

Department of General Services
Records Management Division
Records Retention and Disposal Schedule

Schedule No.
2230
Page 1 of 6

Agency:
The Maryland-National Capital Park and
Planning Commission
Employees' Retirement System
6611 Kenilworth Avenue, Suite 100
Riverdale, Maryland 20737

Division/Unit:
Employees' Retirement System
Board of Trustees

Item Number	Description	Retention
1	The terms of the Plan, including all amendments and restatements of the Plan.	The following records (1-14) are to be permanently retained in their original state in office. Transfer permanent records no longer needed by the M-NCPPC Employees' Retirement System to the Maryland State Archives:
2	All Internal Revenue Service (IRS) documents relating to the Plan's qualification under Internal Revenue Code Section 401(a) or any successor statute.	
3	One copy of the Minutes of every Board of Trustees Meetings.	
4	One copy of the Agenda of every Board of Trustees Meetings.	
5	One copy of every opinion issued by Plan Counsel.	
6	One copy of every committee report presented to the Board of Trustees.	
7	One copy of every audit report.	
8	One copy of every annual actuarial valuation of the Plan.	

Approved by Department, Agency, or Division Representative.

Date: July 14, 2003

Signature: *Andrea L. Rose*

Type Name: Ms. Andrea L. Rose

Title: Administrator

Schedule Authorized by State Archivist.

Date: AUG 28 2003

Signature: *Edward C. Papenfuss*

Department of General Services
Records Management Division
Records Retention and Disposal Schedule

Schedule No.
2230

Page 2 of 6

Agency:
The Maryland-National Capital Park and
Planning Commission
Employees' Retirement System
6611 Kenilworth Avenue, Suite 100
Riverdale, Maryland 20737

Division/Unit:
Employees' Retirement System
Board of Trustees

Item Number	Description	Retention
9	Approved Administrators Policies & Procedures.	
10	One copy of each Trustee appointment.	
11	One copy of each Plan resolution adopted by the Board of Trustees.	
12	One copy of the Annual Investment Report from the Pension Consultant.	
13	One copy of Annual Financial Statements and Annual Summary Report.	
14	All correspondence pertaining to the Policy and History of the ERS.	
15	"Transcriptions" of the Board of Trustees Meetings and All Committee Meetings.	# 15: See NOTE 1.
16	Member files (withdrawn, deceased members)	#'s 16-18: See NOTE 2.
17	One copy of each fund transfer between plans which shows the name of each affected employee, the amount transferred, and the share of the amount transferred attributed to both the Commission and the employee.	
18	One copy of all elections by terminated employees for either refund of contributions or for deferred annuities.	

Department of General Services
Records Management Division
Records Retention and Disposal Schedule

Schedule No.

2230

Page 3 of 6

Agency:
The Maryland-National Capital Park and
Planning Commission
Employees' Retirement System
6611 Kenilworth Avenue, Suite 100
Riverdale, Maryland 20737

Division/Unit:
Employees' Retirement System
Board of Trustees

Item Number	Description	Retention
19	Employees' Personnel Files. (Files contain all information pertaining to the employees' work record)	# 19: See NOTE 3.
20	All claim records. The seven-year period shall begin to run from the date of the last payment under the claim.	The following records (20-24) may be <i>destroyed after seven (7) years</i>
21	All records recording disbursements of Plan assets.	
22	All attachments included in the Board of Trustees Meeting packets, excluding the Agenda and Minutes. Their retention is noted above.	
23	The Northern Trust's June 30 year-end Performance Analysis. All other months may be destroyed at the end of the year.	
24	Copy of Trustee Personal Files.	The following records (25-26) may be <i>destroyed after five (5) years:</i>
25	All Payroll Records (except what is kept in Personnel Files).	
26	Time Cards.	

Department of General Services
 Records Management Division
 Records Retention and Disposal Schedule

Schedule No.
 2230

Page 4 of 6

Agency:
 The Maryland-National Capital Park and
 Planning Commission
 Employees' Retirement System
 6611 Kenilworth Avenue, Suite 100
 Riverdale, Maryland 20737

Division/Unit:
 Employees' Retirement System
 Board of Trustees

Item Number	Description	Retention
27	All contracts entered into by the Plan. The four-year period shall begin to run from the expiration date of the contract as extended.	The following records (27-30) <i>may be destroyed after four (4) years:</i>
28	All unsuccessful responses to Plan Invitation for Bids and Requests for Proposals.	
29	Information supplied to the Plan Actuary for its use in preparing the annual valuation.	
30	Management Reporting Annual Statements.	
31	Checking account bank statements.	The following records (31-33) <i>may be destroyed after three (3) years:</i>
32	Supporting documents for Accounts Payable.	
33	Purchase Order Request files.	
34	Chronological correspondence files.	The following records (34-36) <i>may be destroyed after two (2) years:</i>
35	Petty cash files.	
36	Retiree COLA Letters.	

**Department of General Services
Records Management Division
Records Retention and Disposal Schedule**

Schedule No.

2230

Page 5 of 6

Agency:
The Maryland-National Capital Park and
Planning Commission
Employees' Retirement System
6611 Kenilworth Avenue, Suite 100
Riverdale, Maryland 20737

Division/Unit:
Employees' Retirement System
Board of Trustees

Item Number	Description	Retention
<p><u>APPENDIX</u></p>	<p>All designation of beneficiary forms are to be kept until either a claim for benefits is made by the participant or a claim based on the participant's work record is made by an eligible beneficiary. When either event occurs, the designation forms are to become part of the claim records and disposed of with the other claim records.</p> <p>Where any document is classified in more than one way, that document shall be kept for the longest applicable time period. For example, a request for a deferred annuity is both a part of the Plan's permanent records and is part of a claim for benefits. The request for the deferred annuity is to be permanently kept by the Plan while allowing the remainder of the claim records to be destroyed under Paragraph 2 of this ERS Record Retention Schedule.</p> <p>The records in existence as of the passage of this ERS Records Retention Schedule shall be covered only to the extent that those records are in the possession of the Employees' Retirement System.</p>	

Department of General Services
Records Management Division
Records Retention and Disposal Schedule

Schedule No.

2230

Page 6 of 6

Agency:

The Maryland-National Capital Park and
Planning Commission
Employees' Retirement System
6611 Kenilworth Avenue, Suite 100
Riverdale, Maryland 20737

Division/Unit:

Employees' Retirement System
Board of Trustees

NOTE:

1

Item # 15: Retain paper copy for 2 years, then microfilm. Destroy paper after verification. Transfer master negatives to the State Archives for permanent retention. Retain circulation copies in the office.

2

Item #'s 16-18: Retain paper copy for 3, years, then microfilm. Destroy paper after verification. Transfer master negatives to the State Archives for permanent retention. Retain circulation copies in the office.

3

Item # 19: Retain paper copy until termination of employment, then microfilm. Destroy paper after verification. Transfer master negatives to the State Archives for permanent retention. Retain circulation copies in the office.