 5 years.**

**150-2-5-3-11 CONSUMER/CUSTOMER SATISFACTION SURVEYS**

Surveys to determine how well the Department is meeting the needs of its consumer/customers.

**Dispose of after 1 year.**

**150-2-5-3-12 CONTINUING EDUCATION**

Includes listing of approved seminars, courses, etc. and attendees for continuing education.

**Dispose of after 3 years.**

**150-2-5-3-13 CONTINUING EDUCATION CREDITS**

Includes approved, denied and incomplete continuing education units, listing of course attendees, etc.

**Dispose of 4 years after date of program.**

**150-2-5-3-14 DECLARATORY RULINGS**

Requests and rulings dealing with "substantially equivalent" substances used in well construction and abandonment.

**Dispose of after 10 years or when no longer of administrative value, whichever is later.**

**150-2-5-3-15            EMERGENCY PHONE CONTACT LIST**

List of contact persons and telephone numbers for public water systems to use in case of emergencies.

**Dispose of after 1 year or when superseded or obsolete, whichever is later.**

**150-2-5-3-16            EMERGENCY RESPONSE PLANS**

Plans which indicate how a public water supply system proposes to deal with any emergency.

**Dispose of after 3 years or when superseded or obsolete, whichever is later.**

**150-2-5-3-17            ENGINEERING REPORTS, DESIGN MEMORANDUMS,  
ENGINEERING STUDIES**

Documents relating to water works, swimming pools and mobile home parks.

**Dispose of after 5 years.**

**150-2-5-3-18            ENVIRONMENTAL IMPACT ASSESSMENT REPORT,  
DETERMINATION OF CATEGORICAL EXCLUSION,  
FINDINGS OF NO SIGNIFICANT IMPACT**

Report of the environmental impact on a water supply system serving at least 25 individuals for any 60 days during the year.

**Dispose of after 5 years.**

**150-2-5-3-19            ENVIRONMENTAL IMPACT ASSESSMENT REPORTS**

Projects that do not require reviews/comments from the Department.

**Dispose of after 90 days.**

**150-2-5-3-20            EXAM AND TEST SCORES**

Includes test scores from the National Water Well Association, tests and scores from Nebraska section, exam format, evaluations, etc.

**Dispose of 2 years after date of exam.**

**150-2-5-3-21            EXAMINATIONS FOR CERTIFICATION FROM  
CORRESPONDENCE COURSE, CONFIDENTIAL**

Information includes applications for course, exams, scores, applicant's name, address, employer, etc.

**COURSE COMPLETED: Dispose of after 3 years.**

**NON-CERTIFICATION: Dispose of after 1 year.**

**150-2-5-3-22            FLUORIDATION TREATMENT RECORD (EE147)**

Monthly record of daily readings involved with the fluoridation of a water supply.

**Dispose of after 1 year.**

**150-2-5-3-23            FOOD PROGRAM**

Inspection reports of food service establishments such as Schools, Senior Centers and the Summer Food Program. Data includes the location of the facility, name of the establishment, owner or operator, permit number, inspection of the food, personnel, equipment and utensils, sanitary facilities, etc.

**Dispose of after 3 years.**

**150-2-5-3-24 INSPECTION REPORTS**

Includes well information such as siting, design and construction of a well.

**Transfer to the State Records Center after 2 years; dispose of after 5 years.**

**150-2-5-3-25 INVESTIGATIONS**

Includes information dealing with well drillers and pump installers who work on wells not being done according to standards, etc.

**Dispose of 5 years after the investigation is resolved.**

**150-2-5-3-26 INVENTORY FOR COMMUNITY AND NON-COMMUNITY PUBLIC WATER SYSTEMS (FORMERLY INVENTORY OF PUBLIC WATER SUPPLIES) (OBSOLETE 2000)**

Electronic inventory of community and non-community public water supply systems.

**Immediately dispose of obsolete records.**

**150-2-5-3-27 LOCATION DESCRIPTION OF WELL SITE (EE127 A & B)**

Form and letter from public water supply systems accompanying location descriptions of proposed water supply wells. Record of location on a proposed well site.

**Transfer to the State Records Center after 2 years; dispose of after 12 years.**

**150-2-5-3-28 MICROFILM PROJECT INDEX FILE AND DATABASE**

Index cards and database listing microfilmed water system improvements, swimming pools and mobile home parks project documents.

**INDEX CARDS: Dispose of after data entry into database.**

**ELECTRONIC RECORDS: Dispose of after superseded.**

**150-2-5-3-29 MISCELLANEOUS WATER WELL RECORDS**

May include technical data, regulations from other states, etc.

**Dispose of after 5 years, or when no longer of administrative value, whichever is later.**

**150-2-5-3-30 MOBILE HOME PARK EXEMPTIONS**

Files contain inspection reports done by the exempt entity inspectors. Some have lists of the mobile home parks in their area and some have a copy of the exemption certificate (beginning in 1998).

**EXEMPTED COMMUNITY LISTING: Dispose of when superseded or obsolete.**

**INSPECTION RESULTS: Transfer to State Records Center after 3 years; dispose of after 5 years.**

**150-2-5-3-31 MOBILE HOME PARK LEGAL FILES (OBSOLETE 2008)**

Files containing legal transcripts from court hearings and are not considered public information. May also contain motions, pictures, and legal correspondence.

**Immediately dispose of obsolete records.**

**150-2-5-3-32 MOBILE HOME PARK PROGRAM**

Files contain paid applications, annual Mobile Home Park Inspection Reports, and may also include correspondence concerning the conditions of the park, photographs of the problem areas, certified letter cards and legal documents pertaining to the conditions at the park.

**Transfer to State Records Center after 3 years; dispose of after 5 years.**

**150-2-5-3-33 NON-APPROVED OR WITHDRAWN PROJECT DOCUMENTS**

Projects that have not been approved for construction, operation and/or permitting of improvements because they have been abandoned or withdrawn.

**Dispose of after 2 years.**

**150-2-5-3-34 NON-MUNICIPAL AND SEMI-PUBLIC INSTALLATIONS (OBSOLETE 2009)**

Record of non-municipal, semi-public waterworks installations. This would include commercial and industrial facilities. Also included are the county, water district, population, waterworks, sewers, sewage treatments, and swimming pools.

**Immediately dispose of obsolete records.**

**150-2-5-3-35 NUISANCE INVESTIGATIONS**

Files may contain letters, inspector's notes, pictures, etc.

**Dispose of after 3 years.**

**150-2-5-3-36 PRIORITY RANKING SYSTEM FOR THE DRINKING WATER STATE REVOLVING LOAN FUND PROJECTS AND LISTING OF THE RANKED PROJECTS FOR THE INTENDED USE PLAN**

Copy of the Department's approved priority ranking system for the drinking water state revolving loan fund (DWSRF) projects and listing of the ranked water projects, forwarded to the Nebraska Department of Environmental Quality for the DWSRF Intended Use Plan.

**Dispose of after 5 years.**

**150-2-5-3-37 PROJECT APPROVAL LETTER**

Copy of the letter approving the plans and specifications for construction/improvements for a water system, swimming pool or mobile home park project.

**Transfer to the State Records Center after 2 years; dispose of after 12 years.**

**150-2-5-3-38 PROJECT PLANS AND SPECIFICATIONS LOG BOOK AND DATABASE**

Complied listing of plans and specifications submitted to the Department.

**Dispose of after superseded.**

**150-2-5-3-39 PUBLIC WATER SUPPLY SYSTEM FILES**

Pertinent information regarding the system's infrastructure, monitoring and compliance, data, field evaluations, analytical results, etc.

