

Schedule 40-0

Department of Social Services Obsolete Records



Nebraska Records Management Division

REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE

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| SCHEDULE NUMBER | 40-0 |
| AGENCY, BOARD OR COMMISSION | DEPARTMENT OF SOCIAL SERVICES |
| DIVISION, BUREAU OR OTHER UNIT | Obsolete Records |

**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 * <i>Herbert R. McPherson</i> | |
| TITLE <i>DIRECTOR OF SOCIAL SERVICES</i> | DATE <i>5-23-90</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.

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| SIGNATURE * <i>Andrea I. Paul</i> | <i>Asst.</i> STATE ARCHIVIST | DATE <i>5/29/90</i> |
|--------------------------------------|---------------------------------|------------------------|

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.

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| SIGNATURE * <i>Allen J. Beermann</i> | ADMINISTRATOR | DATE <i>June 11, 1990</i> |
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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.

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

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SCHEDULE NO. 40-0 - DEPARTMENT OF SOCIAL SERVICES, OBSOLETE RECORDS

COMPUTERIZED RECORDS (Obsolete 1989 or Prior)

40-0- BCB - BLUE CROSS BLUE SHIELD

40-0- BCB SCHG Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- BCB SCNV Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- BCB SCUST Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- BCB SPFP Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- BDE - BENDEX DATA EXCHANGE

40-0- BDE 114 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- BDE 145-1 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- BDE 145-2 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- BDE 146-1 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- BDE 190 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- BDE 191 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- BDE 200 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- BDE 300-4 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- BDE 300-5 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- BDE 335 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- BDE 340-1 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- BDE 340-2 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- CSE - CHILD SUPPORT ENFORCEMENT

40-0- CSE 107 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSE 107A Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSE 140 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSE 141 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSE 142 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSE 144 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSE 145 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSE 146 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- CSI - CHILD SUPPORT INFORMATION

40-0- CSI 041 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSI 041-1 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSI 041-2 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSI 042 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSI 056 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSI 091A Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSI 091B Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSI 094 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSI 095 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSI 099 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSI 150 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSI 160-1 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSI 210 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSI 440 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSI 480 Dispose of after State audit, provided Federal retention requirements have been met.¹
40-0- CSI 500 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- HEA - HOME ENERGY PROGRAM

40-0- HEA 110 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- HEA 120 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- HEA 135 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- HEA 140-1 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- HEA 145 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- HEA 150-2 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- HEA 150-3 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- HEA 150-4 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- HEA 180 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- HEA 200 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- HEA 250-3 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- HEA 250-4 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- HEA 250-5 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- HEA 300 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- HEA 310A Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- HEA 310B Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- HEA 341 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- ICF - INTERMEDIATE CARE FACILITY

40-0- ICF 160 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- IMR - INTEGRATED MONTHLY REPORT

40-0- IMR 120 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- IUC - INTEGRATED UNEMPLOYMENT COMPENSATION

40-0- IUC 150 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- IWD - INTEGRATED WAGE DATA

40-0- IWD 150F Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- IWD 150NM Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- IWD 150W Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- MBP - MONTHLY BUY-IN PROGRAM

40-0- MBP 270 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- MCP - MEDICAL CLAIM PAYMENTS

40-0- MCP 059 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MCP 085 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MCP 210-1 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MCP 210-2 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MCP 211-1 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MCP 225 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MCP 230 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MCP 234 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MCP 240 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MCP 243 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MCP 258A Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MCP 267 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MCP 279 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- MRS 260 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MRS 270 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MRS 290 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MRS 302 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MRS 725X7 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MRS 726 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MRS 745 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MRS 785 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- MRS 820 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- NDP - NEBRASKA DISABILITY PROGRAM

40-0- NDP 110-2 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- NDP 120 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- NEP - NEBRASKA ENERGY PROGRAM

40-0- NEP 410 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- NEP 420 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- NEP 460 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- NEP 500 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- NEP 530 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- NEP 560 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- NEP 580 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- PAC - PRICE ADMINISTRATIVE CHARGES

40-0- PAC 050 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- PAC 060 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- PAS - PUBLIC ASSISTANCE STATISTICS

40-0- PAS 210-3 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- QCS - QUALITY CONTROL SAMPLE

40-0- QCS 013 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- RFS - RECIPIENT FILE SUBSYSTEM

