

Schedule 125-1

NEBRASKA PUBLIC HOSPITALS

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

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

SCHEDULE NUMBER	125-1
AGENCY, BOARD OR COMMISSION	NEBRASKA PUBLIC HOSPITALS
DIVISION, BUREAU OR OTHER UNIT	

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA
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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 * <i>Harley M. Heald</i>	
TITLE <i>President</i>	DATE <i>6 Sept. 1989</i>

PART II — ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE * <i>Shirley J. Danile</i>	DATE <i>8 Sept. 1989</i>
STATE ARCHIVIST	

PART III — APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE * <i>Allen J. Reerman</i>	DATE <i>January 30, 1990</i>
ADMINISTRATOR	

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

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

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
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Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 125-1 - NEBRASKA PUBLIC HOSPITALS

125-1-1 ADMITTING RECORDS

125-1-1-1 ADMISSION AND DISCHARGE RECORDS

Used for administrative purposes and includes Admission and Discharge Reports, Patient Admission Records, etc.

Dispose of after 3 years.

125-1-2 BUSINESS RECORDS

125-1-2-1 CHARGE SLIPS TO PATIENTS

Dispose of after 5 years.

125-1-2-2 EQUIPMENT - DEPRECIATION RECORDS

Dispose of when equipment is surplusd or disposed of.

125-1-2-3 INCOME - DAILY SUMMARY

Dispose of after 5 years.

125-1-2-4 JOURNALS - GENERAL

Retain permanently.

125-1-2-5 LEDGER CARDS - PATIENTS

Dispose of after 5 years.

125-1-2-6 LEDGERS - GENERAL

Retain permanently.

125-1-2-7 POSTING AUDITS

Dispose of after 5 years.

125-1-2-8 VOUCHERS

CASH: Dispose of after 5 years.

CAPITOL EXPENDITURES: Retain permanently.

125-1-2-9 PAYROLL RECORDS

125-1-2-9-1 INDIVIDUAL EARNINGS RECORD - PAYROLL

Retain permanently.

125-1-2-9-2 JOURNALS - PAYROLL

Dispose of after 25 years.

125-1-2-9-3 RATE CARDS - PAYROLL

Retain permanently.

125-1-2-9-4 REGISTERS - PAYROLL

Dispose of after 10 years.

125-1-2-10 MEDICARE RECORDS

125-1-2-10-1 BILLING MATERIAL

Includes copies of billing forms, supporting documents and forms, charge slips, daily patient census records, and other business and accounting records referring to specific claims.

Dispose of 5 years after the month the cost report is filed or 3 years after the month the NPR (Notice of Program Reimbursement) is issued, whichever is later.

125-1-2-10-2 COST REPORT MATERIAL

All data necessary to support the accuracy of the entries on the annual cost reports, including original invoices, cancelled checks, copies of material used in preparing annual cost reports, schedules, and related work sheets, contracts or records dealing with outside sources of medical supplies and services or with related organizations.

Dispose of 5 years after the month the cost report is filed or 3 years after the month the NPR is issued, whichever is later.

125-1-2-10-3 HOSPITAL PHYSICIAN MATERIAL

Dispose of 5 years after the month the cost report is filed or 3 years after the month the NPR is issued, whichever is later.

125-1-2-10-4 MEDICAL RECORD MATERIAL

Includes utilization review committee reports, physicians certifications and recertifications, discharge summaries, clinical and other medical records relating to health insurance claims.

Dispose of 5 years after the month the cost report is filed or 3 years after the month the NPR is issued, whichever is later.

125-1-3 DIETARY RECORDS

125-1-3-1 FOOD COSTS

Dispose of after 5 years.

125-1-3-2 MEAL COUNTS

Dispose of after 5 years.

125-1-3-3 MENUS

Dispose of after 2 years.

125-1-4 DRUG RECORDS

125-1-4-1 CONTROLLED DRUGS (Substances)

INVENTORY AND ORDERS: Dispose of after 2 years, provided audit has been completed.¹

DISPENSED OR ADMINISTERED: Dispose of after 2 years, provided audit has been completed.¹

METHADONE: Dispose of after 3 years, provided audit has been completed.¹

125-1-4-2 PRESCRIPTION DRUGS (Substances)

Dispose of after 2 years, provided audit has been completed.¹

125-1-5 ENGINEERING RECORDS

125-1-5-1 BLUE PRINTS

Retain permanently.

125-1-5-2 EQUIPMENT RECORDS BY LOCATION

Dispose of after equipment is surplus or disposed of.

125-1-5-3 EQUIPMENT RECORDS IN INSPECTION AND MAINTENANCE INCLUDING METER CHARTS

Dispose of after 5 years.

125-1-5-4 EQUIPMENT OPERATING INSTRUCTIONS

Dispose of after equipment is surplus or disposed of.

125-1-5-5 INSPECTION OF GROUNDS AND BUILDINGS

Dispose of after 1 year.

125-1-5-6 TEMPERATURE CHARTS

Dispose of after 2 years.

125-1-6 LABORATORY, X-RAY AND THERAPY RECORDS

125-1-6-1 ABO AND RH BLOOD TYPES

Dispose of after 5 years.

125-1-6-2 ADVERSE REACTIONS TO TRANSFUSIONS

Dispose of after 5 years.

125-1-6-3 APPOINTMENT BOOKS

Dispose of after 3 years.

125-1-6-4 BLOOD DONOR HISTORIES

Includes Examination, Consent, Reactions and Results of required tests performed on Plasmapheresis and Cytapheresis donors.

