

Updated Disposition Report instructions and address 11/2022  
No changes were made to records retention

# **Schedule 125-1**

## **NEBRASKA PUBLIC HOSPITALS**

Nebraska Records Management Division  
3242 Salt Creek Circle  
Lincoln, NE 68504  
(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**

<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	
<p><i>Harley M. Heald</i></p>	
TITLE	DATE
<p><i>President</i></p>	<p><i>6 Sept. 1989</i></p>

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

**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	
<p><i>Allen J. Beerman</i></p>	
ADMINISTRATOR	DATE
	<p><i>January 30, 1990</i></p>

## **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 Local Agencies General Records Schedule #24 contains those records common to most local 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 this 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. 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**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. 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  
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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.<sup>1</sup>

**DISPENSED OR ADMINISTERED:** Dispose of after 2 years, provided audit has been completed.<sup>1</sup>

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

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

Dispose of after 2 years, provided audit has been completed.<sup>1</sup>

## **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 surplused 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 surplused 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.