

Schedule 150-1-1-1-2

DEPARTMENT OF HEALTH AND HUMAN SERVICES CHILD SUPPORT ENFORCEMENT

July 9, 2008

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

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

SCHEDULE	150-1-1-1-2
AGENCY, BOARD OR COMMISSION	Department of Health & Human Services
DIVISION, BUREAU OR OTHER UNIT	Child Support Enforcement
Supersedes Schedule 40-1-6 items 40-1-6-1-1 through 40-1-6-1-19	

**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

Chris Zick

TITLE

CEO

DATE

7/3/08

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

Andrew I. Fung

STATE ARCHIVES

DATE

7/7/08

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

John A. Lane

STATE RECORDS ADMINISTRATOR

DATE

7/9/2008

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. This report establishes that the destruction was performed in your normal course of business.

NON-SCHEDULED RECORDS

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

SCHEDULE UPDATE

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

QUESTIONS

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

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SCHEDULE 150-1-1-1-2 – HEALTH AND HUMAN SERVICES CHILD SUPPORT ENFORCEMENT

150-1-1-1-2-1 ARREARAGE RECONCILIATION REPORT (CSP 572) (OBSOLETE 2008)

District Court Clerk's certification of child support delinquency due the State of Nebraska.
Immediately dispose of obsolete record, provided audit has been completed.¹

150-1-1-1-2-2 ARREARAGE REPORT (OBSOLETE 2008)

Reports arrearage for the offset reporting programs.

Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.¹

150-1-1-1-2-15 CHILD SUPPORT CASE RECORDS

File on each child handled by Child Support Unit. May include acknowledgement of paternity, contact sheet, correspondence, receipts on court fees, father's questionnaire form on financial capabilities, etc. (See the State Social Services Manual for complete file contents).

Dispose of 6 years after Child Support Case has closed.

150-1-1-1-2-16 CHILD SUPPORT PAYMENT CARD (OBSOLETE 2008)

Card indicates child support payments made during the current year and previous years by obligated parents.

Immediately dispose of obsolete record.

150-1-1-1-2-3 CLERK OF DISTRICT COURT LOG ACTIVITY (FORM CSE 71) (OBSOLETE 2008)

Report used to determine Title IV-D activity for reimbursement of salaries and expenses.

Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.¹

150-1-1-1-2-4 CLERK OF DISTRICT COURT TIME STUDY (FORM CSE 73/CSE 75) (OBSOLETE 2008)

Report used to determine Title IV-D time for reimbursement of salaries and expenses.

Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.¹

150-1-1-1-2-8 CSE 34A PAYEE/DEPENDENT DOCUMENT (OBSOLETE 2008)

Demographic information on ADC recipients and their dependents.

Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.¹

150-1-1-1-2-5 CSE BATCHES/DOCUMENTS (OBSOLETE 2008)

Demographic information on ADC clients and absent parents.

Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.¹

**150-1-1-1-2-6 CSE INCOME TAX REFUND OFF-SET PROGRAM
(OBSOLETE 2008)**

Listing of cases submitted for federal offset by tax year.

Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.¹

150-1-1-1-2-7 CSE REPORTS, MISCELLANEOUS

Financial information on absent parents.

Dispose of after 6 years, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.¹

150-1-1-1-2-19 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:

E-MAIL RECORDS:

Daily Back-ups (M-TH): Dispose of after 1 week.

Weekly (Friday): Dispose of after 4 weeks.

Monthly (4th Friday): Dispose of after 1 year.

ALL OTHER ELECTRONIC RECORDS:

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

Weekly (Saturday): Dispose of after 1 month.

Monthly: Dispose of after 1 year.

150-1-1-1-2-9 INITIAL DELETE MODIFY LISTINGS (OBSOLETE 2008)

Report of inaccurate IRS submittals.

Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.¹

**150-1-1-1-2-10 MONTHLY REPORT OF SUPPORT COLLECTIONS
(OBSOLETE 2008)**

Reports collections on ADC and non-ADC cases.

Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.¹

150-1-1-1-2-11 PARENT LOCATION FILES (FEDERAL PARENT LOCATOR SERVICE) (OBSOLETE 2008)

Information from federal agencies regarding the location of absent parents.

Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.¹

150-1-1-1-2-17 PAYMENT RECORDS (MARCH 22, 2008 to PRESENT)

Adjustment request, non-mons, and supporting documentation.

ORIGINAL RECORD: Scan to network and dispose of after 90 days.

ELECTRONIC RECORD: Dispose of after 25 years.

CD COPY: Dispose of after 25 years.

SECURITY CD: Dispose of after 25 years.

**150-1-1-1-2-12 PAYMENT TRANSMITTAL FOR ADC RECIPIENTS
(OBSOLETE 2008)**

Report of collections for ADC cases.

Immediately dispose of obsolete record, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.¹

150-1-1-1-2-13 QUARTERLY BILLING DOCUMENTS (396A)

Quarterly listing of child support related expenses.

Dispose of after 4 years, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.¹

**150-1-1-1-2-14 REIMBURSEMENT CLAIM FOR CSE APPROVED
MEETING OR SEMINAR (FORM CSE 45)**

Used for reimbursement of expenses for attending a CSE meeting.

Dispose of after 4 years, following the end of the federal fiscal year to which the records pertain, provided audit has been completed.¹

**150-1-1-1-2-18 REIMBURSEMENT OF SUBENTITIES FOR IV-D
ACTIVITIES**

Cost Allocation Plans (Indirect Costs), County Attorney Quarterly Reimbursement documents, Clerk of the District Reimbursement documents, SDU Monthly Reimbursement documents, Federal Reimbursement Incentives.

Dispose of after 6 years.

DELETED RECORDS – IMMEDIATELY DISPOSE OF RECORDS

40-1-6-1-10 CSE-36 PAYOR OBLIGATION DOCUMENT

40-1-6-1-11 CSE-37 IV-D CASE TRACKING REPORT

40-1-6-1-18 STATE INCOME TAX OFFSET NOTICE

40-1-6-1-19 STATE REVENUE TAX OFFSET NOTICE

NOTE

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.