40-0- RFS 060 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RFS 060A Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RFS 060B Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RFS 070 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RFS 080 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RFS 205 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RFS 431 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- RSS - REFERENCE SUBSYSTEM

40-0- RSS 310 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RSS 334 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RSS 530 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RSS 540 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RSS 546 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RSS 548 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RSS 551 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- RSS 552 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RSS 552-1 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RSS 552-3 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RSS 552-6 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RSS 560 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RSS 680 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- RSS 999 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- SDX - STATE DATA EXCHANGE

40-0- SDX 220 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SDX 250 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SDX 260 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SDX 430 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SDX 490-2 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SDX 500-2 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SDX 930 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SDX 931 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SDX 935 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- SEC - SCREENING ELIGIBLE CHILDREN

40-0- SEC 130A Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SEC 130B Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SEC 130C Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SEC 130D Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SEC 130I Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SEC 130J Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SEC 150 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- SMI - SERVICE MANAGEMENT INFORMATION

40-0- SMI 120 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SMI 121B Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SMI 121C Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- SSL - SOCIAL SERVICES LICENCING

40-0- SSL 060 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- SUR - SURVEILLANCE AND UTILIZATION REVIEW

40-0- SUR 370 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SUR 380 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SUR 390 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SUR 536 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SUR 570 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SUR 575 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SUR 580 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SUR 610B Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- SVP - SERVICE VENDOR PAYMENT SYSTEM

40-0- SVP 040 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SVP 048-1 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SVP 048-2 Dispose of after State audit, provided Federal retention requirements have been met.¹
 40-0- SVP 048-3 Dispose of after State audit, provided Federal retention requirements have been met.¹

40-0- WCE - WELFARE CLIENT ELIGIBILITY

| | |
|-----------------|---------------------------------------------------------------------------------------------------|
| 40-0- WCE 325-1 | Dispose of after State audit, provided Federal retention requirements have been met. ¹ |
| 40-0- WCE 540 | Dispose of after State audit, provided Federal retention requirements have been met. ¹ |
| 40-0- WCE 545 | Dispose of after State audit, provided Federal retention requirements have been met. ¹ |
| 40-0- WCE 560 | Dispose of after State audit, provided Federal retention requirements have been met. ¹ |
| 40-0- WCE 570 | Dispose of after State audit, provided Federal retention requirements have been met. ¹ |
| 40-0- WCE 580 | Dispose of after State audit, provided Federal retention requirements have been met. ¹ |
| 40-0- WCE 590-2 | Dispose of after State audit, provided Federal retention requirements have been met. ¹ |
| 40-0- WCE 690 | Dispose of after State audit, provided Federal retention requirements have been met. ¹ |
| 40-0- WCE 765 | Dispose of after State audit, provided Federal retention requirements have been met. ¹ |
| 40-0- WCE 795 | Dispose of after State audit, provided Federal retention requirements have been met. ¹ |
| 40-0- WCE 820 | Dispose of after State audit, provided Federal retention requirements have been met. ¹ |
| 40-0- WCE 72010 | Dispose of after State audit, provided Federal retention requirements have been met. ¹ |
| 40-0- WCE 72020 | Dispose of after State audit, provided Federal retention requirements have been met. ¹ |

40-0- WPS - WELFARE PROVIDER SYSTEM

| | |
|---------------|---------------------------------------------------------------------------------------------------|
| 40-0- WPS 020 | Dispose of after State audit, provided Federal retention requirements have been met. ¹ |
| 40-0- WPS 044 | Dispose of after State audit, provided Federal retention requirements have been met. ¹ |
| 40-0- WPS 114 | Dispose of after State audit, provided Federal retention requirements have been met. ¹ |

40-0- WSP - WELFARE SERVICES PROVIDER

| | |
|---------------|---------------------------------------------------------------------------------------------------|
| 40-0- WSP 003 | Dispose of after State audit, provided Federal retention requirements have been met. ¹ |
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MISCELLANEOUS RECORDS (Obsolete 1989 or Prior)**40-0-1 RESEARCH AND FINANCE DIVISION****40-0-1-1 ANNUAL REPORT ON METHODS OF DEALING WITH QUESTIONS OF RECIPIENT FRAUD IN PUBLIC ASSISTANCE PROGRAMS SRS-NCSS-110 (Obsolete 1989 or Prior)**

