

Schedule 150-1-4-4

DEPARTMENT OF HEALTH AND HUMAN SERVICES

LIFESPAN HEALTH SERVICES

12/7/10

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

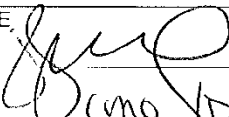
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

SCHEDULE	150-1-4-4
AGENCY, BOARD OR COMMISSION	DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION, BUREAU OR OTHER UNIT	LIFESPAN HEALTH SERVICES
Supersedes Schedule 150-1-4-4 Edition of August 8, 2005; Schedule 150-1-4-5 Edition of March 17, 2005; Schedule 35-5 Items 35-5-1-1 & 35-5-1-2 Edition of February 26, 1992; Schedule 35-17 Items 35-17-1, 35-17-2, 35-17-7, 35-17-8, 35-17-10, 35-17-11 & 35-17-12 Edition of December 12, 1990	

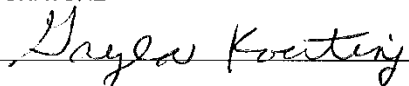
PART I – AGENCY STATEMENT:

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		DATE	11/22/2010
TITLE	Dennis Director Public Health		

PART II – APPROVAL OF STATE ARCHIVES:

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	11/30/2010
-----------	---	------	------------

PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE		DATE	11/30/10
-----------	---	------	----------

PART IV – APPROVAL OF 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	12/7/10
-----------	---	------	---------

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.

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

INDEX

SCHEDULE 150-1-4-4 DEPARTMENT OF HEALTH AND HUMAN SERVICES LIFESPAN HEALTH SERVICES

	Item	Page
<u>ADMINISTRATIVE RECORDS (FORMERLY DIVISION ADMINISTRATOR)</u>		
<u>ADMINISTRATOR</u>	150-1-4-4-9	8
ADVISORY BODIES.....	150-1-4-4-9-2	8
GRANTS MANAGEMENT.....	150-1-4-4-9-1	8
PROJECT FILES.....	150-1-4-4-9-4	8
SERVICE CONTRACTS (FORMERLY BUDGET/CONTRACTS & CONTRACT'S S/RFP'S/RFA'S AND SERVICE CONTRACTS) .	150-1-4-4-9-5	8
TOLL-FREE REFERRAL LINE AND SERVICES	150-1-4-4-9-3	8
<u>COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP)</u>		
<u>PROGRAM (CSFP)</u>	150-1-4-4-1	9
CONTINUING EDUCATION RECORDS (OBSOLETE 2005)	150-1-4-4-1-4	9
CSFP PROGRAM OPERATIONS-LOCAL LEVEL	150-1-4-4-1-2	9
CSFP PROGRAM OPERATIONS – STATE LEVEL	150-1-4-4-1-1	9
HISTORICAL FILES	150-1-4-4-1-5	9
SURVEYS-SURVEILLANCE	150-1-4-4-1-3	9
<u>DISASTER RECOVERY BACK-UPS FOR ELECTRONIC RECORDS</u>		
<u>RECORDS</u>	150-1-4-4-12	10
<u>IMMUNIZATION</u>		
<u>IMMUNIZATION</u>	150-1-4-4-2	10
CLINICAL EVALUATION REPORT	150-1-4-4-2-9	10
DAY CARE CENTER IMMUNIZATION STATUS REPORT	150-1-4-4-2-1	10
IMMUNIZATION RECORD.....	150-1-4-4-2-2	10
NEBRASKA SCHOOL IMMUNIZATION LEVELS REPORT	150-1-4-4-2-5	10
PRIVATE PHYSICIAN CERTIFICATION	150-1-4-4-2-3	10
PUBLIC CLINIC CERTIFICATION	150-1-4-4-2-4	10
SCHOOL IMMUNIZATION PROGRAM RECORDS	150-1-4-4-2-6	11
VACCINE INVENTORY (OBSOLETE 2005).....	150-1-4-4-2-7	11
VACCINE MANAGEMENT DATABASE.....	150-1-4-4-2-10	11
VACCINE USAGE REPORT (OBSOLETE 2005)	150-1-4-4-2-8	11

