



The influential voice of Nebraska's hospitals

DOCUMENT RETENTION SCHEDULE RECOMMENDATIONS

The Nebraska Hospital Association (NHA) is pleased to provide its membership with a Document Retention Schedule (Schedule). The Schedule presents a comprehensive list of hospital documents and their suggested retention timelines.

While this Schedule reviews a significant number of record retention laws that apply to documents that are often created by hospitals, it is impossible to develop a one-size fits-all retention policy. Individual hospitals may create records that this schedule does not address or records that might not be governed by certain sections, line items or cited laws. In addition, individual hospitals may be subject to additional legal requirements that are not addressed in this schedule.

A hospital may be subject to other retention requirements related to corporate integrity agreements, third-party payor contract requirements, bond and financing covenants, malpractice insurers, bond and financing covenants or other requirements that come from outside entities with whom the hospital transacts business. It is also important to note that creating a retention policy is not just a legal exercise as often there are other reasons to retain documents for a shorter or longer time frame, including historical and administrative value, storage capacity or other business reasons.

This retention schedule is provided as a benefit to NHA members for informational purposes only and should not be viewed as legal advice or opinion on particular matters. It is important that hospitals seek advice from their legal, information technology, business, compliance and other departments when adopting and updating such policies.

Title	Description	Recommended Retention Period	Comments
ADMINISTRATION-INSURANCE POLICIES (HOSPITAL)	Liability, theft, fire, accident, and other policies for agency property and personnel	5 years after lapse in policy or when all claims have been settled, whichever is later ¹	
AMBULANCE LOGBOOK		Permanent ¹	
BUSINESS OFFICE- ADMITTING AND BILLING RECORDS	Includes admissions form, UB04, itemized statement, EOB, miscellaneous patient account adjustments	6 years or 3 years after the month the NPR (Notice Provider Reimbursement) is issued, whichever is later ¹	
BUSINESS OFFICE- ACCOUNTING-ACCOUNTS PAYABLE		Date of tax filing plus 6 years ²	
BUSINESS OFFICE-BANK DEPOSIT SLIPS		Date of tax filing plus 6 years ²	
BUSINESS OFFICE-BUDGET REPORTS		5 years or maximum of 10 years if no audit has been performed ¹	
BUSINESS OFFICE-CENSUS REPORTS	Original records of midnight census and daily floor census	6 years ¹	
BUSINESS OFFICE- CERTIFICATE OF DEPOSIT (CD) DOCUMENTATION	Letters requesting and confirming certificate of deposit bids, spreadsheet detailing CD's & pledging	2 years ¹	
BUSINESS OFFICE-CHARGE MASTER	Beginning new fiscal year after price changes approved and entered	6 years or 3 years after the month the NPR is issued whichever is later ¹	
BUSINESS OFFICE-CHECK REGISTERS		Date of tax filing plus 6 years ²	
BUSINESS OFFICE- CONTRACTS AND SUPPORTING DOCUMENTATION		Full term of contract plus 6 years ²	

Title	Description	Recommended Retention Period	Comments
BUSINESS OFFICE-COST REPORTS		6 years after the month the cost report is filed or 3 years after the month the NPR letter is issued, whichever is later ¹	
BUSINESS OFFICE-DEPOSIT SHEETS		6 years or 3 years after the month the NPR is issued whichever is later ¹	
BUSINESS OFFICE-DEPRECIATION RECORDS	Monthly fixed asset lists	6 years or 3 years after the month the NPR is issued, whichever is later ¹	
BUSINESS OFFICE-DONOR RECORDS AND CORRESPONDENCE		If the contributor attached a condition to the contribution-Permanent, Generally 6 years from the date of tax filing ²	
BUSINESS OFFICE-FINANCIAL STATEMENTS	Revenues and expenses attributed to each individual department and NCH overall	6 years or 3 years after the month the NPR is issued, whichever is later ¹	
BUSINESS OFFICE-GENERAL LEDGER REPORTS	Monthly and year-end Detail Trial Balance	6 years provided audit report has been filed or 3 years after the month the NPR (Notice Provider Reimbursement) letter is issued, whichever is later ¹	
BUSINESS OFFICE-IRS CERTIFICATION LETTER	Tax Exempt Status Application	Permanent (or at least as long as the hospital's exempt status is retained). ²	
BUSINESS OFFICE-MONTHLY AR (ACCOUNTS RECEIVABLE) REPORTS	Listing of patient accounts and their balances	6 years or 3 years after the month the NPR is issued whichever is later ¹	
BUSINESS OFFICE-PATIENT REVENUE AND USAGE	Monthly revenue reports show	6 years or 3 years after the month the	