Annual federal report of the methods of dealing with questions of recipient fraud plus administrative and legal actions on cases involving fraud.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-2 ANNUAL STATISTICAL REPORT ON MONTHLY COST STANDARDS AND PAYMENT LIMITATIONS SRS-NCSS-108.1 and 108.2 (Obsolete 1989 or Prior)

Annual report gives basic monthly cost standards for recipients based on the number of individuals in the family.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-3 ASSISTANCE TO VIETNAMESE AND CAMBODIAN REFUGEES SRS-VN/C-2040 (Obsolete 1989 or Prior)

Monthly expenditure report of assistance given and cost of administration.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-4 CHILD SUPPORT SERVICES DISTRIBUTION RECORD (Obsolete 1989 or Prior)

Form used to determine the amount of incentive payment to be made to a county for collecting a delinquent support payment from a father.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-5 CHILDREN SERVED BY PUBLIC AND VOLUNTARY CHILD SOCIAL SERVICES AGENCIES AND INSTITUTIONS SRS-NCSS-107 (Obsolete 1989 or Prior)

Annual federal report gives number of children served by public agencies and voluntary agencies.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-6 CITIZEN QUESTIONNAIRES - TITLE XX PROGRAM DEVELOPMENT INPUT (Obsolete 1989 or Prior)

This was a one-time project and the final report on the findings has been completed. Questionnaires dealt with identification of service needs of Nebraska as identified by interested people.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-7 CONSOLIDATED GRANT STUDY MATERIAL (Obsolete 1989 or Prior)

Consists of raw material used to compile the final report entitled Consolidated Standards in the Aid to Dependent Children Program Technical Report and Financial Report.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-8 CRIPPLED CHILDREN CLINIC AND HOSPITAL SHEETS (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-9 CRIPPLED CHILDREN FILES (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-10 CRIPPLED CHILDREN OPEN AND CLOSED CASES (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-11 CRIPPLED CHILDREN SHM-382-1 (Obsolete 1989 or Prior)

Annual federal report completed from the basic information plus statistical information from computer records WCS-001 and WCS-003 as to the number of children certified for service and their distribution across the state.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-12 CRIPPLED CHILDREN WORK SHEETS (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-13 CRIPPLED CHILDREN'S SERVICE SUMMARY CARD HSM-513 (Obsolete 1989 or Prior)

Card gives name and basic background information plus diagnosis and clinic dates.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-14 FAMILY PLANNING ACTIVITIES SRS-NCSS-123 (Obsolete 1989 or Prior)

Semiannual report gives statistical data of the number of families served.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-15 FINANCIAL STATUS REPORT PHS-5154 (Obsolete 1989 or Prior)

Quarterly financial statement on crippled children support submitted to federal government.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-16 HOME HEALTH INFORMATION (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-17 INDEX CARDS/DOUGLAS COUNTY RECIPIENTS (Obsolete 1989 or Prior)
Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-18 MAINTENANCE ASSISTANCE REFUND TRANSMITTAL FA-64 (Obsolete 1989 or Prior)

Transmittal that sends a check to the state for amount of overpayment.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-19 MEDICAL BILLING WORKSHEET FOR COUNTY (Obsolete 1989 or Prior)

Worksheet made up to determine county's share of the monthly billing for medical expenditures.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-20 MEDICAL BILLINGS (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-21 MONTHLY REPORT OF COUNTY FUNDS PAID FOR FOSTER CARE OF CHILDREN FA-DCW-1A (Obsolete 1989 or Prior)

Report completed by county giving total amount of county funds paid for care of children in voluntary care agencies and institutions plus foster family homes.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-22 MONTHLY STATISTICAL AND EXPENDITURE REPORT AND REQUEST FOR FEDERAL FUNDS FOR ASSISTANCE TO RESETTLED CUBAN REFUGEES APA-2040 (Obsolete 1989 or Prior)

Monthly report of the number of cases and the expenditures involved plus an estimate for the following month sent to Washington, D.C.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-23 MONTHLY STATISTICAL REPORT ON MEDICAL CARE SRS-NCSS-120 (Obsolete 1989 or Prior)