MATERNAL AND CHILD HEALTH EPIDEMIOLOGY

(MCH EPI) (FORMERLY PREGNANCY RISK

ASSESSMENT MONITORING SYSTEM (PRAMS) 150-1-4-4-8 11

ADMINISTRATIVE RECORDS (FORMERLY MCH PLANNING AND SUPPORT – INITIATIVES & SPECIAL PROJECTS) 150-1-4-4-8-2 11

CHILD DEATH REVIEW DATABASE 150-1-4-4-8-5 12

CHILD DEATH REVIEW FILES/RECORDS..... 150-1-4-4-8-4 12

DATA COLLECTION RECORDS (FORMERLY PRAMS QUESTIONNAIRES) 150-1-4-4-8-1 12

DATA & STATISTICAL REPORTS..... 150-1-4-4-8-3 12

NEWBORN HEARING SCREENING 150-1-4-4-11 12

DATA/REPORTS..... 150-1-4-4-11-1 12

INSERVICES..... 150-1-4-4-11-2 12

NEWBORN HEARING SCREENING TESTS FORMS 150-1-4-4-11-3 12

SURVEYS 150-1-4-4-11-4 12

NEWBORN SCREENING AND GENETICS..... 150-1-4-4-3 13

HOSPITAL – LABORATORY SELECTION 150-1-4-4-3-6 13

INSERVICES..... 150-1-4-4-3-5 13

METABOLIC TESTS FORMS 150-1-4-4-3-1 13

NEWBORN SCREENING STATE LABORATORY TESTING 150-1-4-4-3-7 13

PHENYLKETONURIA FORMULA DISTRIBUTION REPORT (OBSOLETE)..... 150-1-4-4-3-2 13

SURVEYS 150-1-4-4-3-4 13

OBSOLETE RECORDS..... 22

PERINATAL, CHILD & ADOLESCENT HEALTH 150-1-4-4-4 14

ACCOUNTING DOCUMENTS 150-1-4-4-4-1 14

COLLABORATIVE ACTIVITIES & MEETINGS (FORMERLY MEETING MINUTES)..... 150-1-4-4-4-5 14

CORRESPONDENCE – ADMINISTRATIVE (OBSOLETE) 150-1-4-4-4-3 14

CORRESPONDENCE – GENERAL (OBSOLETE) 150-1-4-4-4-4 14

GRANT MANAGEMENT - GRANT AND SUBGRANTS (FORMERLY GRANT MANAGEMENT) 150-1-4-4-4-13 14

LETTERS TO PHYSICIANS (OBSOLETE) 150-1-4-4-4-10 14

MEETING AGENDA (OBSOLETE) 150-1-4-4-4-6 14

SCHOOL NURSE SURVEYS (OBSOLETE) 150-1-4-4-4-7 14

STATISTICAL RESULTS OF SURVEYS (OBSOLETE)..... 150-1-4-4-4-8 15

SUB – GRANT REQUESTS, APPROVED AND REJECTED (FORMERLY GRANT REQUESTS, APPROVED AND REJECTED) 150-1-4-4-4-12 15

SURVEY FORMS (OBSOLETE) 150-1-4-4-4-9 15

TRAINING/WORKSHOPS (FORMERLY CONFERENCES/ WORKSHOPS)..... 150-1-4-4-4-14 15

WAIVER FORMS (OBSOLETE)..... 150-1-4-4-4-11 15

<u>PLANNING & SUPPORT (FORMERLY MCH PLANNING & SUPPORT)</u>	150-1-4-4-6	15
PLANNING & SUPPORT – ACCOUNTING DOCUMENTS (FORMERLY MCH PLANNING & SUPPORT – ACCOUNTING DOCUMENTS).....	150-1-4-4-6-3	15
PLANNING & SUPPORT – COLLABORATIVE ACTIVITIES AND MEETINGS (FORMERLY MCH PLANNING & SUPPORT – COLLABORATIVE ACTIVITIES AND MEETINGS).....	150-1-4-4-6-4	16
PLANNING & SUPPORT – HISTORICAL FILES (FORMERLY HISTORICAL FILES).....	150-1-4-4-6-6	16
PLANNING & SUPPORT – LOCAL LEVEL (FORMERLY MCH PLANNING & SUPPORT – LOCAL LEVEL)	150-1-4-4-6-2	16
PLANNING & SUPPORT – STATE LEVEL (FORMERLY MCH PLANNING & SUPPORT – STATE LEVEL).....	150-1-4-4-6-1	17
RECORDS DISPOSITION REPORT (BLANK)		23
<u>REPRODUCTIVE HEALTH</u>	150-1-4-4-5	17
GRANTS AND SUB-GRANTS	150-1-4-4-5-1	17
MONITORING SITE VISITS.....	150-1-4-4-5-2	17
OFFICE OF POPULATION AFFAIRS (OPA); FAMILY PLANNING ANNUAL REPORT (FPAR).....	150-1-4-4-5-3	17
PATIENT RECORDS (FORMERLY FAMILY PLANNING PATIENT RECORDS (42CFR 59.10 & 45CFR 74.21)	150-1-4-4-5-4	17
PHARMACEUTICAL RECORDS.....	150-1-4-4-5-5	17
POLICY AND PROCEDURE MANUALS.....	150-1-4-4-5-6	18
SUB-GRANTEE COMMUNITY EDUCATION REPORTS	150-1-4-4-5-7	18
SUB-GRANTEE GOVERNING BOARD MEETING MINUTES.....	150-1-4-4-5-8	18
SUB-GRANTEE MONTHLY REVENUE/EXPENDITURE REPORTS/AUDITS.....	150-1-4-4-5-9	18
TRAINING WORKSHOP FILES	150-1-4-4-5-10	18
<u>SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS AND CHILDREN (WIC)</u>	150-1-4-4-7	18
CONTINUING EDUCATION RECORDS.....	150-1-4-4-7-5	18
HISTORICAL FILES	150-1-4-4-7-6	19
PARTICIPATION AND PAYMENT, WIC COMPUTER REPORTS....	150-1-4-4-7-3	19
WIC CHECKS (OBSOLETE).....	150-1-4-4-7-4	19
WIC DATABASE	150-1-4-4-7-7	19
WIC PROGRAM OPERATIONS-LOCAL LEVEL	150-1-4-4-7-2	19
WIC PROGRAM OPERATIONS-STATE LEVEL.....	150-1-4-4-7-1	20

<u>WOMEN'S AND MEN'S HEALTH (OWH) TO INCLUDE</u>		
<u>NATIONAL BREAST & CERVICAL PROGRAM (NB&CP</u>		
<u>ALSO KNOWN AS EVERY WOMAN MATTERS), WISE</u>		
<u>WOMAN (WW), NE COLON CANCER PROGRAM (NCCP),</u>		
<u>HEALTHY BEHAVIORS IN WOMEN (HBW) AND OTHER</u>		
<u>GRANTS</u>	150-1-4-4-10	20
ADMINISTRATIVE RECORDS (FORMERLY QUARTERLY		
REPORTS).....	150-1-4-4-10-7	20
AUTOMATED COMPUTER TRACKING SYSTEM	150-1-4-4-10-1	20
BILLING AUTHORIZATIONS	150-1-4-4-10-2	20
CLINICAL DOCUMENTS	150-1-4-4-10-3	21
CONFIDENTIALITY AGREEMENT	150-1-4-4-10-4	21
GENERAL AGREEMENTS AND CONTRACT MODIFICATIONS.....	150-1-4-4-10-8	21
GRANT APPLICATION (FORMERLY GRANT APPLICATIONS		
(EWM/WW))	150-1-4-4-10-9	21
INTERNAL POLICY MANUAL.....	150-1-4-4-10-5	21
MEETING MINUTES (FORMERLY MEETING MINUTES (EWM/		
WW))	150-1-4-4-10-10	21
WOMEN'S HEALTH COUNCIL AND RELATED ACTIVITIES	150-1-4-4-10-11	22

SCHEDULE 150-1-4-4 – DEPARTMENT OF HEALTH AND HUMAN SERVICES – LIFESPAN HEALTH SERVICES

150-1-4-4-9 ADMINISTRATIVE RECORDS (FORMERLY DIVISION ADMINISTRATOR)

150-1-4-4-9-2 ADVISORY BODIES

Records related to advisory bodies including membership lists, correspondence with membership, meeting agendas, meeting minutes, public notice of meetings and related documents.

