

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PERSONNEL
MARYLAND STATE RETIREMENT SYSTEMS

AGENCY

DIVISION

Item No.	Supersedes schedules 690-10; 690-10A; 352; 347; 346; 345; 55. Description	Retention
1	<p><u>Refund Check Registers and Miscellaneous Refund Registers</u></p> <p>These are data processing reports which account for refund payments and which give date of payment, name of payee, and amount of payment, etc., along with a breakdown of the payment.</p>	<p>Retain 3 years, then destroy.</p>
2	<p><u>Information for Check Reconciliation for Benefit, Refund and Master-Sub. Bank Accounts</u></p> <p>This file contains copies of data processing runs used in check reconciliation, and miscellaneous forms to assist in check reconciliation.</p>	<p>Retain in office until audited, transfer to a State Records Center for an additional 3 years, then destroy.</p>
3	<p><u>Agency Payrolls and Payroll Information</u></p> <p>Contained in these files are agency payrolls and data processing runs of contributions submitted.</p>	<p>Retain in office one year after audited, then destroy.</p>
4	<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>Retain permanently in office until either member withdraws or is deceased. (Note: See withdrawn case files and deceased case files).</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

5/14/82
Date

Lawrence Bach

Administrator
Title

Date

State Archivist

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5	<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Withdrawn Member Case Files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Maintain for all members of the Retirement System who have withdrawn their contributions from the Retirement System.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>Retain in office for 2 years after f.y. withdrawn date or until audited, transfer to a State Records Center for fifty-six (56) years, then destroy.</p>
6	<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 b. History Card <ul style="list-style-type: none"> 1. Record of contributions and interest for members c. Retirement Papers <ul style="list-style-type: none"> 1. Estimate application 2. Retirement application 3. Miscellaneous correspondence from members of Retirement System 	<p>Retain in office for 2 years after f.y. withdrawn date or until audited, transfer to a State Records Center for fifty-six (56) years, then destroy.</p>
7	<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 in office permanently until member is deceased. (Note: See Deceased File).</p>
8	<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>

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9	<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>
10	<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>	<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.</p>
11	<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>	<p>Retain permanently; offer to the Archives Division of the Hall of Records Commission when inactive.</p>
12	<p><u>Miscellaneous Letters and Records</u></p> <p>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.</p>	<p>Retain in office for three (3) years, then destroy.</p>

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13	<p><u>Minutes (Social Security, Retirement Systems, State Accident Fund)</u></p> <p>The record of staff or board meetings covering the official acts of an agency with respect to policy and matters relating to administrative operations and procedures.</p>	<p>Retain permanently; offer to the Archives Division of the Hall of Records Commission when they become inactive.</p>
14	<p><u>Accounting Records</u></p> <p>This series includes all standard State accounting forms as well as other accounting media which provide supporting data for the special and general accounting records. Changes in records format will not necessarily require revision of the retention schedule. However, should the scope and content of a record series be altered, the schedule may be amended to reflect such changes. Each agency will use all or some of the following records which are governed by the indicated retention period:</p> <p>a. Special Accounting Records:</p> <ul style="list-style-type: none"> Books of Final Entry - General Ledgers Audit Reports Payment Vouchers Journal Entries Employer Share & Penalties <p>b. General Accounting Records:</p> <ul style="list-style-type: none"> Bank Advices Memorandum of Adjustments Quarterly Reports Cash Receipt Listings Contribution Fund Ledger Accounts Receivable Ledger Transmittals 	<p>Retain permanently; offer to the Archives Division of the Hall of Records Commission when they become inactive.</p> <p>Retain in office until audited, transfer to a State Records Center for 3 years, then destroy.</p>

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	Debit and Credit Adjustments State Agency Billings Monthly Receipt Summary Hospitalization Reports Mortgage Reports Financial Statements Actuarial Technical Information and Forms Journals Daily Cash Worksheets	
	c. Purchasing Records:	
	Purchase Orders Requisitions for Supplies Special Payments - Payments for Contractual Services Notice of Award of Contract Delivery Receipts Copy of Contract Award Credit Memorandum Report of Partial Delivery	Retain in office for three (3) years and until all audit requirements have been met, then destroy.
	d. Budget and Fiscal Planning Records:	
	Stars Reports Budget Schedule Amendment Report of Fixed Assets Report of Material and Supplies Materials and Supplies Physical - Inventory Budget Estimates Budget Analysis Accumulated Monthly Expenditures and Appropriation Balances Budget Information Request for Position Action	Retain in office for three (3) years and until all audit requirements have been met, then destroy.
	e. Payroll Accounting Records:	
	Payroll and Check Register E.T.R. Payroll Exceptions - Time Reports	Retain in office for three (3) years and until all audit requirements have been met, then destroy.
	f. Miscellaneous Accounting Records:	
	Payroll Listings Paid Bills and Invoices Daily Deposits - Cash Receipts Claim Ledgers Unpaid Audit Billings Quarterly Work Papers	Retain in office until audited, transfer to a State Records Center for 3 years, then destroy.

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15	<p>Accounting Workpaper and Statements Quarterly Mileage Report - Privately Owned Vehicles Monthly Mileage Report for State Owned Vehicles Miscellaneous Year End Closing Reports Delivery Order and Receipt Vouchers Journal Vouchers Billings Adjustment Records</p> <p><u>General Administrative Correspondence</u></p> <p>Letters, reports, memoranda, telegrams, and miscellaneous materials which reflect the routine operations of the Division or Funds.</p>	<p>Retain in office for three (3) years and until audited, then send to the Archives all documentation on official policies and organizational status of the Office of the Secretary and each Fund and/or Division. Destroy the rest.</p>

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16	<p><u>Retirement Payroll Check Registers</u></p> <p>These are data processing reports which account for monthly payments to retired members and which give name of payee, date of payment, SS# of payee, amount of payment and fund breakdown of payment.</p>	Retain 3 years, then destroy.
17	<p><u>Refund Transfer Applications</u></p> <p>These are retirement forms authorizing the member's transfer from one of the Retirement Systems to one of the Pension Systems.</p>	Retain in office until microfilmed, then destroy. Retain microfilm permanently.
18	<p><u>Retirement Miscellaneous Reports</u></p> <p>Miscellaneous retirement, information and reports consisting of the following items:</p> <ul style="list-style-type: none"> a. File maintenance reports and work papers. b. 513/517 data processing reports 	Retain 3 years, then destroy.

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Item No.	Description	Retention
19	<p><u>Refund Checks</u></p> <p>These are paid checks verifying payment of a member who has withdrawn their contributions from the Retirement Systems.</p>	<p>Retain in office until microfilmed, then destroy. Retain microfilm permanently.</p>
20	<p><u>Transfer Checks</u></p> <p>These are paid checks verifying payment of a member who has transferred from one of the Retirement Systems to one of the Pension Systems.</p>	<p>Retain in office until microfilmed, then destroy. Retain microfilm permanently.</p>
21	<p><u>Benefit Deduction Registers</u></p> <p>These are data processing reports which account for withholdings or deductions from a retired member's check. Examples of deductions include Blue Cross/Blue Shield, Union Dues, Insurance, Credit Union, etc.</p>	<p>Retain for 3 years, then destroy.</p>