Monthly report broken down into four parts: (1) total amount of medical payments; (2) number of recipients and amounts of medical vendor payments under Title XIX of Social Security Act; (3) number of individuals receiving early and periodic screening services and dollar amounts; and (4) number of individuals sterilized and cost of such services.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-24 MONTHLY STATISTICAL REPORT ON RECIPIENTS AND PAYMENTS UNDER STATE ADMINISTERED STATE ASSISTANCE PROGRAMS FOR AGED, BLIND, AND DISABLED (INDIVIDUALS AND COUPLES) RECIPIENTS SSA-9741 (Obsolete 1989 or Prior)

Monthly federal report on the recipients and payments for AABD Program.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-25 NOTICE OF SUPPORT PAYMENT UCS-4 (Obsolete 1989 or Prior)

Form is submitted by the county office reporting a delinquent payment received from a father.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-26 NOTIFICATION OF CASE ACTION - Crippled Children Services DSM-CC160 (Obsolete 1989 or Prior)

Notification of a change in the case is made on this form.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-27 QUALITY CONTROL DATA SRS-NCSS-341 (Obsolete 1989 or Prior)

Semiannual federal report of error rates in eligibility status and amount of payments.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-28 QUALITY CONTROL STATUS OF AID TO FAMILIES WITH DEPENDENT CHILDREN SAMPLE CASES IN CURRENT REPORTING PERIOD SRA-OQC-1 (Obsolete 1989 or Prior)

Monthly report of sample cases taken during month and their results, including errors.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-29 QUARTERLY ESTIMATE OF EXPENDITURES SRS-CSA(CWS)-10 (Obsolete 1989 or Prior)

Quarterly estimate of expenditures under approved Child Social Services Plan and Request for Grant Award (crippled children) from the Federal Health and Human Services Department.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-30 QUARTERLY REPORT OF COUNTY FUNDS EXPENDED FOR GENERAL RELIEF AND FOR FOSTER CARE OF CHILDREN RS-4 (Obsolete 1989 or Prior)

The county offices complete this form by simply giving the number of general relief cases and number of county wards in foster care not eligible for Title XIX Medical Assistance for the month.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-31 QUARTERLY REPORT ON ALLEGATIONS AND INVESTIGATIONS OF SUSPECTED FRAUD UNDER TITLE XIX SRS-NCSS-119.1 (Obsolete 1989 or Prior)

Quarterly report of fraud cases and their disposition.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-32 RECEPTIONISTS DAILY TALLY SHEET FSP-8 (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-33 REPORT OF COUNTY ADMINISTRATION CANCELLATIONS AND REFUNDS FA-61 (Obsolete 1989 or Prior)

Used to show refunds on payments made in error and the cancellation of warrants to payees.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-34 REPORT OF COUNTY ADMINISTRATION EXPENSE FA-12E (Obsolete 1989 or Prior)

Monthly report from the county offices reporting administrative costs for the month.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-35 REPORT OF FEDERAL CASH TRANSACTIONS AD-627 (Obsolete 1989 or Prior)

A financial statement of programs involving money for non-public assistance submitted to the Federal Health and Human Services Department.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-36 REPORT ON CHILDREN FOR WHOM ADOPTION PETITIONS WERE GRANTED DURING THE YEAR SRS-NCSS-280 (Obsolete 1989 and Prior)

Annual federal report gives total of all adoption petitions granted to both related and non-related petitioners.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-37 REQUEST FOR NON-EXPENDABLE EQUIPMENT FA-16 (Obsolete 1989 or Prior)
Form used by county to request prior approval from state office for specific administrative expense items.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-38 REQUEST FOR PAYMENT ON LETTER OF CREDIT AND STATUS OF FUNDS REPORT GFO-7578 (Obsolete 1989 or Prior)

Quarterly report gives the present status of federal funds by the agency, the dollar amount, and narrative for additional funds.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-39 STATE AGENCY QUARTERLY STATEMENT OF FINANCIAL PLAN SRS-OA-25A (Obsolete 1989 or Prior)

Report gives expenditures for previous quarter plus projected expenditures for two years thereafter by program.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-40 STATE HEALTH PLAN BUDGET PHS-5153-2 (Obsolete 1989 or Prior)

Submitted to Federal Health and Human Services Department outlining the budget plan and expected expenditures.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-41 STATISTICAL REPORT ON NUMBERS OF RECIPIENTS AND AMOUNTS OF ASSISTANCE UNDER PUBLIC ASSISTANCE PROGRAMS SRS-NCSS-2078 (Obsolete 1989 or Prior)