Dispose of after 5 years.

150-1-4-4-9-1 GRANTS MANAGEMENT

Documentation of various grants awards applied for and/or received for which the Administrator is the Project Director. Includes grant guidance, application, progress reports, notice of award, conditions, budget, and related documents.

ACCEPTED: Dispose of 5 years after final expenditure report date of submission or as required by grant or program, whichever is later, provided audit has been completed.¹

REJECTED: Dispose of after 1 year or when no longer of administrative value, whichever is later.

150-1-4-4-9-4 PROJECT FILES

Working papers and correspondence related to Administrator's involvement in committees, task forces, and other initiatives.

Dispose of after 5 years.

150-1-4-4-9-5 SERVICE CONTRACTS (FORMERLY BUDGET/ CONTRACTS & CONTRACTS S/RFP'S/RFA'S & SERVICE CONTRACTS)

Duplicate copies of contracts with agencies, medical providers and individuals that provide consultation or services to the Unit.

ORIGINAL CONTRACTS: Located in DHHS Central Repository, Support Services.

See Schedule 150-3-1-2 DHHS, Operations-Support Services, item 150-3-1-2-2-5.

CONTRACT COPIES: Dispose of 5 years after fulfillment of contract terms, provided audit has been completed.¹

150-1-4-4-9-3 TOLL-FREE REFERRAL LINE AND SERVICES

Record of calls received on toll-free line and referrals made in accordance with Neb.

Rev. Stat. §28-327.01. Record of materials developed and distributed in accordance with statute.

Dispose of after 10 years.

150-1-4-4-1 COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP)

150-1-4-4-1-4 CONTINUING EDUCATION RECORDS (OBSOLETE 2005)
Various records relating to CSFP'S continuing education hours for CSFP training events.
Dispose of after 10 years.

150-1-4-4-1-2 CSFP PROGRAM OPERATIONS – LOCAL LEVEL
Annual records for the CSFP programs are compiled to present a review of program operations at the local level during a fiscal year. For each local agency, the record would include their plan, the agreements with the Department of Health and Human Services, correspondence relating to the status of the program within their agency, the management evaluation and financial reports submitted to the Department.
Transfer to the State Records Center after 1 year; dispose of 4 years after final payment, provided audit has been completed.¹

150-1-4-4-1-1 CSFP PROGRAM OPERATIONS – STATE LEVEL
Annual records for the CSFP program (Commodity Supplemental Food Program) are compiled to present documentation of program operations at the state level during a fiscal year. Records include requests for funding, letters of authorization received for CSFP and record of fund allocation to state level. Statewide program reports submitted to the USDA would be filed with the year to which they pertain. Other records may include: copy of contracts, correspondence with warehouse, records on food orders, inventories, transport and miscellaneous CSFP-related correspondence.
ORIGINAL CONTRACTS: Located in DHHS Central Repository, Support Services. See CONTRACTS AND AGREEMENTS, (Schedule 150-3-1-2).
CONTRACT COPIES: Dispose of 3 years after completion, provided audit has been completed.¹
ALL OTHER RECORDS: Transfer to the State Records Center after 1 year; dispose of 3 years after final payment, provided audit has been completed.¹

150-1-4-4-1-5 HISTORICAL FILES
Plans, training documents, and guidance materials providing historical references for the Program. Includes working papers showing progression over time.
Dispose of after 5 years, or when no longer of administrative value, whichever is later, subject to review by the State Archives for possible accession.

150-1-4-4-1-3 SURVEYS-SURVEILLANCE
Completed survey instruments and summary reports of survey results. Includes annual, bi-annual, periodic and special surveys related to funded and non-funded programs.
SURVEYS: Dispose of after generation and acceptance of the Summary Reports.
SUMMARY REPORTS: Transfer to the State Records Center after 1 year; dispose of after 3 years.

150-1-4-4-12 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:

ALL ELECTRONIC RECORDS:

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

WEEKLY (SUNDAY): Dispose of after 3 weeks.

MONTHLY: Dispose of after 1 year.

150-1-4-4-2 IMMUNIZATION

150-1-4-4-2-9 CLINIC EVALUATION REPORT

Report of the staff performance and procedures documented annually by State Immunization Nurses on the Public Immunization Clinics. Information is retained to measure progress in the clinics from year to year, to record proper storage and handling of the vaccines, administration techniques, patient education, safety, and related documents.

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

150-1-4-4-2-1 DAY CARE CENTER IMMUNIZATION STATUS REPORT

Report compiled from the Immunization Record submitted by day care centers.

Dispose of 10 years after report date.

150-1-4-4-2-2 IMMUNIZATION RECORD

Report is submitted annually by day care centers and summarizes the immunization levels of all enrollees. Is used in compiling the Day Care Centers Immunization Status Report.

Dispose of after 2 years.

150-1-4-4-2-5 NEBRASKA SCHOOL IMMUNIZATION LEVELS REPORT

Contains information on the immunization record of all students in public and private schools. Information is obtained from the "Immunization Summary Form," which is obtained from the schools.

Dispose of 10 years after report date.