Title	Description	Recommended Retention Period	Comments
	detailed account transactions	NPR is issued whichever is later ¹	
BUSINESS OFFICE-STATISTICS REPORTS	Monthly statistical reports compiled for Board of Directors, State, or another group	5 years after the month the cost report is filed or 3 years after the month the NPR letter is issued, whichever is later ¹	
BUSINESS OFFICE-TAX EXEMPT STATUS APPLICATION		Permanent (or at least as long as the hospital's exempt status is retained). ²	
BUSINESS OFFICE-YEAR END AUDIT REPORTS	Reports given by the hospital's auditors reporting their findings on the financial status of the hospital.	5 years after the month the cost report is filed or 3 years after the month the NPR is issued, whichever is later ¹	
CARDIAC REHABILITATION-CRASH CART CHECK LIST	List of all supplies in crash carts.	5 years ¹	
CARDIAC REHABILITATION-DEFIBRILLATOR/PACER-CHECK LIST	Log of the defibrillator/pacer checks done per policy/procedure.	5 years ¹	
DIETARY-FOOD COSTS		5 years ¹	
DIETARY-MENUS		30 days per policy/procedures ¹	
EMERGENCY ROOM-LOGBOOK		Permanently ¹	
GENERAL-ACCIDENT REPORTS RELATED TO EMPLOYEES		5 years following the end of the calendar year the records cover ²	
GENERAL-ASBESTOS RECORDS		Permanently while asbestos remains in the building. If asbestos is removed from the building, 5 years after removal.	

Title	Description	Recommended Retention Period	Comments
		If employees have been exposed, records must be maintained for term of employment plus 30 years, regardless of whether asbestos has been removed ²	
GENERAL-BUILDING BLUEPRINTS		Permanent. Updated by architect as projects are completed ²	Hospitals may consider these records invaluable. In addition, records concerning historic development could be helpful in any environmental or land use litigation
GENERAL-CLEANING LOGS	Logs to confirm general areas of the hospital have been cleaned according to schedule	3 years (or long enough to be able to confirm who did the work or who approved it if there are any questions on surveys or concerns regarding quality of work) ²	
GENERAL-CLEANING RECORDS	(e.g., duty rosters, assignment sheets)	3 years ²	
GENERAL-DISPOSAL OF BIOMEDICAL WASTE		3 years ²	
GENERAL-DISPOSAL OF HAZARDOUS MATERIALS	All records regarding disposal of hazardous waste; e.g., contracts for its transportation, contracts for its ultimate destination, and analyses of quantity and substance of waste disposed	3 years ²	Best practice is to keep permanently
GENERAL-EXTERMINATOR RECORDS		3 years ²	The hospital should keep these records long enough to be

Title	Description	Recommended Retention Period	Comments
			able to confirm who did the work if there are any questions on surveys or concerns regarding quality of work completed.
GENERAL-FIRE INSPECTION RECORDS	Includes fire drills, inspection records.	6 years ¹	
GENERAL-HOSPITAL/MEDICAL/INFECTIOUS WASTE INCINERATORS		Life of equipment plus 5 years ²	
GENERAL-HOUSEKEEPING AND EXTERMINATOR CONTRACTS		Full term of contract plus 6 years ²	
GENERAL-CONTRACTS FOR ADVERTISING OR PUBLIC RELATIONS SERVICES		Full contract term plus 6 years ²	
GENERAL-JOINT COMMISSION RECORDS		5 years ²	Hospital may want to keep longer for historical purposes.
GENERAL-MEETING MINUTES AND AGENDAS	Official minutes, agenda and other information that may include, but are not limited to presentation and supplemental meeting materials	Medical Staff and Transfusion Committee: 10 years Corporate Compliance: 6 years Individual Department Meetings: 2 years ¹	
GENERAL-MOLD CONTAMINATION AND ABATEMENT RECORDS		At least 2 years ²	If employees have been exposed, records must be maintained for term of employment plus 30 years, regardless of whether asbestos has been removed.
GENERAL-OPPORTUNITY FOR IMPROVEMENT REPORTS	Employee, patient, visitor, contract employee.	60 days ¹	
GENERAL-PERMISSION TO RELEASE INFORMATION AND USE PHOTOGRAPHS FOR MARKETING PURPOSES		Full contract term plus 6 years ²	