Monthly report gives breakdown of recipients and amounts of assistance under each assistance program.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-42 STATISTICAL REPORT ON PUBLIC ASSISTANCE APPLICATIONS, CASES APPROVED, AND CASES DISCONTINUED SRS-NCSS-2079 (Obsolete 1989 or Prior)

Quarterly report of the number of applications received and pending plus those approved or removed, by program.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-43 STERILIZATION CLAIMS "Pay and NO Pay" (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-44 STERILIZATION CONSENT (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-45 SUPPORT OBLIGATION RECORD (Obsolete 1989 or Prior)

Record is kept for each child support case of the dollar amount collected and balance remaining for Aid to Dependent Children only.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-46 TRANSMITTAL AND ADVANCE NOTICE (Obsolete 1989 or Prior)

Advance payments are made quarterly to the counties based on their allotment of Public Assistance Fund and/or Emergency Assistance Fund.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-1-47 TRANSMITTALS, CASH (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2 PUBLIC ASSISTANCE DIVISION**40-0-2-1 ANNUAL FEDERAL PROGRAM OUTLAY REPORT FNS-360 (Obsolete 1989 or Prior)**

Report of total coupon issuance by county and selected cities during fiscal year.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-2 CARD CATALOG OF COUNTY CORRESPONDENCE (Obsolete 1989 or Prior)

Card containing the name and address of client, county, dates of correspondence received from, and a brief summary of that correspondence.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-3 CHECK SHEET (Obsolete 1989 or Prior)

At the time goods are received the check sheet is completed, listing all goods received.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-4 COUNTY VISIT REPORT IM-25 (Obsolete 1989 or Prior)

Narrative report by field representative on monthly visit to county.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-5 ECAP FUTURES CONSOLIDATED WARRANT REGISTER BY PROVIDER (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-6 ECAP WARRANT REGISTER (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-7 ECAP WARRANT REGISTER BY COUNTY (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-8 ECAP WARRANT REGISTER BY PROVIDER (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-9 ENERGY CRISIS ASSISTANCE PROGRAM LISTINGS (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-10 FOOD STAMP CORRECTIVE ACTION PLAN FNS-FS-1 (Obsolete 1989 or Prior)

Semiannual plan drawn up by the U.S. Department of Agriculture which looks at errors on the state level and makes proposals for solutions.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-11 FOOD STAMP PLAN - EXHIBITS B's (Obsolete 1989 or Prior)

This gives the county name and address, also lists the names and addresses of issuance and certification offices, the hours of operation and the frequency of issuance.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-12 FOOD STAMP PROGRAM REPORT OF REVIEW FINDINGS FNS-320 (Obsolete 1989 or Prior)

This biannual report is used to review procedures of the county offices from issuance to certification.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-13 INDEX CARDS FOR FOOD STAMP COUPON INVENTORY (Obsolete 1989 or Prior)

Index cards showing inventory totals of food stamp coupons for each county.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-14 INDIVIDUAL LEDGER CARDS (Obsolete 1989 or Prior)

Ledger card is made on each school, institution, etc. that received food from the warehouse.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-15 INSTITUTIONAL MONTHLY SAMPLE POOL AND NON-INSTITUTIONAL MONTHLY SAMPLE POOL MQCO-20A (Obsolete 1989 or Prior)

Lists monthly universe of Medicaid recipients from which the monthly sample is derived.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-16 LETTERS TO VERIFY NEED IM-52 AND IM-58 (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-17 MONTHLY DISTRIBUTION OF DONATED COMMODITIES TO SPECIAL GROUPS FNS-153 (Obsolete 1989 or Prior)

County departments complete these forms monthly and return to DSS.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-18 MONTHLY OUTREACH PROJECT AREA REPORT FSP-33 (Obsolete 1989 or Prior)

Monthly report completed by counties giving the number of people receiving stamps, reasons for nonparticipation, number of applications certified and denied for the month.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-19 MONTHLY REPORT OF PARTICIPATION AND COUPON ISSUANCE FNS-256 (Obsolete 1989 or Prior)