150-1-4-4-2-3 PRIVATE PHYSICIAN CERTIFICATION

Form required by the federal government, signed by private physicians stating that all federal guidelines shall be followed when administering vaccines purchased with federal funds.

Dispose of 10 years after date of signature.

150-1-4-4-2-4 PUBLIC CLINIC CERTIFICATION

Form required by the Federal Government, signed by public clinic representatives stating that all federal guidelines shall be followed when administering vaccines purchased with federal funds.

Dispose of 10 years after date of signature.

150-1-4-4-2-6 SCHOOL IMMUNIZATION PROGRAM RECORDS

Files include "Immunization Summary Form" which is used in compiling the "Nebraska School Immunization Levels Report."

Dispose of after 2 years.

150-1-4-4-2-7 VACCINE INVENTORY (OBSOLETE 2005)

Manual record shows, by type, different vaccines received from the drug companies, date received, number of doses, lot number, who it is redistributed to, what amount is sent, and the balance on hand.

Immediately dispose of obsolete records.

150-1-4-4-2-8 VACCINE USAGE REPORT (OBSOLETE 2005)

Form lists vaccine types, number of doses administered and to which age groups, clinic date, location where it is used, amount used, and the lot numbers for the balance of vaccine on hand.

Immediately dispose of obsolete records.

150-1-4-4-2-10 VACCINE MANAGEMENT DATABASE

Database contains a record for each vaccine provider of all vaccines ordered from the Center for Disease Control and Prevention (CDC). Includes the name of the vaccine, date and quantity of vaccine ordered.

ORIGINAL RECORD: Dispose of after data entry into database.

ELECTRONIC RECORD: Backed up daily; dispose of after superseded.

DATABASE RECORD: Dispose of 5 years after the end of the program.

SECURITY COPY: Dispose of 5 years after the end of the program.

**150-1-4-4-8 MATERNAL AND CHILD HEALTH
EPIDEMIOLOGY (MCH EPI) (FORMERLY
PREGNANCY RISK ASSESSMENT MONITORING
SYSTEM (PRAMS)**

**150-1-4-4-8-2 ADMINISTRATIVE RECORDS (FORMERLY MCH
PLANNING & SUPPORT – INITIATIVES & SPECIAL
PROJECTS)**

Information that includes, but is not limited to: the past fiscal year budget, copies of contracts, payment documents, grant documents, correspondence and other vital information for Pregnancy Risk Assessment Monitoring Systems (PRAMS), State Systems Development initiative (SSDI), and Child Death Review Team (CDRT).

ORIGINAL CONTRACTS: Located in DHHS Central Repository, Support Services. See CONTRACTS AND AGREEMENTS, (Schedule 150-3-1-2).

CONTRACT COPIES: Dispose of 3 years after completion, provided audit has been completed.¹

ALL OTHER RECORDS: Transfer to the State Records Center after 1 year, dispose of after 6 years, provided audit has been completed.¹

150-1-4-4-8-4 CHILD DEATH REVIEW DATABASE

SAS database of information related to the death of a child in Nebraska from birth through 17 years of age. Data from the Child Death Review data coding books are entered into the database.

ORIGINAL RECORD: Transfer to State Records Center after data entry; dispose of 8 years after the year of death.

ELECTRONIC RECORD: Backed up daily; dispose of after superseded.

DATABASE RECORD: Dispose of 10 years after the end of the program.

SECURITY COPY: Dispose of 10 years after the end of the program.

150-1-4-4-8-5 CHILD DEATH REVIEW FILES/RECORDS

Child Death Review files which include information related to the death of a child in Nebraska from birth through 17 years. The files may include, but not limited to, copies of the following records: birth certificates, death certificates, autopsy reports, hospital reports, law enforcement reports, fire department reports, county attorney reports and Child Death Review data coding books.

Transfer to State Records Center after entered in Child Death Review Database; dispose of 8 years after the year of death.

150-1-4-4-8-1 DATA COLLECTION RECORDS (FORMERLY PRAMS QUESTIONNAIRES)

Pregnancy Risk Assessment Monitoring System (PRAMS) questionnaires and Special Projects.

Transfer to the State Records Center after 1 year, dispose of after 6 years.

150-1-4-4-8-3 DATA & STATISTICAL REPORTS

Reports generated.

Transfer to the State Records Center after 1 year; dispose of after 6 years.

150-1-4-4-11 NEWBORN HEARING SCREENING

150-1-4-4-11-1 DATA/REPORTS

Consists of data and reports related to newborn hearing screening.

Transfer to State Record Center after 1 year; dispose of after 3 years.

150-1-4-4-11-2 INSERVICES

Consists of in-servicing information for the basis of education; pamphlets/brochures, handouts, contacts, videos.

Transfer to State Records Center after 1 year, dispose of after 3 years.

150-1-4-4-11-3 NEWBORN HEARING SCREENING TESTS FORMS

Information obtained from weekly reports from hospitals and letters sent to doctors on hearing screening results.

Transfer to the State Records Center after 1 year; dispose of after 29 years.

150-1-4-4-13-4 SURVEYS

Consists of all surveys regarding newborn hearing screening program.

Transfer to the State Records Center after 1 year, dispose of after 3 years.

150-1-4-4-3 NEWBORN SCREENING AND GENETICS

150-1-4-4-3-6 HOSPITAL – LABORATORY SELECTION

Forms, letters, memorandums or notes showing delivering hospitals laboratory selection for newborn screening testing, information from laboratories and hospitals regarding the transporting of specimens.

Transfer to State Records Center after 1 year; dispose of after 3 years.

150-1-4-4-3-5 INSERVICES

Consists of in-service information for the basis of education, pamphlets/brochures, design layouts, handouts, contacts, videos and other materials.

Transfer to State Records Center after 1 year; dispose of after 3 years.