Title	Description	Recommended Retention Period	Comments
GENERAL-STAFF AND WORK SCHEDULES		2 years ¹	
GENERAL-SURVEY REPORTS	Hospitals reports, notes and statistical survey reports, etc.	5 years ¹	Hospitals may want to keep longer for historical records
HEALTH INFORMATION MANAGEMENT-DEATH REGISTER		Permanently ¹	
HEALTH INFORMATION MANAGEMENT- DISEASE INDEX	Admissions categorized by disease/diagnosis	10 years ¹	
HEALTH INFORMATION MANAGEMENT- DESTRUCTION LOG		Permanently ¹	
HEALTH INFORMATION MANAGEMENT- DIAGNOSTIC RELATED GROUP PAYMENT REPORTS (DRG REPORTS)		5 years ¹	
HEALTH INFORMATION MANAGEMENT- MEDICAL RECORDS (INPATIENT AND OUTPATIENT)	Confidential medical record of every patient admitted for care in the hospital or treated in the emergency or outpatient service. Medical records will contain, when applicable, the following: autopsy findings, chief complaint, clinical pathology laboratory reports, consultations, discharge summary, history and physical examination, identification data, present illness, progress notes (all disciplines),	10 years after patient is discharged or expired; or 3 years after patient reached the age of minority (19 years), whichever is later ¹	In cases in which a hospital ceases operation, all medical records of patients must be transferred as directed by the patient or authorized representative to the hospital or other health care facility or health care service to which the patient is transferred. All other medical records that have not reached the required time for destruction must be stored to assure confidentiality and the Department must be notified of the address where stored.

Title	Description	Recommended Retention Period	Comments
	provisional diagnosis, radiology reports, tissue report, treatment, medical and surgical, and others not specifically listed here. For purposes of retention and inclusion, Medical Records shall not include original x-ray film, laboratory samples, slides or tissues		
HEALTH INFORMATION MANAGEMENT- MEDICAL STAFF BYLAWS, RULES AND REGULATIONS		Permanent ¹	
HEALTH INFORMATION MANAGEMENT- OPERATION INDEX	Admissions categorized by operation.	10 years ¹	
HEALTH INFORMATION MANGEMENT-ORGAN DONATION LOGS		10 years after date of transplant, distribution, disposition or expiration of donor's tissue ²	
HEALTH INFORMATION MANAGEMENT- PATIENT INDEX	Patient admissions in date order	Permanent ¹	
HEALTH INFORMATION MANAGEMENT- PATIENT INDEX CARDS	Index to patient's medical records	Permanent ¹	
HEALTH INFORMATION MANAGEMENT- PHYSICIAN CALL SCHEDULES	List of physicians' on-call by calendar dates	10 years ¹	
HEALTH INFORMATION MANAGEMENT- PHYSICIAN CREDENTIALS		10 years after the physician is no longer on staff and medical staff membership has been discontinued ¹	
HEALTH INFORMATION MANAGEMENT- PRO/TSCN DOCUMENTATION	Peer Review Organization-The Sunderbruch	5 years ¹	

Title	Description	Recommended Retention Period	Comments
	Corporation Nebraska (TSCN) records requested, denials, contracts.		
HEALTH INFORMATION MANAGEMENT-SURGICAL CASE REVIEW		10 years ¹	
HEALTH INFORMATION MANAGEMENT-UTILIZATION REVIEW (UR) REPORTS	U.R. Committee worksheets, physician certification and recertification, etc.	5 years after the month the cost report is filed or 3 years after the month the NPR is issued, whichever is later ¹	
LABORATORY-ACCESSION RECORDS		2 years ¹	
LABORATORY-BLOOD BANK RECORDS	May include Blood Transfusion Log, type and cross-matching records, Blood Bank Quality Control records, Blood Bank Temperature and Blood Inspection log.	10 years ¹	
LABORATORY-CONSULTANT REPORTS	Physician lab.	5 years ¹	
LABORATORY-EQUIPMENT MAINTENANCE RECORDS		Life of equipment or 2 years, whichever is longer ²	Hospitals may consider maintaining these records for 10 years to cover the statute of limitations for products liability and the statute of repose for False Claims Act liability.
LABORATORY-PATIENT REPORT (LAB COPY)		2 years ¹	
LABORATORY-PROFICIENCY TESTING REPORTS		2 years ¹	
LABORATORY-QUALITY CONTROL RECORDS	May include Quality Control Worksheets,	2 years ¹	