**Transfer to the State Records Center after 2 years; dispose of after 12 years.**

**150-2-5-3-40 RECREATIONAL CAMPS**

Files contain paid applications, lists of camp lessee's paid applications, annual Recreational Camp Survey Forms, Food Evaluation Forms, may also contain plans (blue prints), and general correspondence.

**Transfer to State Records Center after 3 years; dispose of after 5 years.**

**150-2-5-3-41 RESEARCH ACTIVITY RECORDS**

Includes reports, lab analysis of water, soil and grout, videotape, correspondence, task force documents and findings of study.

**Dispose of after 10 years or when no longer of administrative value, whichever is later.**

**150-2-5-3-42 RESULTS OF REQUIRED BACTERIOLOGICAL EXAMINATION – PWS (OBSOLETE 2000)**

Follow-up sampling of an unsatisfactory water sample taken from a public water supply.

**ORIGINAL RECORD: Immediately dispose of obsolete records.**

**ELECTRONIC RECORD: Immediately dispose of obsolete records.**

**150-2-5-3-43 REVISED WATER WELL DATA SHEET (EE 182)**

Summary description of the well, pump and appurtenances.

**Dispose of when no longer in use or after well has been abandoned, whichever is later.**

**150-2-5-3-44 SAFE DRINKING WATER INFORMATION SYSTEM (SDWIS) DATABASE**

Comprehensive integrated relational database containing relevant information regarding water supply systems including but not limited to infrastructure, sample analytical results and monitoring and compliance data.

**Dispose of after superseded.**

**150-2-5-3-45 SAMPLING SITE PLANS**

Maps of distribution systems divided into zones and sites where bacteriological samples are taken including related correspondence.

**Dispose of after superseded or obsolete.**

**150-2-5-3-46 SANITARY SURVEYS**

Public water supply system inspection reports including related correspondence.

**Transfer to the State Records Center after 2 years; dispose of after 12 years.**

**150-2-5-3-47 SCALE DRAWINGS (OBSOLETE 2009)**

Scale drawings and graphic plans for swimming pools that have not been approved for construction of improvements.

**Dispose of after 2 years.**

**150-2-5-3-48 SECURITY GRANT REPORTS (OBSOLETE 2009)**

Quarterly and yearly reports to EPA detailing Security Grant activities.

**Dispose of when superseded or obsolete.**

**150-2-5-3-49 STANDARD SPECIFICATIONS FOR WATER MAIN CONSTRUCTION**

Standard water main construction specifications submitted by some municipalities in Nebraska.

**CONTRACT SYSTEMS: Dispose of after superseded.**

**NON-CONTRACT SYSTEMS: Dispose of after 5 years.**

**150-2-5-3-50 SURFACE WATER TREATMENT RECORDS**

Monthly reports of finished water turbidity, disinfectant residual at the point of entry, and disinfection treatment calculations to verify inactivation.

**Dispose of after 5 years.**

**150-2-5-3-51 SWIMMING POOLS PROGRAM**

Files contain swimming pool paid applications, Annual Swimming Pool Inspection Reports, general correspondence, may also contain Department Engineering inspection reports and correspondence with builders or owners.

**Transfer to State Records Center after 3 years; dispose of after 5 years.**

**150-2-5-3-52 TRAINING COURSE MATERIAL FOR WATER OPERATORS**

Includes brochures and informational material related to water operator training courses.

**Dispose of after superseded or obsolete.**

**150-2-5-3-53 TWO AND TEN YEAR PLANS**

Description of planned short and long term public water system improvements.

**Transfer to the State Records Center after 2 years; dispose of after 12 years.**

**150-2-5-3-54 U.S. EPA DRINKING WATER INFRASTRUCTURE NEEDS SURVEY QUESTIONNAIRE**

Survey of selected public water systems infrastructure needs.

**Dispose of after 5 years.**

**150-2-5-3-55 VARIANCES**

Requests and rulings dealing with compliance of best possible construction, testing and reporting practices.

**Dispose of after 10 years or when variance protection no longer applies, whichever is later.**

**150-2-5-3-56 VARIANCES/EXEMPTIONS**

A copy of the variance/exemption and the schedule of compliance.

**Transfer to the State Records Center after 2 years; dispose of after 12 years.**

**150-2-5-3-57 VULNERABILITY ASSESSMENT AND EMERGENCY RESPONSE PLAN CERTIFICATION FOR PUBLIC WATER SYSTEMS**

A statement from the public water system that they have complied with the Federal Vulnerability Assessment and Emergency Response Plan requirements.

**Dispose of after superseded or obsolete.**

**150-2-5-3-58 WAIVER LETTERS (OBSOLETE 2009)**

A letter/form issued by the Department granting monitoring waivers to systems that meet the specified criteria and provide adequate proof that the well is not vulnerable to possible contamination.

**Dispose of after 9 years.**

**150-2-5-3-59 WATER OPERATOR EXAMS**

Includes exams from water operator training classes, evaluations, etc.

**Dispose of 3 years after certification.**



**150-2-5-3-60 WATER OPERATOR REIMBURSEMENT GRANT APPLICATIONS**

Individual applications for reimbursement of training and certification costs.  
**See GRANTS, (Schedule 124).**

**150-2-5-3-61 WATER SYSTEM, SWIMMING POOL, AND MOBILE HOME PARK ON MICROFILM**

Sets of plans, scale drawings, and specifications of water systems, swimming pools and mobile home parks that have been approved for construction, operation and/or permitting.

**ORIGINAL RECORD: Dispose of after image quality has been verified.**

**SECURITY MICROFILM: Transfer to off site security storage; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**150-2-5-3-62 WATER TREATMENT PLANT DATA (EE 105)**

Summary description of water treatment plants.

**Dispose of after water treatment plant is in operation.**

**150-2-5-3-63 WATER/WASTEWATER PRE-APPLICATION AND DRINKING WATER STATE REVOLVING FUND RELATED PROJECT FILES FOR STATE AND/OR FEDERAL ASSISTANCE**

General description and estimated total cost of the project, seeking state and/or federal assistance.

**Dispose of after 5 years.**

**150-2-5-3-64 WORKS DATA (EE 101) (OBSOLETE 2009)**

Record of the description and specifications of municipal waterworks systems.

**Dispose of after 12 years.**

**150-2-5-3-65 WELL ABANDONMENT (OBSOLETE 2009)**

Includes description of wells abandoned, information on how to properly abandon wells, etc.

**Dispose of after 5 years.**

**150-2-5-3-66 WELL DRILLERS, PUMP INSTALLERS AND WATER WELL MONITORING SUPERVISORS**

Files include applications, exam scores, proof of insurance (for license holders), continuing education proofs, etc.

**ACTIVE FILES: Retain until closed.**

**CLOSED FILES: Dispose of 5 years after certification lapses.**

**PENDING APPLICATIONS: Dispose of 2 years after last activity.**

**150-2-5-4                    ENVIRONMENTAL HEALTH HAZARDS &  
INDOOR AIR**

**150-2-5-4-1                ADULT BLOOD LEAD DATA**

Adult blood lead level reports, submitted by health care providers, for individuals age 7 and older.

**Dispose of after 10 years.**

**150-2-5-4-2                APPLICANT INFORMATION**

Files may contain: financial records, risk assessments, clearance testing, bidding information, pictures, laboratory results and payment information.

**Dispose of after 10 years.**

**150-2-5-4-3                ASBESTOS BUSINESS ENTITIES (LICENSED &  
WAIVERED LICENSES)**

Asbestos firms and companies licensed to abate asbestos in Nebraska. May include asbestos documents regarding firms performing work on their own facilities and consulting. May also include old licensure information, calibration information, reports of audits conducted, and records inspections, etc.