150-1-4-4-3-1 METABOLIC TESTS FORMS

Information obtained from hospitals, laboratories and letters sent to physicians on all presumptive positive/abnormal/inconclusive screening results and or cases (blood spot screening). Home Births/Out of Hospital Births, specimens unsatisfactory, transfusion information, specimens drawn early, repeat specimens, reporting errors, daily, weekly and monthly reports, transfer forms, notes and logs pertaining to screening and or disorders, legal issues/cases relative to newborn screening matters.

Transfer to the State Records Center after 1 year; dispose of after 29 years.

150-1-4-4-3-7 NEWBORN SCREENING STATE LABORATORY TESTING

Record includes PKU (Phenylketonuria) sample cards, neonatal worksheets, CDC (Centers for Disease Control) Controls, GAL (Galactosemia) & TSH (Thyroid – stimulating hormone) test results, hemoglobin's, and any other information relative to the Nebraska Health Department's Laboratory testing for metabolic diseases.

Transfer to the State Records Center after 1 year; dispose of after 29 years.

150-1-4-4-3-2 PHENYLKETONURIA FORMULA DISTRIBUTION REPORT (OBSOLETE JANUARY, 1997)

Record of children given lofenlac and phenyl free formula as part of a division program. Confidential information includes parents and baby's name, age, physician, amount of drug administered, and date given. *In 1997, Nebraska Metabolic Clinic began distributing the Phenylketonuria formula. Nebraska Metabolic Clinic retains their records according to University of Nebraska Medical Center retention schedule. One role of security microfilm (project 4272) for years prior to 1997 was transferred to the clinic.*

ORIGINAL RECORD: Retain permanently, or microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the Nebraska Metabolic Clinic.

MICROFILM WORK COPY: Retain permanently.

150-1-4-4-3-4 SURVEYS

Consists of all surveys: hemoglobinopathy surveys, genetic surveys, PKU surveys, Hypothyroidism surveys, MCAD (Medium Chain Acyl-CoA Dehydrogenase Deficiency) surveys, and birth defects surveys (related to metabolic screening).

Transfer to State Records Center after 1 year; dispose of after 3 years.

150-1-4-4-4 PERINATAL, CHILD & ADOLESCENT HEALTH

150-1-4-4-4-1 ACCOUNTING DOCUMENTS

Payments to vendors/contractors for services and/or materials supportive of the Perinatal, Child and Adolescent Programs (Adolescent and Abstinence Education, School and Child Health Program, and Together for Kids and Families).

Dispose of 3 years after submitting the final federal report, provided audit has been completed.¹

**150-1-4-4-4-5 COLLABORATIVE ACTIVITIES AND MEETINGS
(FORMERLY MEETING MINUTES)**

Records relative to activities of the Perinatal, Child and Adolescent Programs (Adolescent Health and Abstinence Education, School and Child Health, and Together for Kids and Families). Records include evidence of activities pertaining to collaboration with other state agencies, NDHHS divisions, non-state agencies, meeting agendas, and official minutes of steering/stakeholder and/or other group meetings.

Dispose of 3 years after submitting the final federal report, provided audit has been completed.¹

**150-1-4-4-4-3 CORRESPONDENCE – ADMINISTRATIVE (SEE
CORRESPONDENCE – LONG TERM, (SCHEDULE 124))**

**150-1-4-4-4-4 CORRESPONDENCE – GENERAL (SEE
CORRESPONDENCE – SHORT TERM (EPHEMERAL),
SCHEDULE 124))**

150-1-4-4-4-13 GRANTS MANAGEMENT – GRANTS AND SUB-GRANTS

Documentation which includes grant guidance, applications, progress reports, notice of awards, conditions of awards, budgets, and related documents submitted to the federal government for funding. May include but not limited to: documentation submitted by subgrantees for funding available from the Perinatal, Child and Adolescent Health Programs.

ACCEPTED: Dispose of 3 years after submitting the final federal report, provided audit has been completed.¹

REJECTED: Dispose of after 1 year or when no longer of administrative value, whichever is sooner.

150-1-4-4-4-10 LETTERS TO PHYSICIANS (OBSOLETE 2009)

Form letters sent to physicians regarding immunizations and school physicals.

Immediately dispose of obsolete records.

150-1-4-4-4-6 MEETING AGENDA (SEE MINUTES, (SCHEDULE 124))

150-1-4-4-4-7 SCHOOL NURSE SURVEYS (OBSOLETE 2009)

Results of nurse screenings of dental, vision, hearing and scoliosis of students at public and private schools.

Immediately dispose of obsolete records.

**150-1-4-4-4-8 STATISTICAL RESULTS OF SURVEYS
(OBSOLETE 2009)**

Compiled results of screenings of student's health status.
Immediately dispose of obsolete records.

**150-1-4-4-4-13 SUB-GRANT REQUESTS, APPROVED AND REJECTED
(SEE GRANTS MANAGEMENT – GRANTS AND SUB-
GRANTS, (SCHEDULE 150-1-4-4)).**

150-1-4-4-4-9 SURVEY FORMS (OBSOLETE 2009)

School nurse survey forms.
Immediately dispose of obsolete records.

**150-1-4-4-4-14 TRAINING/WORKSHOPS (FORMERLY
CONFERENCES/WORKSHOPS)**

Documentation of planning activities for training and workshops, including planning committee, meeting minutes, copy of speaker contracts, mailing lists, brochures, workbooks and handouts, continuing education, evaluations, and other related materials.
ORIGINAL CONTRACTS: Located in DHHS Central Repository, Support Services. See CONTRACTS AND AGREEMENTS, (Schedule 150-3-1-2).
CONTRACT COPIES: Dispose of 3 years after fulfillment of contract terms, provided audit has been completed.¹
ALL OTHER RECORDS: Dispose of after 3 years, provided audit has been completed.¹

150-1-4-4-4-11 WAIVER FORMS (OBSOLETE 2004)

Form used to waive the requirements for immunizations and physicals.
Immediately dispose of obsolete records.

