



RECORDS RETENTION SCHEDULE

DEPARTMENT OF ADMINISTRATION

DIVISION OF RETIREMENT & BENEFITS

RETIREMENT/BENEFITS

KEY

- A - After Audit
- CFY - Current Fiscal Year
- CY - Current Year
- P - Permanent
- Numerals - Years in Addition to current year
- TO - Term of Office
- M - After Microfilming
- C - Current/or as defined

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 **Fiscal** 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 #21801.

Statutory/Regulatory Authority: AS 39.35; 2 AAC 35 (Public Employees' Retirement System); 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	State Archivist		Date	Attorney General	Date
Guy Bell	<i>George V. Smith</i>		8/25/02	<i>[Signature]</i>	8/21/02
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration	Date
<i>[Signature]</i>	8/14/02	<i>D. Pawm</i>	8/8/02	<i>[Signature]</i>	8/22/02

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Retention

Disposition

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<p>GENERAL ADMINISTRATIVE FILES</p> <p>Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: accounting, personnel, payroll, reading, minutes/meeting, etc.</p> <p>The Retirement/Benefits Section will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>PERS/TRS Board Minutes and Meeting Files (Originals) should be retained until administrative/management need is met, then transferred to the state archives per General Schedule Item #65.</p> <p>All duplicate copies maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be downloaded from the Archives & Records homepage.</p>
2	<p>PERS/TRS Case Files (Member Retired, Deceased, Original):</p> <p>(Master Microfilm):</p> <p>(Work Copy Microfilm):</p> <p>Records series consists of deceased members' case files including: correspondence, computations/projections, copies of personnel actions, statements of service, termination notices, etc.</p> <p>Arranged by retirement system and then by SSN.</p>	C	-	-	M	X	<p>C=Until microfilmed. Original records may be destroyed after microfilm is certified "true and correct."</p> <p>Justification for 75 year retention: Administrative/Legal/Common Business Practice.</p> <p>The Division of Retirement & Benefits is the Office of Record for this series which documents participant and beneficiary rights.</p>
3	<p>PERS/TRS Member Retirement (Original):</p> <p>(Master Microfilm):</p> <p>(Work Copy Microfilm):</p> <p>This series consists of members' case files including: correspondence, computations/projections, copies of personnel actions, statements of service, termination notices, etc. Arranged by retirement system and then by SSN.</p>	C	-	-	M	X	<p>Justification for 75 year retention: Administrative/Legal/Common Business Practice.</p> <p>The Division of Retirement & Benefits is the Office of Record for this series which documents participant and beneficiary rights.</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>Health Insurance Contracts & Correspondence:</p> <p>Consists of correspondence to/from the carrier regarding coverage interpretations and changes, contracting issues, claims administration, financial reporting, premium estimates, renewal statistics and premiums and other information that relates to the administration of the health plans. This plan is subject to review by the Division, Commissioner, Attorney General, General Services & Supply, Labor Relations, various employee unions/groups, as well as attorneys or consultants for same.</p>	C+5	10	-	C+15		<p>C=Until contract is terminated.</p> <p>Justification for "C+15" retention: Administrative/Legal/Common Business Practice.</p> <p>The Division of Retirement & Benefits is the Office of Record for this series which documents participant and beneficiary rights.</p>
5	<p>Employer Audit & Contract Files/Retirement Systems:</p> <p>This records series consists of contracts and correspondence to/from employers participating in the retirement systems. This information is subject to review by the Division, Commissioner, Attorney General, Federal Government, Department of Education & Early Development, employee union groups, private attorneys, private consultants and employees.</p> <p>Arranged alphabetically by employer.</p>	C+3			C+3		<p>C=Until contract is terminated.</p>
6	<p>Employer Audit & Contract Files/Social Security Systems:</p> <p>Consists of contracts and correspondence to/from employers participating in Social Security and Medicare. This information is subject to review by the Division, Commissioner, Attorney General, Federal Government, employee union groups and employees.</p> <p>Arranged alphabetically by employer.</p>	C+3	-	-	C+3		<p>C=Until contract is terminated.</p>