

# Schedule 35-4

## Department of Health Health Promotion and Education



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

SCHEDULE NUMBER	35-4
AGENCY, BOARD OR COMMISSION	DEPARTMENT OF HEALTH
DIVISION, BUREAU OR OTHER UNIT	Health Promotion and Education
Supersedes Edition of May 26, 1989	

**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>Franklin Harris</i>	
TITLE	<i>Bureau Director</i>	DATE <i>12-3-90</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.

SIGNATURE *	<i>Andrea I. Paul</i>	DATE <i>12/7/90</i>
	STATE ARCHIVIST	

**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 *	<i>Allen J. Belmann</i>	DATE <i>Dec 12, 1990</i>
	ADMINISTRATOR	

## **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](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. 35-4 - DEPARTMENT OF HEALTH, HEALTH PROMOTION AND EDUCATION DIVISION**

**35-4-1 PUBLIC HEALTH EDUCATION RECORDS**

**35-4-1-1 AUDIO-VISUAL LOAN FILE**

Record of audio-visual equipment that is available in the loan out program. Data is maintained on index cards and includes the type of equipment, health education number, check out date, due date, borrowed by whom and what department.

**Dispose of 1 year after equipment has been returned.**

**35-4-1-2 BATCH HEADER**

Registration form grouping summarized and coded information for computer processing. This information is compiled by the Nebraska Heart Association and forwarded to the State Health Department. Data includes batch date, type, number, document number, number of documents in the batch, and testing site information.

**Dispose of 1 year after date of the first follow-up letter.**

**35-4-1-3 CONSENT FORM**

Signed statement giving the State Health Department permission to use an individual's name, picture and/or comments with a news release or slide presentation supporting the formation of a County Health Department.

**Dispose of 2 years after publication or presentation date.**

**35-4-1-4 COUNTY HEALTH FILE**

Records that pertain to County Health Departments. Materials may include consent forms, agreements, resolutions, contracts, annual budgets, annual reports, news clippings and correspondence. Public Facilities and Services Plan-701 Review may also be included in this file.

**Dispose of contents according to Health Schedule #35-4 and General Schedule #124.**

**35-4-1-5 PEER EVALUATION FORMS**

Yearly survey of participant school's facilitators to determine effectiveness of program.

**Dispose of 5 years after completion of survey.**

**35-4-1-6 PIERRE THE PELICAN ROSTER**

Computer report of the monthly mailing list of new babies. Report includes families' last name, father's first name, child's name, birth certificate number, birthdate, address, and termination information.

**Dispose of after superseded.**

**35-4-1-7 PIERRE THE PELICAN ROSTER, ADDITION TO**

Form to add addresses to the master mailing list. Information includes birth certificate number, month of birth, parents' name and address.

**Dispose of after corrected master mailing list has been completed.**

**35-4-1-8 PIERRE THE PELICAN ROSTER, CHANGE RECORD**

Form used to change addresses on the master mailing list. Information includes: birth certificate number, month of birth, and the new address.

**Dispose of after corrected master mailing list has been completed.**

**35-4-1-9 PIERRE THE PELICAN ROSTER, DELETION RECORD**

Form used to delete information from the master mailing list. Data includes: birth certificate number, month of birth, and "reason for change" code.

**Dispose of after corrected master mailing list has been completed.**

**35-4-1-10 REGISTRATION FORM (Blood Pressure Screening Program) FORM C**

Registration forms that are used for mass and industrial hypertension screenings. The forms for persons with elevated readings are processed, by the Nebraska Heart Association, which in turn sends the individuals a Reply Card.

**Dispose of 1 year after the first REPLY CARD.**

**35-4-1-11 REPLY CARD (Blood Pressure Screening Program) FORM D**

Follow-up Reply Card sent from the Nebraska Heart Association to persons tested and showing elevated reading of blood pressure. This information requests that the tested individuals indicate if they have consulted a physician since the screening date.

**Dispose of 1 year after the follow-up date.**

**35-4-1-12 RESPONSE CARD**

Postcards to persons with elevated blood pressure readings, that are enclosed with the follow-up letter. The card requires the individuals to indicate whether they have consulted a physician, and if so, the results of the visit. The returned data is then compared with the Registration Form.

**Dispose of after compared with REGISTRATION FORM or after 1 year, whichever is sooner.**

**35-4-1-13 RISK FACTOR PREVALENCY SURVEYS (State and County)**

Computer printouts of survey. Information used as reference/research base for planning programs.

**Dispose of 5 years after generation of printout.**

**35-4-1-14 RISK REDUCTION CONTRACTS WITH LOCAL HEALTH DEPARTMENTS**

Contracts and related reports. Provides funding to local Health Departments enabling them to provide health risk reduction programs and activities in their community.