**150-1-4-4-6 PLANNING & SUPPORT (FORMERLY MCH
PLANNING & SUPPORT)**

**150-1-4-4-6-3 PLANNING & SUPPORT – ACCOUNTING DOCUMENTS
(FORMERLY MCH PLANNING & SUPPORT –
ACCOUNTING DOCUMENTS)**

Retain annual financial records of the federal Title V Block Grant, other special initiatives to document revenues and expenditures pertaining to state-level activities. Records include budgets not otherwise part of the Title V Block Grant application or the application for special initiative, evidence of matching funds, budget status summary sheets, projection of funds, spreadsheets showing reimbursement payments reconciled with accounting. *(Example: Send the FY2006 Report/FY 2008 Application and related accounting records/documents to storage in September 2010 and destroy in September 2011.)*

Transfer to the State Records Center 3 years after submission of the application and dispose of 4 years after submission of the final report, provided audit has been completed.¹

150-1-4-4-6-4 PLANNING & SUPPORT – COLLABORATIVE ACTIVITIES AND MEETINGS (FORMERLY MCH PLANNING & SUPPORT – COLLABORATIVE ACTIVITIES AND MEETINGS)

Retain all records relative to activities of Title V Block Grant funding and related to Maternal and Child Health and Public Health. Records include evidence of activities pertaining to collaboration with other state departments and divisions and non-state agencies, meeting agendas, and official minutes of group meetings. *(Example: Send the FY2006 Report/FY 2008 Application and related accounting records/documents to storage in September 2010 and destroy in September 2011.)*

Transfer to the State Records Center 3 years after submission of the application and dispose of 4 years after submission of the final report, provided audit has been completed.¹

150-1-4-4-6-6 PLANNING & SUPPORT – HISTORICAL FILES (FORMERLY MCH – HISTORICAL FILES)

Records include the Federal Guidance and Forms for Title V/Block Grant Application and Report, Five-year Needs Assessment Report, Procedure Manual for the Title V Sub-grantees, technical assistance and instructional materials, Request for Proposals, Guidelines for Requesting Continuation Funding, development of protocols, policies, and procedures, and other materials providing historical reference over time. *(Example: Send the FY2006 Report/FY 2008 Application and related accounting records/documents to storage in September 2010 and destroy in September 2011.)*

Transfer to the State Records Center 3 years after submission of the application and dispose of 4 years after submission of the final report, provided audit has been completed.¹

150-1-4-4-6-2 PLANNING & SUPPORT – LOCAL LEVEL (FORMERLY MCH PLANNING & SUPPORT – LOCAL LEVEL)

Annual records of the Federal Title V Block Grant compiled to document program operations at the local level during a fiscal year. Records include documents of the sub-granting process, i.e. evidence of public notice, proposals (funded and non-funded) from community-based agencies for Title V funds, reviewers' comments, award and rejection letters, state-level allocations with Title V funds and award letters, sub-recipients' program and expenditure reports, site visit reviews and other monitoring procedures, and correspondence. *(Example: Send the FY2006 Report/FY 2008 Application and related accounting records/documents to storage in September 2010 and destroy in September 2011.)*

Transfer to the State Records Center 3 years after submission of the application and dispose of 4 years after submission of the final report, provided audit has been completed.¹

150-1-4-4-6-1 PLANNING & SUPPORT – STATE LEVEL (FORMERLY MCH PLANNING & SUPPORT – STATE LEVEL)

Annual records of the federal Title V Block Grant compiled to document program operations at the state level during a fiscal year. Records, the DHHS annual Title V Block Grant Application and Report, with supporting records, evidence of public input, reviewer's comments, award letters, audit reports and management letters, correspondence, and copy of contracts with oversight by Planning and Support.

(Example: Send the FY2006 Report/FY 2008 Application and related accounting records/documents to storage in September 2010 and destroy in September 2011.)

ORIGINAL CONTRACTS: Located in DHHS Central Repository, Support Services. see CONTRACTS AND AGREEMENTS, (Schedule 150-3-1-2).

CONTRACT COPIES: Dispose of 3 years after fulfillment of contract terms, provided audit has been completed.¹

ALL OTHER RECORDS: Transfer to the State Records Center 3 years after submission of the application and dispose of 4 years after submission of the final report, provided audit has been completed.¹

150-1-4-4-5 REPRODUCTIVE HEALTH

150-1-4-4-5-1 GRANTS AND SUB-GRANTS

(Federal: Program Guidelines for Project Grants for Family Planning Services 1.1).

Applications submitted to the federal government for Title X funding; applications submitted by sub-grantees or prospective sub-grantees for Title X funding; applications submitted for additional funding; copies on file in sub-grantee agencies.

Dispose of after 5 years, provided audit has been completed.¹

150-1-4-4-5-2 MONITORING SITE VISITS

(Federal: Program Guidelines for Project Grants for Family Planning Services 11.4).

Reports of site visits to sub-grantees including clinic evaluations, chart audits, administrative and financial reviews; copies on file at sub-grantee agencies.

Dispose of after 5 years, provided audit has been completed.¹

150-1-4-4-5-3 OFFICE OF POPULATION AFFAIRS (OPA); FAMILY PLANNING ANNUAL REPORT (FPAR)

(Federal: Program Guidelines for Project Grants for Family Planning Services 6.7).

Grantee and sub-grantee annual data reports including additional program data; copies on file at sub-grantees agencies.

Dispose of after 5 years, provided audit has been completed.¹

150-1-4-4-5-4 PATIENT RECORDS (FORMERLY FAMILY PLANNING PATIENT RECORDS (42CFR 59.10 & 45 CFR 74.21)

(Federal: Program Guidelines for Project Grants for Family Planning Services 11.3).

Inactive patient medical records for clients seen by sub-grantees, where the project has closed.