**Dispose of 10 years after license has expired.**

**150-2-5-4-4                ASBESTOS HAZARD EMERGENCY RESPONSE ACT  
(AHERA) MANAGEMENT PLANS**

AHERA plans for asbestos removal and inspections on Nebraska schools.

**Dispose of after 30 years, subject to review by the State Archives for possible accession.**

**150-2-5-4-5                ASBESTOS PROJECT NOTIFICATIONS AND  
INSPECTION REPORTS**

Includes Asbestos project notifications, state approval letters regarding asbestos abatement projects and inspection reports and waivers. Files may contain: project notifications, state approval letters regarding asbestos abatement projects, asbestos complaints, demolitions, non-regulated courtesy notifications and information regarding asbestos inspections.

**Dispose of 30 years after completion of project, subject to review by the State Archives for possible accession.**

**150-2-5-4-6                ASBESTOS TRAINING COURSE APPLICATIONS,  
AUDITS AND RELATED DOCUMENTS**

Includes asbestos training course applications, audits, initial training course notifications, cancellations, post-course notifications and associated reports regarding companies, and individuals who have become state and EPA certified to teach asbestos training courses.

**Dispose of 10 years after company no longer provides training courses.**

**150-2-5-4-7                CASE FILES**

Files may contain blood lead test results, lead-based paint inspection and/or risk assessment reports, photos, correspondence, etc.

**Dispose of 10 years after case has been closed.**

**150-2-5-4-8 ELEVATED BLOOD LEAD (EBL) DATA**

Child blood level reports, including elevated reports, and information, submitted by health care providers for children age 6 months to 7 years.

**Dispose of 10 years after blood lead level is no longer elevated.**

**150-2-5-4-9 INDOOR AIR QUALITY (IAQ) GRANTS**

This includes grant proposals, work plans, forms, budgets, progress reports, letters of participation, checklists, inspection reports, evaluation tools, etc. from DHHS projects funded by a third party such as the Environmental Protection Agency (EPA), for example the Tools for Schools grant.

**Dispose of 10 years after conclusion of grant.**

**150-2-5-4-10 INDOOR AIR QUALITY INVESTIGATIONS**

This includes reports from investigations of state offices of indoor air quality. Information includes: data collected, methods used, site investigated, conclusions drawn, etc.

**Dispose of after 10 years.**

**150-2-5-4-11 LEAD-BASED PAINT FIRMS**

Firms and companies licensed to abate lead in Nebraska. May include documents regarding firms performing work on their own facilities, consulting, HUD facilities and waived licenses.

**Dispose of 10 years after license has expired.**

**150-2-5-4-12 LEAD-BASED PAINT PROJECT NOTIFICATIONS AND INSPECTION REPORTS**

Includes lead-based paint project notifications, state approval letters regarding lead abatement projects and inspection reports. Files may contain: project notifications, state approval letters regarding lead-based paint abatement projects, lead-based paint complaints, demolitions, non-regulated courtesy notifications and information regarding lead-based paint inspections.

**Dispose of 30 years after completion of project, subject to review by the State Archives for possible accession.**

**150-2-5-4-13 LEAD-BASED PAINT TRAINING COURSE APPLICATIONS, AUDITS AND RELATED DOCUMENTS**

Includes lead-based paint training course applications, audits, initial training course notifications, cancellations, post-course notifications and associated reports regarding companies, and individuals who have become state and EPA certified to teach asbestos training courses.

**Dispose of 10 years after company no longer provides training courses.**

**150-2-5-4-14 LEAD HAZARD CONTROL DOCUMENTS**

Files may contain information not directly relating to applicant or application processes: budgetary information, contractor lists, inspector notes and other related information.

**Dispose of after 10 years.**

**150-2-5-4-15 MERCURY GRANTS/MEMORANDA OF AGREEMENT**

This includes proposals, work plans, forms, budgets, progress reports, etc. Includes projects funded from third parties, such as the Environmental Protection Agency (EPA) or NE Department of Environmental Quality (DEQ).

**Dispose of after 10 years.**

**150-2-5-4-16            MERCURY INSPECTION/SPILL REPORTS**

This includes copies of spill reports taken via the mercury hotline and reports of inspections conducted using vapor analyzing equipment. Information includes: values collected, site investigated, equipment used, conclusions drawn, etc.

**Dispose of after 10 years.**

**150-2-5-4-17            MINI-GRANTS/CONTRACTS**

This includes information regarding sub-grants to local entities as well as contracts for other services. May include invoices, work plans, forms budgets, progress reports, and match reports, etc.

**Dispose of after 10 years.**

**150-2-5-4-18            MOLD INFORMATION**

This includes general information regarding complaints of mold, visual inspections conducted, correspondence, legislative proposals, etc.

**Dispose of after 10 years.**

**150-2-5-4-19            NCIAA COMPLAINTS**

This includes complaints of violations of the Nebraska Clean Indoor Air Act (NCIAA).

**Dispose of after 10 years.**

**150-2-5-4-20            NCIAA CONTRACTS/SUBGRANTS**

This includes information regarding pass-through money from DHHS to local entities for local Clean Indoor Air Act (CIAA) inspections, including work plans, contracts, invoices, budgets, progress reports, etc.

**Dispose of after 10 years, provided audit has been completed.<sup>1</sup>**

**150-2-5-4-21            NCIAA ENFORCEMENT ACTIONS**

This includes actions against facilities and/or people for violations of the Nebraska Clean Indoor Air Act. File can contain correspondence, Notices of Violation, actions and memos. Refer to 178 NAC 22.

**Dispose of after 30 years.**

**150-2-5-4-22            NCIAA INSPECTION REPORTS**

Reports from inspections conducted under the Nebraska Clean Indoor Air Act (NCIAA). Information includes: facility name, address, type, inspector name, inspector date, whether facility is in compliance, comments, etc.

**Dispose of after 10 years.**

**150-2-5-4-23            NON-ELEVATED BLOOD DATA**

Child blood level reports, including elevated reports, and information, submitted by health care providers for children age 6 months to 7 years.

**Dispose of after 10 years.**

**150-2-5-4-24            NOTICES OF VIOLATION AND OTHER ASBESTOS ACTIONS**

Includes actions against licensed asbestos business entities and companies, certified asbestos personnel and other related asbestos violations. May also include Asbestos civil penalties assessed, limitations, prohibitions, memos of resolutions, etc.

**Dispose of 10 years after final disposition of case or license expires, whichever is later.**

**150-2-5-4-25           NOTICES OF VIOLATION AND OTHER LEAD-BASED PAINT ACTIONS**

Includes actions against lead-based paint licensed business entities and companies, certified lead-based paint personnel and other related lead-based paint violations. This may also include civil penalties assessed, limitations, prohibitions, memos of resolutions, etc.

**Dispose of 10 years after final disposition of case or license expires.**

**150-2-5-4-26           NOTICES OF VIOLATION AND OTHER RADON ACTIONS**

Includes Notices of Violations, civil penalties assessed, limitations, prohibitions, memos of resolutions, and other actions taken against licensed radon businesses and people.

**Dispose of 10 years after license expiration.**

**150-2-5-4-27           RENOVATION, REPAIR AND PAINTING (RRP) PROGRAM**

Files may contain information regarding the Renovation, Repair and Painting Program, including, but not limited to Stakeholder meeting information, EPA Program Documentation and Training Provider information.

**Dispose of after 10 years.**

**150-2-5-4-28           RADON BUSINESS ENTITIES**

This includes old licensure information, calibration information, reports of audits conducted, correspondence and continuing education, etc.

