

Updated address 12/2022
No changes were made to records retention

Schedule 99-7

CITY OF LINCOLN

HEALTH DEPARTMENT

April 2, 2020

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

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

SCHEDULE	99-7
AGENCY, BOARD OR COMMISSION	CITY OF LINCOLN
DIVISION, BUREAU OR OTHER UNIT	HEALTH DEPARTMENT
Supersedes Edition of June 27, 2017	

**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>Patricia D. Lopen</i>
TITLE	<i>Interim Health Director</i>
DATE	<i>1/29/2020</i>

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	<i>Laura Kouting</i>
DATE	<i>3/5/2020</i>

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	<i>Diana Hauffman</i>
DATE	<i>3/31/20</i>

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	<i>Wm B...</i>
DATE	<i>4/2/2020</i>

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 Local Agencies General Records Schedule #24 contains those records common to most local 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 this 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 General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
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**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. 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
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

**SCHEDULE 99-7
CITY OF LINCOLN
HEALTH DEPARTMENT
April 2, 2020**

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of June 27, 2017

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-7-11	AIR	Complaints that are received from the public on either indoor air quality or outdoor air quality.	10 years	
99-7-20	ALL VENDOR DOCUMENTATION	Vendor Applications, City Information Services Databases, Databases developed by Department staff, Requirement Documents, Flow Charts, Report Examples, Form Examples.	After application or database use is discontinued	
99-7-29	ANIMAL TRACKING INFORMATION		3 years	
99-7-12	ASBESTOS RECORDS	Includes all records associated with either complaints, inspections, reports, test results of materials, disposing of materials or demolition of the property. Also includes any paperwork if legal action is deemed necessary.	Permanent	
99-7-3	CHILD CARE PROVIDER FILES	Inspection Permits, Police Reports, Small Family Files, Complaint Investigations, certificates of compliance.	10 years	
99-7-24	COMPUTER CHECK REGISTERS	Computer Check Registers and any other resources used to verify that the checks were received by the endorser, including postcard receipts for mailed checks.	3 years after closeout	
99-7-27	CONSTRUCTION PERMITS	permits to authorize the construction or installation of new equipment that produces air pollution above certain levels.	1 year after equipment is dismantled or demolished	
99-7-8	DENTAL CLIENT RECORDS	Records contain a diagnostic evaluation by a licensed dentist, identified course of treatment, and documentation of treatment services rendered to the client.	10 years after the last date of treatment OR 2 years after the patient reaches the age of 21, whichever is later	
99-7-9	DENTAL DATA SHEETS(SUPERBILLS)	Record of services received and time/activity for a specific individual. The information is entered into the computer system and the form is then stored.	2 years after the data is entered and verified into the computer system	
99-7-10	DENTAL SCREENING/ASSESSMENT RECORDS	Records are considered an initial assessment of a client's needs and resources with an appropriate referral made as needed but are not considered to contain diagnostic information or evaluation and/or treatment services. But due to the nature of personal health information and sharing of information in a referral process, the records will be kept in compliance with HIPAA regulations.	6 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-7-4	DISEASE CASE REPORT/INVESTIGATION FORMS	Confidential individual disease case report and investigation forms for reportable communicable diseases. The documents will include, when applicable, the following information: Patient demographics, Signs and symptoms experienced by the patient, Date of onset and duration of illness, Possible sources of infection, Laboratory results, Other persons known to the patient with similar symptoms or diagnosis Family members and close contacts Treatment. May, on occasion, contain other information or records.	10 years after the investigation is completed	
99-7-5	DISEASE CASE REPORTS/INVESTIGATION INFORMATION (HARS AND STD MIS DATABASES)	Confidential individual disease case report and investigation information for reportable communicable diseases. When applicable, the following information is obtained: Client demographics, Signs and symptoms experienced by the client, Date of onset and duration of the illness, Possible sources of infection, Laboratory results, Other persons known to the patient with similar symptoms or diagnosis, Family members and close contacts Treatment. May, on occasion, contain other information.	ELECTRONIC DATA: Retain permanently. Data is uploaded weekly into State database. Database is backed up weekly onto flash and zip drives and both are stored in a secure location.	
99-7-13	EMMISSION INVENTORIES	Includes correspondence to and from sources on emissions from their facility. Correspondence includes inventories that are to be completed by the facility and returned to the Health Department, as well as the billing statement associated with those emission fees.	10 years	
99-7-14	FOOD ESTABLISHMENT FILES	Includes applications, inspection reports, enforcement actions, notice of violations, complaint investigations.	5 years	
99-7-15	HAZARDOUS WASTE MANIFESTS		Permanent	
99-7-22	HES/TIME ACTIVITY RECORDS		2 years	
99-7-6	LABORATORY REPORTS	Weekly reports from medical laboratories listing reactive tests for reportable communicable diseases. The reports may contain the following information: Name of laboratory and contact information, Patient demographics, Date of specimen collection, Name of test and test results, Name of physician ordering the test and contact information. May, on occasion, contain other information	10 years	
99-7-16	NOISE VARIANCES		2 years	
99-7-17	NUISANCE ABATEMENTS		Permanent	
99-7-18	NUISANCE COMPLIANTS		10 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
99-7-23	PERMIT FOR CREMATION	Form for the authorization of cremation of the remains of a person who died in Lancaster County. The document may contain the following information: Decedent demographics, Signature of person authorizing the transit or cremation of the remains, Disposition of the remains.	1 year after issuance of permit	
99-7-26	Population Based Screenings	non-patient Screenings done for public in general for awareness only and not advising.	1 year	
99-7-1	PROGRAM APPLICANT INDIVIDUAL FILES	WIC Program participants and ineligible applicants. Participant/applicant files include assessment and certification forms, notification forms, individual plans of care, food package prescription forms, proxy forms, and other pertinent information.	3 years after closeout	
99-7-28	RABIES DOCUMENTS	Reports, forms.	3 years	
99-7-19	RETAILER FILES	Retailer files include retainer agreements and documentation of all retainer contracts.	3 years after closeout	
99-7-2	SPECIAL WASTE INVENTORIES		5 years	
99-7-7	TUBERCULOSIS CASE REPORTS/MEDICAL RECORDS	Confidential records of all active Tuberculosis patients reported to the LLCHD and children less than four years of age receiving directly observed preventive therapy. The report will contain, when applicable, the following information: Patient demographics, Sign and symptoms experienced by the patient, Date of onset and duration of the illness, Laboratory results, Possible sources of infection, Other persons known to the patient with similar symptoms or diagnosis, Family members and close contacts, Treatment, Directly observed therapy information, Nurses notes, Physician's order forms, Tuberculosis test results on contacts	10 years after the closing of the case report.	
99-7-25	VOIDED CHECKS	WIC checks that have been voided.	3 years after closeout	