Monthly report from the county giving total number of households and people participating, the value of the coupons issued and the collections from these issuances.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-20 NEAP CLIENT FILES - Housing Authority Files (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-21 NEAP ENERGY ASSISTANCE TO NURSING HOMES (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-22 NEBRASKA ENERGY PROGRAM CLIENT FILES (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-23 NEGATIVE ACTION LOG FSP-29 (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-24 NLIEAP ENERGY ASSISTANCE FILES (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-25 NLIEAP ENERGY FILES (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-26 NLIEAP FILES (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-27 NLIEAP INPUT DOCUMENT (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-28 PARTICIPATION IN FOOD PROGRAMS - BY RACE (Obsolete 1989 or Prior)

Semiannual report filled out by county showing a breakdown of recipients by race.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-29 PROGRAM OUTLAY REPORT FNS-360 (Obsolete 1989 or Prior)

Annual report to U.S.D.A. listing recipient counties and cost of food given to each.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-30 QUALITY CONTROL CARD CATALOG ON AID TO DEPENDENT CHILDREN - ADC AND MEDICAID (Obsolete 1989 or Prior)

Card for cases pulled for the monthly sample. They contain the name of the recipient and background information.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-31 QUALITY SURVEILLANCE REPORT IM-19 (Obsolete 1989 or Prior)

Analysis done by field representative looking for possible errors in individual assistance cases.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-32 QUALITY SURVEILLANCE REPORT - Summary IM-17 (Obsolete 1989 or Prior)

Report on each county listing the cases read, the error, and the action taken. Attached to this is an exit interview which is a written narrative of the errors found and the action needed.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-33 QUESTION REFERRAL DPW-17 (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-34 QUESTION REFERRAL FORM IM-FS-106 (Obsolete 1989 or Prior)

Form sent to county if question arises from the representative's monthly visit.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-35 RECEPTIONISTS REFERRAL REPORT FSP-8 (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-36 REFUND FOR OVERPAYMENT OF FOOD COUPON ISSUANCE FNS-293 (Obsolete 1989 or Prior)

Used to refund food stamp recipient in case of overpayment for food stamp coupons.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-37 REPORT OF TERMINATION OF FOOD STAMP BENEFITS FNS-285 (Obsolete 1989 or Prior)

Report of termination of food stamp benefits of recipients who do not meet eligibility requirements.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

**40-0-2-38 REQUEST FOR CLAIMANT REIMBURSEMENT FOR UNUSED FOOD COUPONS
FNS-288 (Obsolete 1989 or Prior)**

Request for reimbursement for coupons purchased but unused by claimant.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-2-39 WORK INCENTIVE CASE FILES (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-3 NEBRASKA CENTER FOR CHILDREN AND YOUTH (NCCY)

40-0-3-1 CHILDREN'S TRUST FUND LEDGER SHEET (Obsolete 1989 or Prior)

These show the balance of funds (personal spending money) kept for each child.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-3-2 DAILY DIARY (Obsolete 1989 or Prior)

Written diary dated 1897-1899 of daily happenings such as visits, meetings, special occasions, and other items.

Retain permanently; OR, transfer to the State Archives.

40-0-3-3 FINANCIAL FILES ON CHILDREN (Obsolete 1989 or Prior)

Financial information kept on each child while staying at NCCY.

Dispose of after State audit, provided any Federal retention requirements have been met, subject to review by the State Archivist before disposal for possible accession.¹

40-0-3-4 HOUSING REGISTER (Obsolete 1989 or Prior)

This register lists the names of the cottages or dwellings and the youths living in them on a monthly basis.

Dispose of after State audit, provided any Federal retention requirements have been met, subject to review by the State Archivist before disposal for possible accession.¹

40-0-3-5 MONTHLY ACTIVITY BOOK (Obsolete 1989 or Prior)

This book lists admissions, placements, and returns (1966-1974) of children from NCCY.

Retain permanently; OR, transfer to the State Archives.

40-0-5 MEDICAL SERVICES DIVISION

40-0-5-1 AP DIFFERENCE CLEANUP (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-2 AUTHORIZATION - BED RESERVATION IN LTC FACILITY DM-25A (Obsolete 1989 or Prior)

Bed reservation in a long term care facility.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-3 CHILDREN'S PHYSICAL EXAMINATION DM-13 (Obsolete 1989 or Prior)

Physician completes this examination for recipients' children for purposes of early detection of problems.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-4 DENTAL FEE SCHEDULE AND HISTORY FILES (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-5 EARLY AND PERIODIC SCREENING MONTHLY REPORT DM-13A (Obsolete 1989 or Prior)