**Dispose of 10 years after license expiration.**

**150-2-5-4-29           RADON MEASUREMENT AND MITIGATION REPORTS**

Hard copies of monthly reports submitted to the Department by licensed businesses entities as required by the Department.

**Dispose of after 10 years.**

**150-2-5-4-30           RADON PROJECTS/GRANTS**

This includes proposals, work plans, forms, budgets, progress reports and related information from DHHS projects funded by a third party such as the Environmental Protection Agency (EPA), for example the State Indoor Radon Grant (SIRG).

**Dispose of after 10 years.**

**150-2-5-4-31           RADON SURVEY DATA**

This included historical radon survey data.

**FINAL REPORT/RESULTS: Retain permanently.**

**WORKING PAPERS: See WORKING PAPERS (Schedule 124).**

**150-2-5-4-32           SCHOOL TESTING**

This includes letters of participation, correspondence, test results, reports to schools, etc.

**Dispose of after 10 years.**

## **150-2-5-5                    PUBLIC HEALTH LABORATORY**

### **150-2-5-5-1                    AIR QUALITY PARTICULATE ANALYSIS**

Documents pertaining to sample collection, chain of custody, analysis data relative to air quality particulate analysis. Documents include but are not limited to: data packets, raw data, filter conditioning paperwork, filter inventory and inspection forms, stability tests, balance and weight calibration and recertification, ancillary equipment records, maintenance log, corrective action taken and chain of custody.

**ORIGINAL RECORD: Transfer to the State Records Center after 1 year; dispose of after 12 years. If the original COC record is scanned into the LIMS database, dispose of after 3 years, provided Environmental Protection Agency (EPA) audit has been completed.<sup>1</sup>**

**ELECTRONIC RECORD: Dispose of after 12 years.**

### **150-2-5-5-2                    ALCOHOL SOLUTION AND LOGS**

This contains records of the standard alcohol solution concentrates and how each body fluid analysis test office compares with the standardized solution. The laboratory prepares these for the alcohol certification program in DHHS to be used for blinds for new analysts requesting certification. *Kept locked in the lab alcohol evidence room.*

**Transfer to the State Records Center after 5 years. Dispose of after 12 years, unless the laboratory is contacted and asked in writing to save the records for a particular case for a longer length of time.**

### **150-2-5-5-3                    BACTERIOLOGICAL ANALYSIS IN WATER**

Some of this information is part of a project sponsored by the Federal Environmental Protection Agency. These include all public and private water bacteriological analysis (Coliform presence and/or density) records generated by the DHHS Public Health Environmental Laboratory. Public water samples come from public water systems across the state as well as private citizens, schools, camps recreational parks, industrial sources and state agencies including DEQ. Records are arranged by lab number, and/or workgroups, and/or analyte/method. The laboratory examinations can be used for analysis for specific organism detection or for the complete analysis and quantity of each organism present. Information includes: daily test runs, workgroup printouts, data collections forms, analysis data packets, and quality control documentation. Results are sent to the customer submitting the sample, and the DHHS Public Health Drinking Water staff receives an electronic copy of all public water system results.

**ORIGINAL RECORD: Transfer to the State Records Center after one year; dispose of after 12 years. If record is scanned into the LIMS database, dispose of once the analysis is complete and results are scanned in.**

**ELECTRONIC RECORD: Dispose of after 12 years.**

**150-2-5-5-4 BIOTERRORISM LABORATORY PROGRAM**

Documents related to the Environmental laboratory bioterrorism program, including but not limited to Select Agent Certification applications, certification changes, select agent shipment applications and certificates, program required manuals, CDC (Center or Disease Control) on-site laboratory audit reports, Laboratory Response Network (LRN) and Environmental Laboratory Response Network(ELRN) documents for registration and miscellaneous documents required to maintain the laboratory bioterrorism program. *Due to national security requirements of these documents, they are secured in the BSL III Laboratory or Laboratory Quality Assurance (QA) office at the DHHS Public Health Environmental (PHE) Laboratory and not transferred to the State Records Center. The laboratory staff will dispose of these records.*

**Dispose of 10 years after last activity.**

**150-2-5-5-5 BLOOD ALCOHOL ANALYSIS**

Documents pertaining to sample collection, chain of custody and analysis data relative to blood alcohol. The sample request/report form includes: suspect information, arresting officer identification, date, time, attorney to be notified, date and analyst performing the test and analysis result. Documents include but are not limited to: chromatographs and related data including quality control indicating the degree of alcohol content of the sample, daily run packets, request/result forms, motions of discovery, and correspondence pertaining to blood alcohol analyses. *Kept locked in the lab alcohol evidence room.*

**ORIGINAL PAPER RECORDS: Transfer to the State Records Center after 3 years. Dispose of after 12 years, unless the laboratory is contacted and asked in writing to save the records for a particular case for a longer length of time.**

**ELECTRONIC RECORDS: Retain permanently.**

**150-2-5-5-6 BLOOD ALCOHOL EVIDENCE**

Blood alcohol evidence includes but is not limited to: the blood tubes submitted for blood alcohol testing, the box the samples tubes were received in, any swabs, zip lock bags, and/or packing material received in the box with the samples.

**Dispose of after 2 years unless the laboratory is contacted and asked in writing to save the blood evidence.**

**150-2-5-5-7 BSL III LABORATORY ANALYSIS**

Records related to performing testing in the BSL III laboratory, documenting its operation, fulfilling grant requirements, and all miscellaneous requirements for the program, including but not limited to items such as: standard operating procedures, QA documentation, various request and report forms, select agent records, equipment purchase records and manuals, equipment maintenance logs and printouts testing documents, correspondence, and a variety of miscellaneous documents required to maintain the BSL III laboratory. *Due to national security requirements of these documents, they are secured in the BSL III Laboratory or Laboratory QA office at the DHHS PHE Laboratory and not transferred to the State Records Center. The laboratory staff will dispose of these records.*

**Dispose of 10 years after last activity.**

### **150-2-5-5-8 CHEMICAL ANALYSIS IN WATER**

Some of this information is part of a project sponsored by the Federal Environmental Protection Agency. These documents are a product of performing chemical analysis on various matrixes at the DHHS Public Health Environmental Laboratory or at a laboratory contracted by the DHHS Public Health Environmental Laboratory. Public water samples come from public water systems across the state as well as private citizens, schools, camps, recreational parks, industrial sources and several state agencies including DEQ, Game and Parks, and DHHS Public Health. Records can be arranged by lab number and/or workgroups, and/or analyte or method. The laboratory examinations can be used for analysis for specific substance detection or for the complete chemical analysis and quantity of each substance present. Documentation includes but is not limited to: daily test runs, workgroup printouts, data collections forms, instrument printouts, analysis data packets, \*\*\*MDL studies, QA charts, and quality control documentation. The DHHS Public Health Drinking Water Program and the Department of Environmental Quality both receive electronic copies of specific results. Microfilming of all data stopped in 1997.