Title	Description	Recommended Retention Period	Comments
	Instrument Printouts, Quality Assurance (QAS) Reports, Blood Glucose.		
LABORATORY-REQUESTS FOR TESTS	Requisition for clinical laboratory tests	2 months ¹	
LABORATORY-TEMPERATURE RECORDS	Temperature of refrigerators and incubators	2 years ¹	
LABORATORY-WORKSHEETS, DAILY		2 years ¹	
MAINTENANCE-EMERGENCY GENERATOR TEST	Load monthly, exercise weekly	3 years ¹	
MAINTENANCE-EQUIPMENT LIST		10 years ¹	
NURSING-ASSIGNMENT SHEETS		3 years ¹	
NURSING-CARE PLAN	May include Kardex	1 month after dismissal or expiration of patient ¹	
NURSING-DAILY MANHOUR AND ACTIVITY REPORTS		6 years ¹	
NURSING-DELIVERY ROOM LOGBOOK	Log of deliveries at hospital	Permanent ¹	
NURSING-REFRIGERATION TEMPERATURES	Includes ER, Pharmacy, Medication Room, Nurses Station Dietary.	1 year ¹	
NURSING-SECURITY ROUNDS		1 year ¹	
OPERATING ROOM/STERILE SERVICES EQUIPMENT AND MAINTENANCE RECORDS	May include equipment checks, and cleaning	5 years ¹	
OPERATING ROOM/STERILE SERVICES LINE TESTING FOR DELIVERY ROOM AND OPERATING ROOM		5 years ¹	

Title	Description	Recommended Retention Period	Comments
OPERATING ROOM/STERILE SERVICES LOGBOOK		Permanent ¹	
OPERATING ROOM/STERILE SERVICES POST-OP CALL SHEETS		5 years ¹	
OPERATING ROOM/STERILE SERVICES STERILAZATION MONITORS	Includes Spore Tests, Load Cards, Recorder Charts	5 years ¹	
PERSONNEL/PAYROLL-AFFIRMATIVE ACTION RECORDS	May include but not limited to: Application flow log, Employment Activity Data, regarding promotions, terminations, Workforce Data, Compensation Analyses, Affirmative Action Plan including Women, Minorities, Veterans and Disabled, or any other material used for support of these records	3 years from Affirmative Action Plan (AAP) Date ¹	
PERSONNEL/PAYROLL-APPLICATIONS AND OTHER SUPPLEMENTAL MATERIAL USED TO HIRE	May include job ads, internal job postings, structured interview questions, background checks, screening or scoring devices, or any other materials used to hire any person	APPLICATION AND BACKGROUND CHECKS: Transfer to employee history file upon hire; 10 years of termination ALL OTHER ITEMS: 3 years after date of personnel action to which relates ¹	

Title	Description	Recommended Retention Period	Comments
PERSONNEL/PAYROLL-BENEFIT ALLOCATIONS REPORT	Allocations of benefits made to employee's paid-time off balance	5 years or maximum of 10 years if no audit has been performed ¹	
PERSONNEL/PAYROLL-BENEFIT HOURS AND DOLLARS (H & D)	Reports showing employees paid-time off in hours and dollars	5 years or maximum of 10 years if no audit has been performed ¹	
PERSONNEL/PAYROLL-COLLECTIVE BARGAINING AGREEMENTS		Duration of agreement plus 3 years ²	
PERSONNEL/PAYROLL-CONTRACTS OF EMPLOYMENTS		Contract term plus 6 years ²	
PERSONNEL/PAYROLL-DISABILITY CLAIMS	Short- and long-term disability claims	5 years after final settlement of claim ²	
PERSONNEL/PAYROLL-EMPLOYEE BACKGROUND CHECKS		Term of employment plus 6 years ²	
PERSONNEL/PAYROLL-EMPLOYEE CERTIFICATION AND QUALIFICATIONS	certification, licenses.	Term of employment plus 6 years ²	
PERSONNEL/PAYROLL-EMPLOYEE BENEFIT POLICIES	Health, short-long term, disability.	5 years after the policy is terminated or lapsed ¹	
PERSONNEL/PAYROLL EMPLOYEE HANDBOOKS	Includes Policy and Procedure Manuals that are outdated	6 years from the date when it was last in effect ²	
PERSONNEL/PAYROLL-EMPLOYER PAYROLL DEDUCTION RECORDS	Vendor reports of employee contributions, vendor statements, payment records and deduction register	5 years or maximum of 10 years if no audit has been performed ¹	
PERSONNEL/PAYROLL-EMPLOYERS QUARTERLY TAX RECORDS	941, 941 N, 720 Records, or other governmental tax records	5 years or maximum of 10 years if no audit has been performed ¹	
PERSONNEL/PAYROLL-EVALUATIONS FOR		5 years ²	