Form completed monthly by counties of the number of physicals performed for recipient children in each county and specific conditions discovered or suspected.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-6 ECONOMIC INDEX FILE (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-7 ELIGIBILITY REVIEW CARD FILE (Obsolete 1989 or Prior)

This card provides the date when the next eligibility review is due, the date of advance notice, and the date the review is received.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-8 EXPLANATION OF MEDICAL BENEFITS MC-85 (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-9 HOSPITAL FILES (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-10 INDEX CARDS - RECIPIENTS HOSPITALIZED (Obsolete 1989 or Prior)

Card file used to keep record of individuals that have been hospitalized.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-11 INSTITUTIONS FILE - For Blind and Mentally Retarded (Obsolete 1989 or Prior)

These are personal records concerning the patient. May include medical evaluation, on-site review, annual evaluation, etc.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-12 INSTITUTIONS FILE - Mentally Ill 65 and Over (Obsolete 1989 or Prior)

File may include a survey of each of the patients and an overall narrative review of the institution annually.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-13 MASTER CASE FILE WCS-001 (Obsolete 1989 or Prior)

Annual listing of all present active cases (alphabetical order by recipient). Contains name, address, and medical code of diagnosis.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-14 MEDICAID CHARGE UPDATES (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-15 MEDICAL FILE INDEX CARDS (Obsolete 1989 or Prior)

Alphabetical card file of all children having a medical file of any nature.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-16 MEDICAL PROVIDER FILES (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-17 NEBRASKA HOSPITAL PROVIDER FILES (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-18 NOTIFICATION OF CASE ACTION DSM-CC160 (Obsolete 1989 or Prior)

Notice of action concerning a case (acceptance, rejection, closed, re-opened, program change, etc.).
Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-19 PHYSICIAN'S REPORT ON HEARING LOSS (Obsolete 1989 or Prior)

Report from the physician of the recipient's need for a hearing aid.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-20 RETARDED RECIPIENTS FILE - Medical Recipients (Obsolete 1989 or Prior)

File may include medical examination, on-site review, institutional evaluation, etc.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-5-21 X-RAY INDEX CARD FILE (Obsolete 1989 or Prior)

Alphabetical card file containing X-Ray number and filed in numerical order.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-6 ENFORCEMENT SERVICES DIVISION**40-0-6-1 ALPHA FILE CARDS (Obsolete 1989 or Prior)**

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-6-2 CHILD SUPPORT CASE DATA MD-170 (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-7 ADMINISTRATIVE SERVICES DIVISION**40-0-7-1 CERTIFICATES OF AWARD DA-7A and DA-7C (Obsolete 1989 or Prior)**

These are used to activate accounts; either new or reopened.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-7-2 NOTIFICATION OF SUPPLEMENTAL SECURITY INCOME ELIGIBILITY AND PAYMENT (Obsolete 1989 or Prior)

Contains personal information of SSI recipient and date of first eligibility.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-7-3 RETROACTIVE PAYMENT REQUEST DA-1B (Obsolete 1989 or Prior)

Gives authority to make payment if previous payment missed due to an oversight in the department.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-7-4 UNPAID MEDICAL CLAIMS FORM INVENTORY (Obsolete 1989 or Prior)

Inventory on form processing submitted by employees within the division.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-7-5 USUAL CUSTOMARY/AREA PREVAILING CHARGE FILE (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-7-6 VENDOR MEDICAL CLAIM REGISTER REPORT 26-05-01-03 (Obsolete 1989 or Prior)

Monthly computer record listing vendors, the total amount of the claims, the amount paid by others, and the net amount paid.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-8 PERSONNEL AND TRAINING UNIT**40-0-8-1 ANNUAL REPORT ON STAFF DEVELOPMENT SRS-NCSS-114T (Obsolete 1989 or Prior)**

Annual report giving the total number of employees trained, the number of trainers, expenditures, etc. Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-8-2 AUTHORIZATION FOR CONDUCTING TRAINING CONFERENCE PT-110 (Obsolete 1989 or Prior)

Authorization of state fund expenditures necessary for conducting a training conference. Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-8-3 CARDEX FILES FOR STATE EMPLOYEES (Obsolete 1989 or Prior)

This is an alphabetical card file containing the Employee History Card (Form 501), Employment Status Card (Form 502), and the Leave Record Card (Form 504).

