



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 21601

DIVISION OF FINANCE Agency ID #: 73

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<p>DEPARTMENT OF ADMINISTRATION</p> <p>DIVISION OF RETIREMENT & BENEFITS</p> <p>ACCOUNTING SERVICES: PERS & TRS</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent C - Current/or as defined</p>
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, and Amendments 1 thru 4, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Calendar** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030.

Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #021600 (Accounting Section: PERS).

Statutory/Regulatory Authority: AS 39.35; 2 AAC 35 (Public Employees' Retirement System); AS 39.30.090 - 095, 2 AAC 39 (Group Health and Life Insurance, Long Term Care Insurance); AS 39.30.150 - 180, 2 AAC 37.125 - 185 (SBS); AS 39.45.010 - 060, 2 AAC 37.200 - 255 (Deferred Compensation).

The Division of Retirement and Benefits develops, manages and administers State employee retirement and investment plans. The goal of the Division is to administer the retirement and benefit plans efficiently by: maintaining accurate records, distributing benefits in a timely manner, protecting the participants' assets, negotiating benefit plan rates, assisting employers and employees to make informed decisions, and providing the maximum in service at a minimum in cost to the retirement trust fund and each participant.

NOTE: Per 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full retention period. This requires taking into account the issues of refreshing, migration, security duplicates, and analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Division Director <i>Gary Bell</i>	State Archivist <i>Stacy Clark</i>	Date 11/6/03	Attorney General <i>[Signature]</i>	Date 12/16/02
Signature of Division Director <i>[Signature]</i>	Date 12/9/02	Records Analyst <i>D. Dawson</i>	Date 12/1/02	Commissioner of Administration <i>[Signature]</i>
				Date 12/24/02

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE RECORDS</p> <p>These series include general administrative correspondence, regulation files, meeting and hearing files, contract files, budgets, fiscal records, travel, vendor files, employment applications, personnel files, etc.</p> <p>Accounting Services, PERS & TRS staff will follow retention periods as listed in the General Administrative Records Retention Schedule.</p>			See GRS	See GRS		<p>All duplicate copies of records located on any media may be destroyed after administrative/management need is met.</p> <p>The General Schedule may be downloaded from the Archives & Records homepage.</p>
2	<p>PERS & TRS Employer Contribution & Adjustment Report:</p> <p>This records series documents State of Alaska (Employer) contributions into the PERS and TRS. Includes: Employer Summary of Contributions Report, Report of New Members and/or adjustments, File Maintenance Action Reports, computer printouts, etc.</p> <p>Arranged by district number.</p>	1	9	-	10		<p>Justification for Ten Year Retention: Administrative Need.</p> <p>Annual accrual rate is approximately sixteen cubic feet.</p>
3	<p>PERS & TRS Contribution and Adjustment Report (Original):</p> <p>(Master Microfilm):</p> <p>(Work Copy Microfilm):</p> <p>This series is a report of member contributions including the following information: mandatory and supplemental deduction, effective date, social security number, and monthly pay. Arranged by type of fund</p>	C	-	-	M		<p>C=Until microfilmed. Original records are microfilmed after one month and may be destroyed after microfilm is certified "true and correct."</p> <p>Justification for Fifty Year Retention: Administrative Need.</p> <p>Annual accrual rate is less than one cubic foot.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>PERS & TRS Refund Detail Listing:</p> <p>Weekly.</p>	1	-	-	1		
5	<p>PERS & TRS Statement of Account (Originals):</p> <p>(COM Master):</p> <p>(COM Work Copy):</p>	C	-	-	M		<p>C=Until microfilmed. Original records may be destroyed after microfilm is certified "true and correct."</p> <p>C=Until administrative/management need is met.</p> <p>Justification for Fifty Year Retention: Administrative Need.</p> <p>Annual accrual rate is less than one cubic foot.</p>
		-	50	-	50		
		C	-	-	C		