**ORIGINAL RECORD: Transfer to the State Records Center after one year; dispose of after 12 years. If record is scanned into the LIMS database, dispose of once the analysis is complete.**

**ELECTRONIC RECORD: Dispose of after 12 years.**

### **150-2-5-5-9 CLINICAL RECORD**

Clinical records including but not limited to analytical worksheets, logs, files, standard operating procedures, copies of laboratory results, Clinical Laboratory Improvement Amendments (CLIA) required documents, proficiency testing, QA documents, laboratory examination requests and/or forms, chain of custody forms, specimen container supply requests, supply order forms, Center for Disease Control Specimen Forms, Center for Disease Control Specimen Result Forms, history forms, University of Nebraska Medical Center Virus Laboratory Reports, Weekly Disease Surveillance Reports, data sheets and reports, inventory documents, Taxis documents, counting sheets, equipment printouts and log books, analytical notes, validation documents, computer printout documents, data cards and specimens, key indicators. Clinical results from miscellaneous laboratories, analytical index profiles, and other related items. This includes preceding types of materials for the following test areas: TB, Rabies, Neisseria, Chlamydia, Blood Lead, Serology, Rubella testing, Microbiological identification, Newborn Metabolic screening, CLIA lab Certification, Rules and Regulations, miscellaneous issues, Hemoglobin testing, Hepatitis, HIV, Lyme Disease, Hanta virus, Rubella, Stool, Parasite, Streptococcus, and Medicaid paid claims. The Clinical Laboratory was moved to the University of Nebraska in August of 1997.

**Transfer to the State Records Center after 1 year; dispose of after 3 years.**



**150-2-5-5-10 DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ)  
SAMPLES RESULTS AND CHAIN OF CUSTODY (COC)  
FORMS FOR BACTERIOLOGICAL AND CHEMICAL  
ANALYSIS**

Some of this information is part of a project sponsored by the Federal Environmental Protection Agency. It contains copies of DEQ water sample analysis chain of custody (COC) and data reports. Change of COC records are arranged numerically by lab number and year. They include: lab number, date and time collected, name of collector, type of sample, DEQ tracking number, analysis requested, sampling location, date and the time received at the lab. A report which includes: lab number, results and date and time collected, name of collector, type of sample, DEQ tracking number, analysis requested, sampling location, date and time received at the lab, date analyzed and analyst initials is mailed to DEQ. The original COC record is returned to DEQ with the report. An electronic copy of all results is sent to DEQ on a monthly basis. Microfilm stopped in 1997.

**LABORATORY COPY: Transfer to the State Records Center after 1 year; dispose of after 12 years. If the original COC record is scanned into the Laboratory Information Management System (LIMS) database, dispose of after 1 year.**

**MICROFILM WORK COPY (PRIOR TO 1998): Dispose of after 12 years.**

**SECURITY MICROFILM (PRIOR TO 1998): Dispose of after 12 years.**

**ELECTRONIC RECORD: Dispose of after 12 years.**

**150-2-5-5-11 LABORATORY SAFETY DOCUMENTS**

Laboratory Safety documents including but not limited to the laboratory Chemical Hygiene plan, Radiation plan, Blood borne pathogen plan, list of chemicals located in laboratory, hazardous waste disposal documents, MSDS documents, safety meeting minutes, safety maps, safety presentation documentation and training materials, routine safety check documentation and results of yearly area laboratory safety inspections. Some records are located in an Access computer file and updated on an annual basis.

**ORIGINAL RECORDS: Transfer to the State Records Center when superseded; dispose of after 12 years.**

**ELECTRONIC RECORD: Dispose of after 12 years.**

**150-2-5-5-12 LABORATORY STAFF MEDICAL MONITORING AND  
MEDICAL SERVICES RECORDS**

All records pertaining to the DHHS Environmental Laboratory medical monitoring program. Includes all documents sent to the laboratory by the facility providing medical monitoring or medical services, including Blood borne pathogen plan employee data sheets, Hepatitis shot documentation, and all other monitoring records required by the plan. Laboratory internal accident reports, emergency contact forms and all first aid forms are also included. No medical records are maintained by the State of Nebraska from the medical monitoring done for the staff. Records only state that the employee is fit for duty.

**MEDICAL MONITORING LETTER: Transfer to State Records Center after staff no longer works for laboratory; dispose of 30 years after last date of laboratory employment.**

**ALL OTHER RECORDS: Dispose of after employee is no longer employed by the laboratory.**

**150-2-5-5-13                    LABORATORY TESTING REQUEST FORMS FOR  
CHEMICAL, MICROBIOLOGICAL, RADIOLOGICAL AND  
MISCELLANEOUS ANALYSIS**

These are copies of laboratory requests for chemical, bacteriological, radiological, and miscellaneous water analysis for public water systems, private citizens, and companies. Requisitions can be arranged numerically by lab numbers, work groups, method, or project. Information on the requests includes: customer account number and/or name, analysis requested, lab number assigned to the sample(s), date and time collected, name and day time phone number of sample collector, and sampling location.

Microfilmed stopped in 1997.

**ORIGINAL RECORD: Transfer to the State Records Center after 1 year; dispose of after 12 years. If the original COC record is scanned into the LIMS database, dispose of after the analysis is complete.**

**ELECTRONIC RECORD: Dispose of after 12 years.**

**150-2-5-5-14                    MISCELLANEOUS CUSTOMER SERVICE DOCUMENTS**

This information is used by customer service to perform their daily functions of receiving sample collection kit orders, preparing the kits, mailing the kits to the customers, receiving samples back into the lab, reporting results via mail or fax, and returning phone calls to customers. Documents used to perform these functions may include but are not limited to: in house sample kit order forms, e-mail order forms and sample rejection notes from the DHHS Public Health Drinking Water Program staff, container certifications from vendors, supply orders, Foster home kit requests, and order log.

**LABORATORY COPY: Transfer to the State Records Center after 1 year; dispose of after 5 years. If the original is scanned into the LIMS database, dispose of after 3 years, provided Environmental Protection Agency (EPA) audit has been completed.<sup>1</sup>**

**ELECTRONIC RECORD: Dispose of after 5 years.**

**150-2-5-5-15                    NEBRASKA DRINKING WATER LABORATORIES  
CERTIFICATION FILES**

This contains Nebraska Drinking Water certification and agreement records of laboratories which have applied for and/or been approved to perform drinking water analysis in accordance with Federal and State of Nebraska prescribed standards. Records include but are not limited to: Applications for certification, signed agreements, documentation proved by the laboratories, proficiency data from each laboratory, certification certificates, on-site audit records, laboratory correspondence, and a large collection of certification and EPA manuals, method check lists, and forms.

**ORIGINAL RECORD: Transfer to State Records Center after 3 years; dispose of 12 years after laboratory is no longer certified.**

**ELECTRONIC RECORD: Dispose of 12 years after the laboratory is no longer certified.**

**150-2-5-5-16                    NEBRASKA PUBLIC HEALTH ENVIRONMENTAL  
LABORATORY CORRESPONDENCE**

This contains all miscellaneous correspondence, general inquires, letters, memorandum, notes, minutes, reports, employee timesheets, vehicle logs, and other correspondence of a nonspecific nature,

**ORIGINAL RECORD: Dispose of after 5 years**

**ELECTRONIC RECORD: Dispose of after 5 years.**

**150-2-5-5-17 NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LABORATORY EPA DRINKING WATER CERTIFICATION**

This contains documents pertaining to the Nebraska Public Health Environmental Laboratory EPA Drinking Water Certification. Records include but are not limited to on-site audit reports from Region 7 EPA, or other certification body, audit responses to EPA from the laboratory, data provided to EPA in conjunction with the certification and/or audit process, corrective action taken by the laboratory to meet certification requirements, communication regarding the certification audits, and certification certificates.

**ORIGINAL RECORD: Dispose of after 12 years.**

**ELECTRONIC RECORD: Dispose of after 12 years.**

**150-2-5-5-18 NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LABORATORY INVENTORY & SURPLUS FOR FIXED ASSETS**

This contains documents pertaining to the Laboratory yearly fixed asset inventory and surplus. It includes but is not limited to the following documents: yearly inventory reports, new equipment data sheets, state tag information sheets, surplus forms and paperwork, destruction forms and all communications regarding fixed asset issues.