Dispose of after 10 years, provided audit has been completed.¹

150-1-4-4-5-5 PHARMACEUTICAL RECORDS

(Federal: Program Guidelines for Project Grants for Family Planning Services 11.2)

Accounting ledgers of pharmaceuticals purchased and pharmaceutical inventory.

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

150-1-4-4-5-6 POLICY AND PROCEDURE MANUALS

(Federal: Program Guidelines for Project Grants for Family Planning Services 7.1, 7.2, 7.3, 7.4). Policy and procedure manuals for grantee and sub-grantees; copies on file in sub-grantee agencies.

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

150-1-4-4-5-7 SUB-GRANTEE COMMUNITY EDUCATION REPORTS

(Federal: Program Guideline for Project Grants for Family Planning Services 6.12). Community Education Reports including outreach submitted by sub-grantees monthly or quarterly; originals on file at sub-grantee agencies.

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

150-1-4-4-5-8 SUB-GRANTEE GOVERNING BOARD MEETING MINUTES

Copies of Board of Directors meeting minutes of non-profit sub-grantees; original minutes on file at sub-grantee agencies.

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

150-1-4-4-5-9 SUB-GRANTEE MONTHLY REVENUE/EXPENDITURE REPORTS/AUDITS

(Federal: Program Guidelines for Project Grants for Family Planning Services 6.3). Revenue/expenditure reports submitted monthly by sub-grantees; annual sub-grantee audit reports; originals on file at sub-grantee agencies.

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

150-1-4-4-5-10 TRAINING WORKSHOP FILES

(Federal: Program Guidelines for Project Grants for Family Planning Services 6.6). Training workshop/conference information including: training requests; copy of consultant contracts; vouchers; evaluations; coordinator evaluation; facility information/contract/ bills; session brochure and evaluations; sample packet; participant lists for CEUs (Continuing Education Units); Technical Assistance (TA) requests and reports.

ORIGINAL CONTRACTS: Located in DHHS Central Repository, Support Services. See CONTRACTS AND AGREEMENTS, (Schedule 150-3-1-2).

CONTRACT COPIES: Dispose of 5 years after fulfillment of contract terms, provided audit has been completed.¹

ALL OTHER RECORDS: Dispose of after 3 years, provided audit has been completed.¹

150-1-4-4-7 SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS AND CHILDREN (WIC)

150-1-4-4-7-5 CONTINUING EDUCATION RECORDS

Various records relating to WIC's continuing education hours.

Dispose of after 10 years.

150-1-4-4-7-6 HISTORICAL FILES

State Plans, old procedure manual pages, vendor appeals, participant appeals, agency training documents, Pediatric Surveillance/PNSS reports and guidance materials providing historical references for the program. May include working papers showing progression over time.

Transfer to State Record Center; retain permanently for historical reference regarding WIC Program.

150-1-4-4-7-3 PARTICIPATION AND PAYMENT, WIC COMPUTER REPORTS

Monthly, quarterly and annual computer reports are used to monitor the WIC program operations within the state and as a basis for the reporting to USDA/FNS (United States Department of Agriculture/Food and Nutrition Service). Reporting requirements relate to the expenditure of federal funds, to the reporting of the number of individuals served by agency and by clinic site, to the monitoring of errors in the certification process and detection of errors in the processing of food vouchers by the local agency staff or by the authorized retailer. In addition, records relating to the assignment of individual check numbers or program participants to local agencies and to the disposition of the checks included. Records form an audit trail for all food disbursements through the central food account maintained by the WIC local agencies. Also included are records of retailer activity, and records of participant health and enrollment statistics.

Transfer to the State Records Center after 1 year; dispose of after 3 years, or until closed out, whichever is later, provided audit has been completed.¹

150-1-4-4-7-4 WIC CHECKS (OBSOLETE 2004)

CD Rom of redeemed checks after bank payment, CD ROM of voided checks, hard-copies of high-flag or special status redeemed checks, and bank statements. Also included are photocopies of rejected checks and hard-copies of checks voided in printing process. CD Rom's of checks are provided to the department from the contracted bank.

ORIGINAL RECORD: Dispose of after closeout, OR 3 years after final payment, OR 3 years after closed audit, whichever is later.¹

CD SECURITY COPY: Dispose of after 10 years. (Consists of CD's provided by contracted Bank).

150-1-4-4-7-7 WIC DATABASE

Data regarding WIC applicants, participants, vendors, local agencies, checks, surveillance data, etc.

ELECTRONIC RECORD: Dispose of as superseded.

SECURITY BACKUP: Back up daily, weekly and monthly; dispose of following next backup. Dispose of final security backup 6 years after the program ends.

150-1-4-4-7-2 WIC PROGRAM OPERATIONS-LOCAL LEVEL

Annual records for the WIC program are compiled to present a review of program operations at the local level during a fiscal year. For each local agency, the record would include their plan, the agreements with the Department of Health and Human Services, correspondence relating to the status of the program within their agency, the management evaluation and financial reports submitted to the Department.

Transfer to the State Records Center after 1 year; dispose of 4 years after final payment provided audit has been completed.¹

150-1-4-4-7-1 WIC PROGRAM OPERATIONS-STATE LEVEL

Annual records for the WIC (Special Supplemental Nutrition Program for Women, Infants and Children) Program are compiled to present documentation of program operations at the state level during a fiscal year. Records include requests for funding, letters of authorization received for WIC, and record of fund allocation to the state level. Statewide program reports submitted to the USDA (United States Department of Agriculture) would be filed with the year to which they pertain. Other records may include: bids and proposals (rejected and accepted); contracts/correspondence with vendors; vendor sanction correspondence and miscellaneous WIC and nutrition related correspondence.

ORIGINAL CONTRACTS: Located in DHHS Central Repository, Support Services. See Schedule 150-3-1-2 DHHS, Operations-Support Services, item 150-3-1-2-2-5.