Dispose of after 5 years.

125-1-6-5 BLOOD INSPECTION AND REFRIGERATION RECORDS

Dispose of after 5 years.

125-1-6-6 BLOOD PROCESSING

Dispose of after 5 years.

125-1-6-7 BLOOD TEST RESULTS

Includes interpretations and release (issue) data for compatibility testing.

Dispose of after 5 years.

125-1-6-8 BLOOD TRANSFUSION REQUEST RECORDS

Dispose of after 5 years.

125-1-6-9 ELECTROCARDIOGRAM TRACINGS

Dispose of after 10 years.

125-1-6-10 ELECTROENCEPHALOGRAM TRACINGS

NORMAL CUT-OUTS: Dispose of after 5 years.

ABNORMAL CUT-OUTS: Dispose of after 10 years.

UNCUT TRACINGS FOR MEDICAL-LEGAL DISPUTE: Dispose of after litigation is settled.

125-1-6-11 FETAL MONITORING

Dispose of after 25 years.

125-1-6-12 FINAL DISPOSITION OF UNITS OF BLOOD AND COMPONENTS

Dispose of after 5 years.

125-1-6-13 INDEX TO PATIENT RECORDS

Dispose of after 10 years.

125-1-6-14 RADIOISOTOPES

Includes receipt, transfer, use, storage, delivery, disposition, and reports of over exposure.

Retain permanently.

125-1-6-15 REGISTERS OF TESTS

Dispose of after 5 years.

125-1-6-16 REQUESTS FOR TESTS

Dispose of after 2 weeks.

125-1-6-17 TEST RESULTS (Clinical Laboratory)

Dispose of after 3 months.

125-1-6-18 THERAPY TREATMENT RECORDS (Inpatient and Outpatient)

Dispose of after 5 years.

125-1-6-19 X-RAY FILMS

Dispose of after 5 years.

125-1-7 MEDICAL RECORDS

125-1-7-1 DELIVERY ROOM LOG

Retain permanently.

125-1-7-2 DISEASE INDEX

Dispose of after 10 years.

125-1-7-3 INDEX TO PATIENT MEDICAL RECORDS

Retain permanently.

125-1-7-4 INPATIENT/OUTPATIENT MEDICAL RECORDS

Confidential medical record of every patient admitted for care in the hospital or treated in the emergency or outpatient service. Medical records will contain, when applicable, the following information:

- Autopsy findings
- Chief complaint
- Clinical pathology laboratory reports
- Consultations
- Discharge summary
- History and physical examination
- Identification data
- Present illness
- Progress notes (all disciplines)
- Provisional diagnosis
- Radiology reports
- Tissue report
- Treatment, medical and surgical
- And others not specifically listed here.

For purposes of retention and inclusion, Medical Records shall not include original X-ray film, laboratory samples, slides or tissues.

Dispose of 10 years after patient is discharged or expired; OR, dispose of 3 years after patient has reached the age of majority (19 years), whichever is later.

125-1-7-5 OPERATION INDEX

Dispose of after 10 years.

125-1-7-6 PATIENT INDEX

Retain permanently.

125-1-7-7 PHYSICIAN INDEX

Dispose of after 10 years.

125-1-7-8 SURGERY LOG

Retain permanently.

125-1-8 PERSONNEL RECORDS

125-1-8-1 JOB CLASSIFICATIONS (Descriptions)

Dispose of when superseded or obsolete.

125-1-8-2 OVERTIME REPORTS

Dispose of after 3 years.

125-1-8-3 VOLUNTEER SERVICE (Certification of Hospital Workers)

Dispose of 2 years after termination.

125-1-9 GENERAL RECORDS

125-1-9-1 ACCIDENT/INCIDENT REPORTS

Dispose of after 5 years.

125-1-9-2 CENSUS (DAILY)

Dispose of after 5 years.

**125-1-9-3 COMMUNICABLE DISEASE REPORTS TO STATE AND LOCAL
HEALTH DEPARTMENTS**

Dispose of after 3 years.

125-1-9-4 CRASH CART CHECK LIST

Dispose of after 5 years.

125-1-9-5 ENDOWMENTS, TRUSTS, AND BEQUESTS

Retain permanently.

125-1-9-6 FIRE INSPECTION REPORTS

Dispose of after 6 years.

125-1-9-7 GRANTS, FEDERAL (ALL PERTINENT RECORDS)

Dispose of after 3 years provided all issues arising from claim, negotiation, audit or other action have been resolved.

125-1-9-8 HOUSEKEEPING ROOM RECORDS

Dispose of after 3 years.

125-1-9-9 INSERVICE EDUCATION RECORDS

Dispose of after 5 years.

**125-1-9-10 MEETING MINUTES (Board of Directors, Executive Committee,
and Medical Staff)**

Dispose of after 10 years, subject to review by the State Archivist before disposal.

125-1-9-11 PERMITS - ALCOHOL AND NARCOTICS

Retain permanently or until superseded.

125-1-9-12 POLICIES AND PROCEDURES

Retain one copy permanently; dispose of other copies when no longer of reference value.

125-1-9-13 PROPERTY RECORDS (DEEDS, TITLES, AND LEASES)

Retain permanently.

125-1-9-14 STAFFING SCHEDULES

Includes nursing, emergency, kitchen, etc.

Dispose of after 5 years.

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. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

RECORDS DISPOSITION REPORT

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

REQUIRED INFORMATION:

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

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

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

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

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

RMA 03006D

VOLUME ESTIMATING GUIDE

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

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