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

**150-2-5-5-19 QA RECORDS FOR ALL ENVIRONMENTAL LABORATORY TESTING**

This includes all Quality Assurance records associated with analysis at the DHHS Public Environmental Laboratory. Documents include but are not limited to: all Quality Assurance (QA) forms, logs or tables for test methods performed at the laboratory, analyst training records pertaining to laboratory requirements, initial demonstrations of capability documentation, annual method detection limit studies, internal and external audits, proficiency (PT) results, blind studies, quality control (QC) documents, yearly maintenance records, ancillary equipment calibration records, corrective action reports, yearly QA reports, official Standard Operating Procedures, other miscellaneous QA/QC documents.

**ORIGINAL RECORD: Transfer to the State Records Center after 6 years; dispose of after 12 years.**

**ELECTRONIC RECORD: Dispose of after 12 years.**

**150-2-5-6 RADIOLOGICAL HEALTH**

**150-2-5-6-1 CALIBRATION CERTIFICATE**

Certificate is completed each time radioactive measurement equipment is calibrated. Most equipment is required to be calibrated annually.

**Dispose of after 5 years.**

**150-2-5-6-2 CONFERENCE OF RADIATION CONTROL PROGRAM DIRECTORS, INC. (OBSOLETE 2009)**

Files regarding the State Profile Questionnaire including information about personnel, etc.

**Immediately dispose of obsolete records.**

**150-2-5-6-3                    CORRESPONDENCE AND MISCELLANEOUS  
INFORMATION LLRW PROGRAM (OBSOLETE 2005)**

Correspondence and information concerning the development of the Central Interstate Low Level Radioactive Waste Site.

**Dispose of after superseded or obsolete, subject to review by the State Archives for possible accession.**

**150-2-5-6-4                    EMERGENCY RESPONSE DRILL NOTES**

Annually the division in cooperation with the Nuclear Power Plants conducts an emergency response drill. File may include drill notes, what developments took place during drill, etc.

**Dispose of after superseded.**

**150-2-5-6-5                    EMERGENCY RESPONSE PROCEDURE NOTEBOOKS**

Notebook of procedures used by the division in the event of an emergency response situation.

**Dispose of after superseded.**

**150-2-5-6-6                    ENVIRONMENTAL SURVEILLANCE PROGRAM  
RECORDS (OBSOLETE 2009)**

Environmental surveillance study of the radioactive content of air, water, soil, etc. File may contain: Air and Precipitation Summary, Composite Milk Sampling Records, Daily Station Field Estimate Records, Radiation Alert Network Summary, Thermo luminescence Dosimetry, etc. These documents contain background radiation information that would be critical to access in the event of a radiological incident at the 2 nuclear power plants in the state. This data has been gathered specifically to document background radiation levels in the environment prior to any event.

**Retain permanently.**

**150-2-5-6-7                    FISCAL YEAR FINANCIAL FILE (OBSOLETE 2000)**

Financial documents pertinent to the section arranged by fiscal year.

**Immediately dispose of obsolete record, provided audit has been completed.<sup>1</sup>**

**150-2-5-6-8                    GENERAL LICENSE NON MEDICAL**

License to possess radioactive materials for a limited number of non-medical uses.

**Dispose of after 5 years.**

**150-2-5-6-9                    HALLAM ENVIRONMENTAL SURVEILLANCE  
(OBSOLETE 2009)**

Semi-annual inspection report on the on-site background radiation water analysis for the discontinued Hallam nuclear power plant. This information is sent to the Department of Energy in Chicago. *Refer to 180 NAC 3-018.07, Entombed reactor records should be kept of all facilities, buildings and rooms where radioactive material has been used.*

**Retain permanently.**

**150-2-5-6-10                  INVITRO TESTING CERTIFICATE**

Application and certification authorizing general license holding physicians, clinical laboratories and hospitals to possess certain small quantities of radioactive material for invitro clinical or laboratory tests.

**Dispose of 1 year after the end of the fiscal year in which the license terminated, provided audit has been completed.<sup>1</sup>**

**150-2-5-6-11 MISCELLANEOUS EMERGENCY RESPONSE**

Miscellaneous Emergency Response documents including Annual Letters of Certification, training records, exercise reports, etc.

**Dispose of after 10 years.**

**150-2-5-6-12 NON-ROUTINE MEDICAL USE OF ISOTOPE (OBSOLETE 2006)**

Request form submitted to RAC for approval of any non-routine medical use of isotopes. Information includes licensee information, isotope requested, chemical form, proposed use, restrictions and remarks. *Refer to 180 NAC 3-018.07, records are kept of all facilities, buildings and rooms where radioactive material has been used.*

**Retain permanently.**

**150-2-5-6-13 NUCLEAR REGULATORY COMMISSION (NRC) AGREEMENT STATE EXCHANGE OF INFORMATION (OBSOLETE 2009)**

Indicates what Nebraska has done previously with the radioactive material program. May include the number and type of licenses, number of inspections, incidents, etc.

**Dispose of after 5 years.**

**150-2-5-6-14 NUCLEAR REGULATORY COMMISSION CONTRACT ENVIRONMENTAL SURVEILLANCE (OBSOLETE 2009)**

Contracts between the department and the Nuclear Regulatory Commission (NRC). Department is responsible for the environmental surveillance of Nebraska's nuclear power plants and for reporting results of samples taken of the air, water, soil, etc.

**ANNUAL ENVIRONMENTAL SURVEILLANCE REPORT: Retain permanently.**

**CONTRACTS: See CONTRACTS AND AGREEMENTS, (Schedule 150-3-1-2).**

**WORKING PAPERS: See WORKING PAPERS, (Schedule 124).**

**150-2-5-6-15 NUCLEAR REGULATORY COMMISSION (NRC) REVIEW**

Results from the review of the radioactive material program outlining improvements and recommendations for specific areas. Also contains a pre-review questionnaire which includes the status of program information, staffing, inspections and licensing dates, etc.

**Dispose of after 5 years.**

**150-2-5-6-16 NUCLEAR REGULATORY COMMISSION (NRC) RULES AND REGULATIONS COMMISSION NOTICES AND STATEMENT OF CONSIDERATION**

Federal body of rules and regulations governing the licensing, control and usage of radioactive substances.

**Dispose of when superseded or obsolete.**

**150-2-5-6-17 OUT-OF-STATE TRAVEL REQUEST (OBSOLETE 2000)**

Form used in requesting approval to attend meetings or conventions held outside the state.

**Immediately dispose of obsolete record, provided audit has been completed.<sup>1</sup>**

**150-2-5-6-18 PROPOSALS (OBSOLETE 2005)**

Proposals for program management consulting services.

**ACCEPTED: Dispose of 5 years after program no longer exists.**

**REJECTED: Dispose of after 10 years.**

**150-2-5-6-19 PUBLICATIONS CROSS REFERENCE INDEX**

Alphabetical index file of radiological publications on the file in the division's library. Information includes reference number and title of publications.

**Dispose of when superseded or obsolete.**

**150-2-5-6-20 RADIATION ADVISORY COUNCIL**

General information of the Radiation Advisory Council. Information includes Agendas, Memoranda, Minutes, Committee Reports, Bylaws, Gubernatorial Appointments, News Releases, policies, Radiation Control Act, etc.

**See MINUTES (Schedule 124).**

**150-2-5-6-21 RADIATION DOSIMETER REPORT**

Monthly reports from the Dosimeter Company of the amounts of radiation that staff have been exposed to. This information is analyzed from the badges worn by employees.

*Refer to Title 180 NAC 10.*

**Retain permanently.**

**150-2-5-6-22 RADIOACTIVE MATERIAL LICENSE EXPIRATIONS LISTING**

Listing used to send expiration notices to licensees before their expiration date.