**Transfer to the State Records Center 2 years after completion of contract; dispose of 7 years after completion of contract provided audit has been completed.<sup>1</sup>**

**35-4-1-15 SAFETY BELT PROGRAM GRANT PROPOSALS**

One year grant from Nebraska Office of Highway Safety to Nebraska Department of Health to promote safety belt and child restraint usage in state.

**Dispose of 5 years after completion date of grant provided audit has been completed.<sup>1</sup>**

**35-4-1-16 STATE'S EMPLOYEE WELLNESS PROGRAMS**

Reference file containing information on other state's programs, implementation processes and activities.

**Dispose of after Wellness Program no longer exists.**

**35-4-1-17 WELCOM FILE**

A reference file of wellness activities and information to be used in starting wellness programs.

**Dispose of 5 years after origination.**

**35-4-1-18 WELLNESS PROGRAM EMPLOYEE INTEREST SURVEY**

Information used as reference/research base for planning in the Wellness Program.

**Dispose of 5 years after generation of printout.**

**35-4-1-19 WELLNESS PROGRAM HEALTH RISK APPRAISAL**

Information used as reference/research base for planning in the Wellness Program.

**Dispose of 5 years after generation of printout.**

**35-4-1-20 WELLTEAM NOTEBOOK**

A continually upgraded file including agendas, minutes, activity and advertising notes of this advisory group and its sub groups.

**Dispose of 5 years after its origination.**

**35-4-1-21 BEHAVIORAL RISK FACTOR SURVEY FORM**

Surveys used to collect data for health promotion and education planning.

**Dispose of 1 year after data is entered and verified.**

**35-4-1-22 TEEN WELLNESS CHECK COMPUTER CARDS**

Computer read cards. Survey data used to evaluate teen health lifestyles for health education planning.

**Dispose of 1 year after data is processed.**

**35-4-2 GENERAL RECORDS****35-4-2-1 AGREEMENT**

Written agreement between the local health agency and the State Health Department. The County Health Agency agrees to provide educational services to the local residents and the State will provide partial salaries for staffing.

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

**35-4-2-2 COOPERATIVE AGREEMENT BETWEEN THE STATE DEPARTMENT OF HEALTH AND THE STATE DEPARTMENT OF EDUCATION**

A copy of the agreement that concerns health information and services for adults in need of basic education. The State Education Department and local Boards of Education agree to refer such persons to the State Health Department who will make health information available.

**Retain original document permanently in Washington, D.C.**

**35-4-2-3 PHOTOGRAPHS**

Photographs, slides, and negatives of Health Department employees and programs. This information is for annual reports, news releases, and presentations sponsored by the Health Department.

**Dispose of when obsolete or superseded.**

**35-4-2-4 RESOLUTION**

Affidavit from the local county boards detailing the conditions for establishing a County Health Department.

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

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

**MICROFILM WORK COPY: Retain permanently.**

**35-4-2-5 TIME STUDIES IN VARIOUS AREAS IN WHICH SPECIAL FUNDS ARE BUDGETED**

Semi-annual study of the amount of time spent by each staff person involved with the programs that receive select funding. Information includes the period of study, job description, date, and the weekday.

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

**35-4-2-6 WORKSHEETS**

Manual worksheets used to compile reports, presentations, or survey results. Information usually includes notes, research data, or program input.

**Dispose of after completion of associated reports.**

**35-4-2-7 WORKSHOP EVALUATIONS**

Responses from the participants of workshops sponsored by the Health Department. Information usually includes a questionnaire and suggestions for improvement.

**Dispose of 1 year after results of the evaluations have been tabulated.**

**35-4-2-8 WORKSHOP PACKET**

A file developed to include the content material of workshops or seminars. Data may include minutes, pamphlets, procedures for conducting a workshop, lists of participants, mailing lists, and correspondence.

**Dispose of after 4 years.**

**35-4-2-9 PREVENTIVE HEALTH AND HEALTH SERVICES**

Files on approved grants for each fiscal year. Each file may include grant application, contracts, grant revisions, reports, correspondence, etc. Also includes the grant process followed for each fiscal year, grant applications that were disapproved, records pertaining to State Plans and annual reports sent to the federal government.

**Transfer to the State Records Center 2 years after end of fiscal year; dispose of 5 years after end of fiscal year provided audit has been completed.<sup>1</sup>**

**35-4-2-10 HYPERTENSION PROGRAM SUB-GRANTEE FILES**

Cumulative files for the agencies which received funding for hypertension projects. May include applications, agreements, reports and correspondence.

**Dispose of 5 years after end of fiscal year provided audit has been completed.<sup>1</sup>**

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**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.