

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PERSONNEL

State Retirement System

AGENCY

DIVISION

Item No.	Description	Retention
5.	<p style="text-align: center;"><u>AMENDMENT TO ITEM #5</u></p> <p><u>ACTIVE MEMBER CASE FILES</u></p> <p>Maintained for all active members of the Retirement System. It includes member's initial enrollment form together with any other records which may accumulate during a member's period of active membership. Included in these files are:</p> <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 <p><u>WITHDRAWN MEMBER CASE FILES</u></p> <p>Maintain for all members of the Retirement System who have withdrawn their contributions from the Retirement System.</p> <p style="text-align: center;"><u>AMENDMENT TO ITEM #6</u></p> <p><u>RETIRED MEMBER CASE FILES</u></p> <p>Maintained for all retired members of the Retirement System. This file contains the same material as the active case file and includes any additional correspondence or forms relating to the retired member.</p>	<p>Retain permanently in office until either member withdraws or is deceased. (Note: See withdrawn case files and deceased case files.)</p> <p>Retain in office for three (3) years or until audited. Transfer to a State Records Center for fifty-six (56) years, then destroy.</p> <p>Retain in office permanently until member is deceased. (Note: See Deceased File.)</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

7/13/79 *Grand H. Zwart* Director
Date Signature Title

Date State Archivist