**Dispose of after superseded.**

**150-2-5-6-23 RADIOACTIVE MATERIAL LICENSING FILE**

File maintained for each user of radioactive materials. Each file may contain: Radioactive Materials License, Application for Radioactive Material License, License Compliance Inspection Notes, correspondence, etc.

**Retain permanently.**

**150-2-5-6-24 RADIOACTIVE MATERIAL PROGRAM PROCEDURES**

Radiological licensing procedures, as well as samples of all necessary licensing forms. Information includes: applications, processing, inspection procedures, standard conditions, investigation procedures, training material, etc.

**Dispose of after superseded.**

**150-2-5-6-25 RADIOLOGICAL HEALTH HISTORICAL INFORMATION (OBSOLETE 2000)**

Information includes: the purpose of the division, particular problems, objectives, methods, and evaluations.

**Immediately dispose of obsolete records.**

**150-2-5-6-26 RECIPROCITY LICENSEE FILE**

File maintained for out-of-state licensees requesting reciprocity. File may contain their radioactive material license, operating and emergency procedures, training certificates, correspondence, etc. *For Reciprocity Inspection Reports, refer to 180 NAC 3-019.07, records are kept of all facilities, buildings and rooms where radioactive material have been used.*

**RECIPROCITY INSPECTION REPORTS: Retain permanently.**

**ALL OTHER INFORMATION: Dispose of after 2 years.**

**150-2-5-6-27 REGISTRATION OF SERVICES FILE**

Registration of Services according to the assigned registration numbers. The typical file contains: Registration of Services form NRH-9, qualifications and training for service people, correspondence, etc.

**Dispose of 1 year after facility is no longer providing service in state.**

**150-2-5-6-28 REGISTRATION OF SERVICES LISTS**

Lists name of facility, address, registration number, services provided, qualified service people, etc.

**Dispose of after superseded.**

**150-2-5-6-29 REPORT OF EXPENDITURES, BUDGETS AND BALANCES (OBSOLETE 2000)**

Summary of expenditures for prior fiscal years includes the expense fund, amount budgeted, amount expended and the balance of the fund.

**Immediately dispose of obsolete record, provided audit has been completed.<sup>1</sup>**

**150-2-5-6-30 REVISED NEBRASKA RADIOLOGICAL HEALTH REGULATIONS**

Nebraska rules and regulations governing the use and control of radioactive material. Contains provisions for regulations, licensing, Standards for Protection from Radiation etc.

**ORIGINAL RECORD: Retain permanently**

**ALL OTHER COPIES: Dispose of when superseded or obsolete.**

**150-2-5-6-31 REVISED NEBRASKA RADIOLOGICAL HEALTH REGULATIONS – RULE MAKING PROCESS – 180 NAC**

Includes but not limited to: Request for Development of Regulations (RDR's), stakeholder meetings notices and notes, Public Hearing Notices, notes, etc. created in process of developing and revising rules and regulations.

**Dispose of after Rule and Regulation is superseded or revoked.**

**150-2-5-6-32 STATE PLAN FOR PUBLIC HEALTH SERVICES (OBSOLETE 2009)**

Nebraska State Plan for Public Health Services involving Radiological Health. Plan includes: the purpose of the division, particular problems, objectives, methods, and evaluations.

**Immediately transfer to the State Archives.**

**150-2-5-6-33 X-RAY FILES**

May include general files, DENT, BENT, FDA correspondence, FDA contracts, NEXT surveys, mammography information, x-ray correspondence and miscellaneous information.

**Dispose of when superseded or obsolete.**

**150-2-5-6-34 X-RAY REGISTRATION FILE (COUNTY)**

Registration of radiation equipment by county according to the assigned registration numbers. The typical file contains: Radiation Source Registration Program, Data Report, X-ray Protection, and Survey Reports for Facility, Radiographic and Fluoroscope Sources, Radiographic X-ray Inspection Results, correspondence, etc.

**ALL OTHER RECORDS: Dispose of after equipment or facility no longer exists.**

**INSPECTION RESULTS: Dispose of after 8 years.**

**150-2-5-6-35 X-RAY REGISTRATION LIST**

Lists name of owner, address, registration and machine number, etc.  
**Dispose of after superseded.**

**TRANSFERRED RECORD**

200-4-3-1-2 CERTIFICATE APPLICATIONS – DHHS Credentialing

**OBSOLETE RECORDS – IMMEDIATELY DISPOSE OF OBSOLETE RECORDS**

35-20-6-1 ACTIVITY REPORT, BI-MONTHLY  
200-4-3-6-5-1 ACTIVITY REPORT, BI-MONTHLY  
35-23-2-1 ALCOHOL DISPOSITION SHEETS (A4-73)  
35-23-2-2 ALCOHOL BODY FLUID ANALYSIS FILE  
35-23-2-3 ALCOHOL LABORATORY LOGBOOK (OBSOLETE 1985)  
200-4-3-6-4-1 ANNUAL REVIEW OF THE NEBRASKA RADIOLOGICAL HEALTH PROGRAM  
200-4-3-5-1 APPLICATION FOR FLUORIDATION OF WATER SUPPLY (EE165)  
35-14-1-1 APPLICATION FOR FLUORIDATION OF WATER SUPPLY (EE 165)  
35-14-13-2 APPLICATION FOR PERMIT TO CONSTRUCT, EXPAND, REMODEL OR MAKE ALTERATIONS TO SANITARY FACILITIES IN A MOBILE HOME PARK  
200-4-3-5-2 APPLICATION FOR PERMIT TO FLUORIDATE PUBLIC WATER SUPPLY (DH 1-64) (OBSOLETE)  
35-14-1-2 APPLICATION FOR PERMIT TO FLUORIDATE PUBLIC WATER SUPPLY (DH 1-64)  
35-14-11-1 BULK TANK MILK SAMPLING  
35-14-8-1 CASE REPORT NOTE FORM  
200-4-3-2-2 CERTIFIED WATER OPERATORS LISTING  
35-14-4-1 CERTIFIED WATER OPERATORS LISTING  
35-14-1-5 CHEMICAL ANALYSIS OF WATER (SAN 110)  
200-4-3-5-5 CLASSIFICATION OF WATER UTILITIES BY TOWN (With Population)  
35-14-1-6 CLASSIFICATION OF WATER UTILITIES BY TOWN (With Population)  
35-14-10-1 CLEARANCE ORDER RURAL MANPOWER JOB OFFER  
35-14-11-2 CONDENSED AND DRY MILK PLANT INSPECTION REPORT  
35-14-11-3 CONSENT FORMS  
35-14-15-4 CONTAMINATION WATER FILES  
35-14-11-4 DAIRY FARM INSPECTION REPORT  
35-14-11-5 DAIRY PLANT SAMPLING—RAW AND PASTEURIZED MILK  
35-14-7-1 DAY CARE HOME OR CENTER EVALUATION  
35-14-7-2 DAY CARE HOMES, CENTERS, FOSTER HOMES, GROUP HOMES, GROUP DAY CARE, PRESCHOOLS, AND HEAD STARTS LISTING



