

Updated Disposition Report instructions and address 11/2022  
No changes were made to records retention

# **Schedule 76**

## **LANCASTER MENTAL HEALTH CENTER**

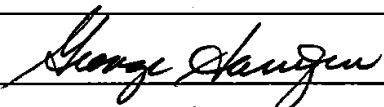
**NOVEMBER 19, 1992**

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

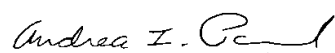
**REQUEST FOR APPROVAL OF RECORDS RETENTION AND DISPOSITION SCHEDULE**

<b>TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA</b>	SCHEDULE NUMBER	76
	AGENCY, BOARD OR COMMISSION	COMMUNITY MENTAL HEALTH CENTER
	DIVISION, BUREAU OR OTHER UNIT	OF LANCASTER COUNTY

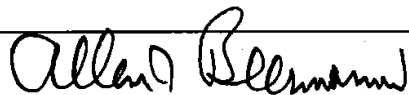
**PART I – AGENCY STATEMENT**

<p>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.</p>	
SIGNATURE	
TITLE	Director
DATE	4-13-92

**PART II – ARCHIVAL APPROVAL**

<p>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.</p>	
SIGNATURE	
DATE	4/17/92
STATE ARCHIVIST	

**PART III – APPROVAL BY STATE RECORDS ADMINISTRATOR**

<p>The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.</p>	
SIGNATURE	
DATE	November 19, 1992
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 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. 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**. 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](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  
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402-471-2559**

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## **SCHEDULE 76 – LANCASTER MENTAL HEALTH CENTER**

### **76-1 CLINICAL RECORDS**

Client files used to record information pertaining to Community Mental Health Center of Lancaster County program client's treatment.

Client file content shall follow the specified provisions below unless one of the following exceptions for a longer retention period applies.

**Exception 1:** In the event that a subpoenaed record's disposal date occurs after the receipt of a subpoena, the records will not be destroyed until the trial and any subsequent appeals are concluded.

**Exception 2:** Records may be retained longer than their disposal dates if special need is demonstrated. Special need will be determined by the Clinical Director of Community Mental Health Center of Lancaster County.

#### **76-1-1 PATIENT RECORDS**

Patient records include the following areas of information:

Admission Forms/CMI Questionnaire; Treatment Support Plan/Case management Needs; Assessment/Annual Treatment Review; Intake; Evaluation/Staffing; Evaluation/Psychiatric Admission; Preadmission, or Pretreatment; Evaluation (MC-76); Comprehensive Individualized Active Treatment Plan (MC-75); Application for Services/Financial Determinations Form; Self-Assessment Summary/Inpatient Admissions Forms/Emergency Contact Sheet-original; Psychological Evaluations/Testing Materials/GAF Scale; Partial Hospitalization/Clubhouse/AWARE, Program Materials, TLF, ILP, Etc.; Client Correspondence/Requests of

Information/Releases/Information/Reports/Legal Forms; Change Notices/Referral Forms; Psychiatric Progress Notes/Medication Records/Printouts; Therapy/Casemanagement/Group Progress Notes, Etc.

**Dispose of 10 years after a client's last contact.**

#### **76-1-2 CONFIDENTIAL INFORMATION ON NON-CLIENTS**

Includes all Emergency Contact Sheets relating to non-clients/inactive clients by on-duty Emergency Service personnel, Hospital and Lab Reports, Psychiatric and Psychological Evaluations, etc.

**Dispose of 10 years after last contact.**

### **76-2 ADMINISTRATIVE RECORDS**

#### **76-2-1 ACCOUNTING RECORDS**

All original accounting documents are sent to Lancaster County Accounting offices. Photocopies are made of these documents for internal use.

**Dispose of according to schedule #24.**

#### **76-2-2 APPOINTMENT BOOKS**

Clinician daily appointment logs (record of which client saw which clinician) and administrative appointment calendars.

**Dispose of after 3 years.**

**76-2-3 CLIENT SATISFACTION SURVEYS**

Responses of clients regarding satisfaction with services. Includes outpatient client satisfaction questionnaire and partial hospitalization satisfaction survey.

**Dispose of after 3 years.**

**76-2-4 MONTHLY REPORTS**

Reports to funding sources regarding the activities of the previous month. Includes monthly report to county board, monthly report to region V, and monthly report to D.P.I.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

**76-2-5 PEER REVIEW RECORDS**

Peer review records document staff interactions regarding clients. Includes peer review consultation sheets.

**Dispose of after 3 years.**

**76-2-6 PROGRAM LOGS**

Logs document who participated and for what length of time for billing. Includes daily attendance sheets for partial hospitalization, daily attendance sheets for drop-in, daily attendance sheets for Adams Street Center, daily attendance sheets for vocational program activity, partial hospitalization daily approach documents, daily attendance sheets for transitional living facility, daily attendance sheets for independent living project, outpatient group logs, medication group logs, and monthly staff time logs.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

**76-2-7 PROGRAM MEETING MINUTES**

Meeting minutes of various programs. Examples include outpatient weekly meetings, CLS weekly meetings, executive committee meetings, emergency program meetings, and partial hospitalization weekly staff meetings.

**Dispose of after 3 years provided audit has been completed.<sup>1</sup>**

**76-2-8 QUALITY ASSURANCE RECORDS**

Records that document quality of service. Examples include quality assurance annual reports, outpatient outcome studies, and partial hospitalization outcome studies.

**Dispose of after 3 years.**

**76-2-9 UTILIZATION REVIEW RECORDS**

Records that document the need for continued service to assure proper care. Examples include partial hospitalization reviews and crises center reviews.

**Dispose of after 3 years.**

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**NOTES**

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.