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-8-4 CERTIFICATES OF ELIGIBLES MSC-205 (Obsolete 1989 or Prior)

A list of qualified applicants is provided by Personnel to fill an open position in the department.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-8-5 EMPLOYEE CARD FILES - State and County (Obsolete 1989 or Prior)

This file consists of a card on each employee in alphabetical order listing their title, salary, division, social security number, and date started.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-8-6 EMPLOYEE QUICK REFERENCE CARD FILE (Obsolete 1989 or Prior)

This file is divided into three parts: (1) An alphabetical card file of employees and date of next raise; (2) Card file by month listing employees to be evaluated that month; and (3) Card file by month listing employees that are to receive a raise that month.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-8-7 MANUAL LETTER FILES (Obsolete 1989 or Prior)

File of letters used to inform manual users of a change in the State Plan and Manual plus obsolete pages of the manual.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-8-8 MONTHLY PERSONNEL REPORT ON ANNUAL AND SICK LEAVE PD-16 (Obsolete 1989 or Prior)

Report of the number of employees absent during the month and classified into annual leave, sick leave, or leave without pay.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-8-9 MONTHLY PERSONNEL REPORT - State Employees (Obsolete 1989 or Prior)

Monthly statistical report on number of employees in the department, regions, and NCCY.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-8-10 PERSONNEL COUNT (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-8-11 PERSONNEL REPORT (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-8-12 QUESTION REFERRAL DPW-17 (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-8-13 RECOMMENDATIONS FOR SALARY ADVANCEMENT PT-401 (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-8-14 REQUESTS FOR CERTIFICATION - Registers (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-8-15 WORKSHOP INDEX CARDS - County Employees (Obsolete 1989 or Prior)

File consists of a card on each workshop or meeting not sponsored by DSS.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-8-16 WORKSHOP RECORDS (Obsolete 1989 or Prior)

These are files kept on each workshop including a narrative report on events of the workshop and a evaluation of the workshop.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-9 HUMAN SERVICES DIVISION**40-0-9-1 ABUSE AND NEGLECT DOCUMENTS DSS-0024 (Obsolete 1989 or Prior)**

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-9-2 ABUSE/NEGLECT CARD FILES (Obsolete 1989 or Prior)

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-9-3 ADULT ABUSE REPORTS (Obsolete 1989 or Prior)

Reports of adult abuses.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-9-4 CARDEX FILE - CHILD ABUSE (Obsolete 1989 or Prior)

Each card contains basic information on each case of abuse reported.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-9-5 CHILD ABUSE REPORTS DSS-0024 (Obsolete 1989 or Prior)

Reports on child abuse.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-9-6 LICENSE NUMBER BOOK - CHILD CARE (Obsolete 1989 or Prior)

Book lists license number and the individual to whom it was issued.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-9-7 LICENSED AND NONLICENSED HOLDERS - INDEX CARDS (Obsolete 1989 or Prior)

Index cards filed by name of individual or agency listing the license number, date application was received, date first licensed, etc.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-9-8 LICENSING CARDEX FILES DCW-138 (Obsolete 1989 or Prior)

A card is kept on each child care facility and contains information on type of care, issuance and expiration dates, fire and safety inspection dates.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-9-9 SOCIAL SERVICE BILLING DOCUMENT DSS-5B (Obsolete 1989 or Prior)

Billings received from the providers.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-9-10 SOCIAL SERVICE PLAN AND AUTHORIZATION DSS-4 (Obsolete 1989 or Prior)

Plans are filed by date then by consecutive numbers on each plan.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-9-11 SOCIAL SERVICES AUTHORIZATION TERMINATION DSS-4B (Obsolete 1989 or Prior)

Form used to make changes to service plans.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-9-12 SOCIAL SERVICES PROVIDER AGREEMENT (Obsolete 1989 or Prior)

Contract between the State and provider in which the provider agrees to provide services in accordance with the rules and regulations of the State.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-9-13 STATE WARD MASTER CARDEX FILE (Obsolete 1989 or Prior)

Card file which in alpha order of the State Wards and gives basic information only.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

40-0-9-14 WIN MONTHLY PROGRAM ACTIVITY SUMMARY SRS-NCSS-117 (Obsolete 1989 or Prior)

Form summarizes activities within the counties of registrations, withdrawals, and certifications made for the state report.

Dispose of after State audit, provided any Federal retention requirements have been met.¹

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.