Title	Description	Recommended Retention Period	Comments
PERFORMANCE OR COMPETENCIES			
PERSONNEL/PAYROLL-FAMILY MEDICAL LEAVE ACT RECORDS		3 years ²	
PERSONNEL/PAYROLL-GENERAL LEDGER TRANSACTION EDIT & BENEFIT LIABILITY	Payroll report for General Ledger transactions and benefit liability	5 years or maximum of 10 years if no audit has been performed ¹	
PERSONNEL/PAYROLL-GRIEVANCE RECORDS		Term of employment plus 3 years. ²	
PERSONNEL/PAYROLL-JOB DESCRIPTIONS		5 years after superseded by new job descriptions ¹	
PERSONNEL/PAYROLL-LABOR AND GL DISTRIBUTION REPORT	Payroll report showing how payroll is distributed to GL accounts	6 years or maximum of 10 years if no audit has been performed or 3 years after the month the NPR letter is issued, whichever is later ¹	
PERSONNEL/PAYROLL-OSHA RECORDS		Employee exposure records: At least 30 years with exceptions ²	<p>29 C.F.R. § 1910.1020(d)(1)(ii) Maintain exposure records at least 30 years with following exceptions:</p> <p>(1) Background data: 1 year, so long as sampling results, collection methodology, description of methods used, and summary of relevant background data are retained at least 30 years. (2) Material safety data sheets and chemical inventory or other records concerning identity of substance or agent: No specified period so</p>

Title	Description	Recommended Retention Period	Comments
			long as some record of substance or agent identity, where, and when it was used is retained at least 30 years. (3) Biological monitoring results designated as exposure records by specific occupational safety and health standards: Must be maintained as required by specific standards
PERSONNEL/PAYROLL-PAY PERIOD CALENDAR		10 years ¹	
PERSONNEL/PAYROLL-RETIREMENT REGISTER (RET REG)	Employee and employer contribution reports to Nebraska County Employer's Retirement Plan	Permanent ¹	
PERSONNEL/PAYROLL-SUBSTANCE ABUSE TESTING		Term of employment plus 6 years ²	
PERSONNEL/PAYROLL-TERMINATION RECORDS		6 years after termination ²	
PERSONNEL/PAYROLL-VETERAN/DISABILITY	May include but not limited to: IEEOC disability/veteran status self-identification, Application Essential Function Form and Employee Survey (Disabilities/ Veteran Status), along with any supporting documents related to these records	Hired: 5 years following separation Not Hired: 3 years from application ¹	

Title	Description	Recommended Retention Period	Comments
PERSONNEL/PAYROLL-W-2, W-4 FORMS		4 years ²	
PERSONNEL/PAYROLL-WORKER'S COMPENSATION RECORDS		Accident Reports: 2 years Benefit Claim Forms: 1 years ²	Exceptions for the Benefit Claim Form timeframe are: (i) if the case is pending before the Worker's Compensation Board, retain records for as long as the case is active; (ii) if the hospital has furnished remedial treatment to the employee on account of the injury, retain claim form for 1 year after the date of the last remedial treatment furnished; (iii) if the hospital has paid weekly benefits to the employee, retain form for 2 years after the date of the last payment of weekly benefits
PHARMACY RECORDS-ADVERSE DRUG REACTION REPORTS		5 years ²	
PHARMACY RECORDS-DRUG INVOICES		7 years ¹	
PHARMACY-CONTROLLED DRUGS (SUBSTANCE)	Inventory, orders, narcotic order forms (DEA form 22), dispensed or administered, take home prescriptions	7 years, provided audit has been completed ¹	
PHARMACY-PRESCRIPTION DRUGS (SUBSTANCES)	Yearly inventory administered or dispensed, outdated, drug	7 years ¹	

