

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PERSONNEL

State Retirement System

AGENCY

DIVISION

Item No.	Description	Retention
1	<u>Refund Check Registers and Miscellaneous Registers</u> These are data processing runs which account for refund payments and which give date of payment, name of payee, and amount of payment, etc., along with a breakdown of what the payment consists of.	Retain permanently; offer to the Archives Division of the Hall of Records Commission when inactive.
2	<u>Information for Check Reconciliation and Check Refund</u> This file contains paid checks, copies of data processing runs used in check reconciliation, and miscellaneous forms to assist in check reconciliation.	Retain in office until audited, transfer to a State Records Center for an additional four (4) years, then destroy.
3	<u>Agency Payrolls and Payroll Information</u> Contained in these files are agency payrolls and data processing runs of contributions submitted.	Retain in office for three (3) years or until audited, then destroy.
4	<u>Miscellaneous Letters and Records</u> Consists of information used in processing work. Letters of individuals not enrolled as members where there is no members file to use in attaching information.	Retain in office for three (3) years, then destroy.
5	<u>Active and Terminated Member Case Files</u> This is maintained for all members of the Retirement System who have withdrawn. It includes their initial enrollment form together with any other records which may accumulate during a member's period of active membership. Included in these files are:	Retain in office for three (3) years or until audited; transfer to a State Records Center for fifty-six (56) additional years, then destroy.

Schedule approved by Department, Agency or Division Representative

Donald W. Potter

Donald W. Potter, Administrator

5-5-77

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/1/77
Date

Edward C. Papen
Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
	<ul style="list-style-type: none"> a. Application for membership b. Designation of beneficiary c. Proof of birth d. Application for military service e. Application for approved leave f. Correspondence between member and System g. Any additional information pertaining to member 	
6	<p><u>Retired Member Case Files</u></p> <p>This file contains the same material as the Active Case File. The only difference is that it has been transferred to the Retired Members File.</p>	<p>Retain in office for three (3) years or until audited; transfer to a State Records Center for two (2) additional years, then destroy.</p>
7	<p><u>Technical, Actuarial, and Legislative Files</u></p> <p>Contains correspondence and material relating to annual valuation reports, bulletins issued, proposed legislation regarding retirement matters, and financial statements and board minutes.</p>	<p>Retain permanently board rulings, and minutes. Offer to the Archives Division of the Hall of Records Commission when they become inactive. All other material destroy after five (5) years.</p>
8	<p><u>Attorney General Opinions</u></p> <p>Attorney General Opinions and laws governing the State Retirement System are contained here.</p>	<p>Retain permanently; offer to the Archives Division of the Hall of Records Commission when they become inactive.</p>
9	<p><u>Deceased File</u></p> <p>File folders of deceased (active and retired) members. Contained in these files are:</p> <ul style="list-style-type: none"> a. Enrollment Card <ul style="list-style-type: none"> 1. States name 2. Date of birth 3. Beneficiary 4. Enrollment date 	<p>Retain in office for three (3) years or until audited, transfer to a State Records Center for four (4) additional years, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
	<p>b. History Card</p> <p>1. Record of contributions and interest for members</p> <p>c. Retirement Papers</p> <p>1. Estimate application</p> <p>2. Retirement application</p> <p>3. Miscellaneous correspondence from members of Retirement System</p>	
10	<p><u>Monthly Update</u></p> <p>Computer listing of monthly posting and master listing of each individual's retirement account. It includes status of account, month's credit, etc.</p>	Retain in office for three (3) years or until audited, then destroy.
11	<p><u>Weekly Edit</u></p> <p>Computer listing of all valid transactions to be posted to the master file. The master file contains complete record of each member's retirement account.</p>	Retain in office for one (1) years; transfer to a State Records Center for four (4) additional years, then destroy.
12	<p><u>Automated Files - Current Year</u></p> <p>Microfilm record of each individual member's retirement account for the current fiscal year including service credit, contributions to date, status, enrollment date, etc.</p>	Retain in office for two (2) years; offer records to the Archives Division of the Hall of Records Commission where they will be retained permanently.
13	<p><u>Automated Files - History</u></p> <p>This record series is contained in 35 mm microfilm rolls. It is a complete history of each individual member's retirement account by Social Security number. This file contains the service credit, yearly and total contributions, enrollment date, etc.</p>	Retain permanently; offer to the Archives Division of the Hall of Records Commission when inactive.