35-14-2-4 DESCRIPTION OF PROPOSED WELL SITE (EE127B)  
35-14-2-1 DRAWINGS, BLUE PRINTS AND MAPS  
35-14-1-7 DRINKING WATER MONITORING SYSTEM COMPUTER REPORT  
200-4-3-5-6 DRINKING WATER MONITORING SYSTEM COMPUTER REPORT  
35-14-1-8 DRINKING WATER MONITORING SYSTEM LABORATORY RESULTS DATA  
200-4-3-5-7 DRINKING WATER MONITORING SYSTEM LABORATORY RESULTS DATA  
35-14-18-1 EVALUATION LETTER  
35-14-11-6 FARM BULK TANK MILK SAMPLING INSPECTION RECORD  
35-14-3-2 FIELD SHEET (SAN 103)  
200-4-3-3-3 FIELD SHEET (SAN 103)  
200-4-3-3-4 FLUORIDATION RESULTS  
35-14-3-3 FLUORIDATION RESULTS  
35-14-1-9 FLUORIDE CONTENT OF NEBRASKA MUNICIPAL WATER SUPPLIES (EE 148B)  
200-4-3-5-8 FLUORIDE CONTENT OF NEBRASKA MUNICIPAL WATER SUPPLIES (EE 148B)  
35-14-9-1 FOOD SERVICE ESTABLISHMENTS INSPECTION REPORT  
35-14-2-3 GAME AND PARKS DRAWINGS  
200-4-3-3-5 GENERAL FILE INDEX  
35-14-3-4 GENERAL FILE INDEX  
35-14-20 GENERAL RECORDS  
35-14-11-16 HIGH TEMPERATURE SHORT TIME FLOW CHART AND CHECK LIST  
35-14-2-6 INDEX OF SWIMMING POOL MAINTENANCE COMPANIES (EE 325)  
35-14-3-6 INDEX OF TOWNS HAVING ONLY ONE MUNICIPAL WELL  
200-4-3-3-7 INDEX OF TOWNS HAVING ONLY ONE MUNICIPAL WELL  
35-14-9-2 INTERSTATE CARRIER/CATERING POINT SANITATION/ INSPECTION REPORT  
35-14-11-7 INTERSTATE MILK SHIPPER REPORT  
35-14-8-2 INVESTIGATION OF FOOD BORNE OUTBREAK  
35-14-3-7 ITINERARY  
200-4-3-3-8 ITINERARY  
35-14-18-4 LABELS AND BULLETINS  
200-4-3-3-9 LIBRARY CARD INDEX  
35-14-3-8 LIBRARY CARD INDEX  
35-14-11-8 MANUFACTURING PLANT INSPECTION REPORT  
200-4-3-6-5-3 MEETING OR CONVENTION REPORT (OBSOLETE)  
35-20-6-3 MEETING OR CONVENTION REPORT (OBSOLETE)  
35-14-10-2 MIGRANT HEALTH PROJECT—HOUSING EVALUATION  
35-14-11-9 MILK PLANT EQUIPMENT TESTS REPORT  
35-14-11-10 MILK PLANT INSPECTION REPORT  
35-14-5-3 MISCELLANEOUS CLEAN INDOOR ACT RECORDS

200-4-3-3-10 MUNICIPAL WATER TREATMENT PLANT PERSONNEL (EE104A)  
35-14-3-9 MUNICIPAL WATER TREATMENT PLANT PERSONNEL (EE 104A)  
200-4-3-5-10 MUNICIPAL WATER TREATMENT PLANTS (EE 104)  
35-14-1-11 MUNICIPAL WATER TREATMENT PLANTS (EE 104)  
35-14-1-12 MUNICIPAL WELL LOCATIONS  
200-4-3-5-11 MUNICIPAL WELL LOCATIONS  
200-4-3-3-11 NEBRASKA FLUORIDATION  
35-14-3-10 NEBRASKA FLUORIDATION ELECTIONS  
35-14-3-11 NEWSPAPER CLIPPINGS  
200-4-3-3-12 NEWSPAPER CLIPPINGS  
35-14-15-6 NON-LOAN SEWAGE ASSISTANCE  
200-4-3-3-13 NON-MUNICIPAL WATER SUPPLIES  
35-14-3-12 NON-MUNICIPAL WATER SUPPLIES  
35-20-3-4 NUCLEAR REGULATORY COMMISSION (NRC) SEALED SOURCE AND DEVICE CATALOG  
35-14-11-11 PASTEURIZATION PLANTS REPORT  
35-20-6-8 PHOTOGRAPHIC FILES  
200-4-3-6-5-6 PHOTOGRAPHIC FILES  
35-14-11-17 PLANT PRODUCT PRODUCTION SHEET  
200-4-3-5-12 PROJECT OBJECTIVE METHODS EVALUATION  
35-14-1-13 PROJECT OBJECTIVE METHODS EVALUATION  
200-4-3-3-14 PUBLIC WATER SUPPLY INVENTORY NON-COMMUNITY (EE-INVI)  
35-14-3-13 PUBLIC WATER SUPPLY INVENTORY NON-COMMUNITY (EE-INVI)  
200-4-3-6-3-8 RADIOACTIVE MATERIAL LICENSE STANDARD CONDITIONS  
35-20-3-8 RADIOACTIVE MATERIAL LICENSE STANDARD CONDITIONS  
35-20-3-7 RADIOACTIVE MATERIAL LICENSES LOG BOOK  
200-4-3-6-3-7 RADIOACTIVE MATERIAL LICENSES LOG BOOK  
35-20-3-10 RADIOACTIVE MATERIAL LICENSING LIST  
200-4-3-6-3-10 RADIOACTIVE MATERIAL LICENSING LIST  
35-14-7-3 REFERRAL AND REPORT OF INSPECTION  
200-4-3-5-13 REPORT OF BACTERIOLOGICAL EXAMINATION-INTERSTATE CARRIER WATER SUPPLY (SAN 135)  
35-14-1-14 REPORT OF BACTERIOLOGICAL EXAMINATION-INTERSTATE CARRIER WATER SUPPLY (SAN 135)  
35-14-11-12 REPORT OF CERTIFICATION  
35-14-11-13 REPORT OF MILK SANITATION RATING SURVEY  
35-14-1-15 REPORT OF WATER SUPPLY USED ON INTERSTATE CARRIERS (EPA Form 7500-12)  
200-4-3-5-14 REPORT OF WATER SUPPLY USED ON INTERSTATE CARRIERS (EPA Form 7500-12)  
35-14-11-14 REPORT ON DAIRY FARMS  
35-14-12-1 RESOLVED PRIVATE WELL PROBLEMS  
35-14-16-1 SCHOOL EVALUATION

35-14-5-2	SMOKING POLICIES
35-14-2-2	SUBDIVISION DRAWINGS
200-4-3-8-2	SUMMARY ACTIVITY REPORT
35-14-20-2	SUMMARY ACTIVITY REPORT
35-14-11-15	SURVEY CHECK FORM FOR MILK PLANT EQUIPMENT TESTS
35-14-9-3	SURVEY FORM FOR BACTERIOLOGICAL EXAMINATION OF FOOD UTENSILS AND/OR FOOD EQUIPMENT SURFACES
35-14-18-2	VECTOR CONTROL SURVEYS
200-4-3-2-6	WATER OPERATOR CERTIFICATION FILE
35-14-4-3	WATER OPERATOR CERTIFICATION FILE
200-4-3-3-17	WATER PRODUCTION IN NEBRASKA MUNICIPALITIES
35-14-3-14	WATER PRODUCTION IN NEBRASKA MUNICIPALITIES
200-4-3-3-18	WATER QUALITY STANDARDS FOR SURFACE WATERS OF THE STATE
35-14-3-15	WATER QUALITY STANDARDS FOR SURFACE WATERS OF THE STATE
35-14-2-14	WATER SYSTEM PLANS AND SPECIFICATIONS, REGISTER
35-14-15-5	WATER WELL ASSISTANCE RECORDS
35-14-15-3	WELL CONSTRUCTION INFORMATION SHEET

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**NOTE**

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1. *These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.*