Title	Description	Recommended Retention Period	Comments
	destruction log, take-home prescriptions		
PHARMACY-MEDICATION ERROR REPORTS		5 years ²	
PHARMACY-PRESCRIPTIONS	Scheduled and non-scheduled	7 years ¹	Obsolete 2010
PHYSICAL, OCCUPATIONAL, AND SPEECH THERAPY-EQUIPMENT INSPECTION AND MAINTENANCE RECORDS	Equipment check and cleaning	5 years ¹	
PHYSICAL, OCCUPATIONAL, AND SPEECH THERAPY-INPATIENT AND OUTPATIENT CHARTS (COPIES)		5 years ¹	
PHYSICAL, OCCUPATIONAL, AND SPEECH THERAPY-RECAPULATION SHEETS	Daily log and treatments	2 years ¹	
PURCHASING-REQUISITION SHEETS	Worksheets used to enter data on computer system	After data has been entered and verified ¹	
RADIOLOGY-FILM BADGE REPORTS	Employee radiation exposure history	5 years after review by the Consumer Health Services, Regulation or Licensure, Health and Human Services System ¹	
RADIOLOGY-FILM FILE	X-Ray film, CT, MR, U/S.	MAMMOGRAMS: 10 years ALL OTHERS: 5 years ¹	
RADIOLOGY-INSERVICE RECORD		5 years ¹	
RADIOLOGY-PATIENT AND STAFF FLOURO EXPOSURE TIME	Amount of time flouro is exposing patient and staff during exam	5 years after review by the Consumer Health Services, Regulation or Licensure, Health and Human Services System ¹	

Title	Description	Recommended Retention Period	Comments
RADIOLOGY-RADIOLOGIST REPORT (IN FILM PACK, ELECTRONIC RECORDS)		5 years ¹	
RADIOLOGY-SERVICE REPORTS ON RADIOLOGY EQUIPMENT		5 years after equipment is surplus or discarded, however, this assumes the review by the Consumer Health Services, Regulation and Licensure, Health and Human Services System, is completed ¹	
RISK MANGEMENT- ACCIDENT/INCIDENT REPORTS AND UNUSUAL OCCURANCE REPORTS		10 years ²	
DAILY POUNDAGE LOG		Immediate disposal ¹	Obsolete 2007
DRUG DESTRUCTION LOG		Immediate disposal ¹	Obsolete 2010
EDUCATION LOGS		Immediate disposal ¹	Obsolete 2010
EMERGENCY MEDICAL TECHNICIAN'S (EMT'S) EXPIRED LICENSES (COPIES)		Immediate disposal ¹	Obsolete 2007
EMPLOYEE AND PATIENT PROFILES		Immediate disposal ¹	Obsolete 2010
FTE REGISTER		Immediate disposal ¹	Obsolete 2007
INFORMATION CARDS, YELLOW		Immediate disposal ¹	Obsolete 2007
LABOR DISTRIBUTION RECORD		Immediate disposal ¹	Obsolete 2007
LABOR DISTRIBUTION REGISTER		Immediate disposal ¹	Obsolete 2007
NARCOTIC COUNT FORM		Immediate disposal ¹	Obsolete 2010
PARENTAL LOGS		Immediate disposal ¹	Obsolete 2010
PAYMENT SUMMARY AND REVIEW REPORT		Immediate disposal ¹	Obsolete 2008
REPACKAGING LOG SHEETS		Immediate disposal ¹	Obsolete 2010
REQUESTS FOR APPROVED EDUCATION		Immediate disposal ¹	Obsolete 2007
SHIFT REPORT FORM		Immediate disposal ¹	Obsolete 2010

INSTRUCTIONS FOR USING THIS SCHEDULE¹

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, CDs, servers, computer hard drives, etc. 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 entities' unique schedule will take precedence over this guidance for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records that you would like to transfer to the Nebraska State Historical Society (State Archives), you should 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 the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

ON-SITE DISPOSING

For on-site secure disposing of hard drives, media, CD's, DVD's and other office communications equipment, Data Destruction, LLC (a NHA Services Preferred Business Partner). For more information see www.datadestructionllc.com.

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 revising 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
402-471-255

<https://sos.nebraska.gov/records-management/records-management-division>

References

1. Nemaha County Hospital Records Retention Schedule
2. Georgia Hospital Association Document Retention Schedule

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D