CONTRACT COPIES: Dispose of 4 years after fulfillment of contract terms, provided audit has been completed.¹

ALL OTHER RECORDS: Transfer to the State Records Center after 1 year; dispose of 4 years after final payment, provided audit has been completed.¹

150-1-4-4-10 WOMEN’S AND MEN’S HEALTH (OWH) TO INCLUDE NATIONAL BREAST & CERVICAL CANCER PROGRAM (NB&CP – ALSO KNOWN AS EVERYWOMAN MATTERS), WISE WOMAN (WW), NE COLON CANCER PROGRAM (NCCP), HEALTHY BEHAVIORS IN WOMEN (HBW) AND OTHER GRANTS

150-1-4-4-10-7 ADMINISTRATIVE RECORDS (FORMERLY QUARTERLY REPORTS)

Information that includes, but is not limited to, the past fiscal year budget, copy of contract(s), payment documents; CDC (Centers for Disease Control) and HRSA (Health Resources and Service Administration) grant; correspondence within the state, various agencies, departments, boards, professional organizations and corporations, etc. and other information.

ORIGINAL CONTRACTS: Located in DHHS Central Repository, Support Services. See Schedule 150-3-1-2 DHHS, Operations-Support Services, item 150-3-1-2-2-5.

CONTRACT COPIES: Dispose of 4 years after fulfillment of contract terms, provided audit has been completed.¹

ALL OTHER RECORDS: Transfer to the State Records Center after 1 year; dispose of after 3 years, provided audit has been completed.¹

150-1-4-4-10-1 AUTOMATED COMPUTER TRACKING SYSTEM

Information obtained from medical providers in Nebraska pertaining to men and women screened through the NB&CP, WW, NCCP and other grants their exam results and treatment plans.

Dispose of 10 years after end of program.

150-1-4-4-10-2 BILLING AUTHORIZATIONS

Documentation For payments to medical providers for services provided under NB&CP, WW, NCCP and other grants.

Dispose of after 5 years, provided audit has been completed.¹

150-1-4-4-10-3 CLINICAL DOCUMENTS

NB&CP, WW, NCCP forms, laboratory and radiology reports submitted by medical providers throughout Nebraska, documenting enrollment into the NB&CP, WW, NCCP and other grants, client consent, exam results and treatment received.

ORIGINAL RECORD: Scan to CD and dispose of after 6 months.

CD WORK COPY: Dispose of after Federal requirements are met under 45 CFR, Part 74, Subpart D, or 45 CFR 92.42 as applicable.

CD SECURITY COPY (CD's): Dispose of after Federal requirements are met under 45 CFR, part 74, Subpart D, or 45 CFR 92.42 as applicable.

150-1-4-4-10-4 CONFIDENTIALITY AGREEMENTS

Agreements with staff declaring adherence to OWH, NB&CP, WW, NCCP, HBW and other grants confidentiality policies.

Dispose of 5 years after termination.

150-1-4-4-10-8 GENERAL AGREEMENTS AND CONTRACT MODIFICATIONS

Copy of written agreements between the State Department of Health and Human Services and medical facilities, contractors, speakers, etc. Includes updates or changes in prior agreements and contracts, which do not nullify but only modify certain aspects.

Dispose of 5 years after completion of contract, provided audit has been completed.¹

150-1-4-4-10-9 GRANT APPLICATION (FORMERLY GRANT APPLICATIONS (EWM/WW))

New or continuing applications for federal funding of the special projects in the OWH, NB&CP, WW, NCCP, HBW and other grants. Includes application, long range goals and objectives, justification, etc.

ACCEPTED: Dispose of 3 years after final expenditure report date of submission or as required by grant or program, whichever is later, provided audit has been completed.¹

REJECTED: Dispose of after 1 year or when no longer of administrative value, whichever is later.

150-1-4-4-10-5 INTERNAL POLICY MANUAL

Operational policies of OWH, NB&CP, WW, NCCP and other grants.

Dispose of 6 months after end of program.

150-1-4-4-10-10 MEETING MINUTES (FORMERLY MEETING MINUTES (EWM/WW))

May include board meetings, advisory councils/committees, task force meetings, community coalition meetings, planning committees (other than staff planning meetings).

Dispose of 5 years after last activity, subject to review by the State Archives for possible accession.

150-1-4-4-10-11 WOMEN'S HEALTH COUNCIL AND RELATED ACTIVITIES

Meeting minutes, including task forces and full Council, Advisory Committee appointment documents, strategic plans, annual report, related records and reports.
Dispose of after 5 years after last activity, subject to review by the State Archives for possible accession.

OBSOLETE RECORDS

- 35-5-1-2 GENETIC PATIENT RECORDS**
Dispose of 10 years after record is closed.
- 35-17-1 ANNUAL FINANCIAL PROJECT REPORT**
Retain one copy permanently. May be transferred to the State Archives.
- 35-17-2 BIRTH AND DEATH CERTIFICATES**
Dispose of after data has been verified.
- 35-17-7 PERSONNEL FILES**
Dispose of after termination of employment.
- 35-17-8 PROGRAM CONTRACTS AND AGREEMENTS**
Dispose of 5 years after fulfillment of contract provided Audit has been completed.
- 35-17-10 QUARTERLY FINANCIAL PROJECT REPORT**
Dispose of after completion of the annual report.
- 35-17-11 SURVEY SUMMARY FORMS**
Transfer to the State Records Center after 5 years; dispose of after 10 years.
- 35-17-12 CORRESPONDENCE**
Dispose of according to General Schedule #124.
- 35-18-7 NUTRITION, GENERAL**
Dispose of 3 years after the end of federal fiscal year to which they pertain provided audit has been completed.
- 150-1-4-5-3 HARVEST PROGRAM (OBSOLETE 2000)**
- 150-1-4-5-3-1 HARVEST PROGRAM**
Immediately dispose of obsolete records.
- 150-1-4-5-3-2 HARVEST PROGRAM GRANT APPLICATIONS**
Immediately dispose of obsolete records.

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.