

Schedule 150-0

HEALTH AND HUMAN SERVICES SYSTEM

DIRECTORS' OFFICE

September 1, 2006

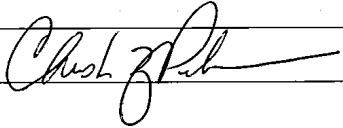
Nebraska Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
(402) 471-2559

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

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE 150-0
	AGENCY, BOARD OR COMMISSION Health and Human Services System
	DIVISION, BUREAU OR OTHER UNIT Directors' Office
Supersedes 35-3-1; 35-3-7 edition of March 26, 1992	

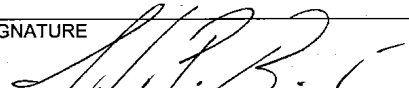
PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE 	
TITLE	DATE 8/24/06

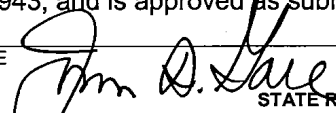
PART II - ARCHIVAL APPROVAL

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 	DATE 8/31/06
STATE ARCHIVES	

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 	DATE Sept 1, 2006
STATE RECORDS ADMINISTRATOR	

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 150-0 Health and Human Services System –
Directors’ Office**

150-0-1 AFFIDAVITS (Obsolete)

Statements that represent affirmations of truth, usually notarized.

Dispose of after 1 year or at the discretion of the agency director, whichever is later.

150-0-2 GENERAL COMMUNICATION/CORRESPONDENCE

Official correspondence from the Governor’s Office, State Senators, or Congressional Representatives.

Transfer to the State Archives after 2 years; retain permanently.

150-0-3 LONG-TERM COMMUNICATION/CORRESPONDENCE

Correspondence between the Director’s and various State and Federal agencies. May include documents from private citizens, local government agencies (cities, counties, chambers of commerce, etc.). May also include suspense letters, communication related to the mission of the agency, documents or major transactions, or long term ramifications to the operation of the agency.

Transfer to the State Archives after 8 years; retain permanently.

150-0-4 MINUTES OF MEETINGS

Includes official minutes of all state boards, committees, and commissions.

ORIGINAL RECORD: Microfilm for security annually; transfer to the State Archives after no longer of reference value. This record may NOT be destroyed after microfilming.

ALL OTHER COPIES: Dispose of after no longer of reference value.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.