



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: 24003

Agency ID #: 69

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<p><b>DEPARTMENT OF ADMINISTRATION</b></p> <p><b>DIVISION OF RETIREMENT &amp; BENEFITS</b></p> <p><b>SUPPLEMENTAL BENEFITS SYSTEM (SBS) &amp; DEFERRED COMPENSATION PROGRAM (DCP)</b></p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in Addition to current year</p> <p><b>CFY</b> - Current Fiscal Year      <b>TO</b> - Term of Office</p> <p><b>CY</b> - Current Year      <b>M</b> - After Microfilming</p> <p><b>P</b> - Permanent      <b>C</b> - 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 #100.2, 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. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Certain records series may include confidential data per the Alaska Constitution, Article I, Section 22. Statutory/Regulatory Authority: AS 39.35; 2 AAC 35 (Public Employees' Retirement System); AS 14.25. This records schedule supercedes #24002. 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 & 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, and assisting employers/employees to make informed decisions.

NOTE: Under 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 8-2-07	Attorney General 	Date 7/19/07	
Signature of Division Director 	Date 6/28/07	Records Analyst 	Date 7/16/07	Commissioner of Administration 	Date 8/1/07

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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><b>GENERAL ADMINISTRATIVE RECORDS:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Defined Contribution Plan staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>			See GRS	See GRS		<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 accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p><b>SBS CASE FILES (Original):</b></p> <p>(Master Microfilm):</p> <p>(Work Copy Microfilm):</p> <p>Contains SBS annuity and insurance benefit election forms for participants consisting of the following: personal data, permanent contact data, benefit selections, certification and signatures. Also includes correspondence, calculations, and anything related to a person's account. Arranged by sequence number through 2005; by SSN from 2006 forward.</p>	C	-	-	M	X	<p>C=Until microfilmed. Original records may be destroyed after microfilm is certified "true and correct."</p> <p>Justification for 100-year Retention: Administrative/Legal/Common Business Practice. The Division is the Office of Record for this series which documents participant and beneficiary rights. Some data is entered into the Benefits &amp; Annuity System.</p> <p>Program began with the 1/80 payroll. From 1980-1989 computer data is on computer output microfiche. Roll film is used from 1990 - 2005; jacketed microfilm is used from 2006 forward.</p>
3	<p><b>PSBS TURNAROUND:</b></p> <p>This is an original turnaround document from the political subdivision (record keeper) submitted regarding individual account credits.</p>	1	6	-	7		<p>PSBS: Political Subdivision SBS.</p> <p>This data is input into the Benefits &amp; Annuity Systems.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<b>DCP CASE FILES (Originals):</b>	C	-	-	M	X	C=Until microfilmed. Case Files are filmed after cashed out or inactive and may be destroyed after film is certified "true and correct."  Justification for 100-year Retention: Administrative/Legal/Common Business Practice. The Division is the Office of Record and documents participant and beneficiary rights.
	(Cashed Out, Master Microfilm):	-	100	-	100		
	(Cashed Out Work Copy Microfilm):	100	-	-	100		
	The Alaska DCP is a voluntary plan available to all eligible and interested State employees. Contains DCP forms for participants consisting of the following: personal data, permanent contact data, allocation selections, certification and signatures. Also includes correspondence, calculations, etc. Arranged by SSN.						
5	<b>DCP CASE FILES (On Benefit Master Microfilm):</b>	-	100	-	100	X	Agency transmits master microfilm to the Records Center for security storage and administers an office workcopy.  Justification for 100-year Retention: Administrative/Legal/Common Business Practice. The Division is the Office of Record and documents participant and beneficiary rights.
	(On Benefit Work Copy Microfilm):	100	-	-	100		
	The Alaska DCP is a voluntary plan available to all eligible and interested State employees. Contains DCP forms for participants consisting of the following: personal data, permanent contact data, allocation selections, certification and signatures. Also includes correspondence, calculations, etc. Arranged by SSN.						
6	<b>DCP &amp; SBS STATEMENTS OF ACCOUNT</b>					X	Vendor currently provides Division with compact disc.  Justification for 100-year Retention: Administrative/Legal/Common Business Practice.
	(Master Microfilm/Fiche/Compact Disc):	-	100	-	100		
	(Work Copy Microfilm/Fiche/Compact Disc):	100	-	-	100		
	Details of account activity. These Statements were issued monthly through 1996; from 1997 forward they have been produced quarterly. Arranged alphabetically by name.						

## RETENTION OF EMAIL

### SUPPLEMENTAL ANNUITY PLAN/DEFERRED COMPENSATION PLANS

#### THREE-YEAR RETENTION

Annual financial audit correspondence to/from audit firm, Divisions of Treasury, Finance and Legislative Audit  
Plan Record Keeper participant level correspondence

**Note:** Participant correspondence judged to be significant should also be copied for inclusion with 100-year retention SBS or DCP Case Files.

#### FIVE-YEAR RETENTION

Division Director correspondence and instructions  
Division of Finance correspondence and instructions  
Department of Revenue, Division of Treasury, Investment Officers and ARMB correspondence  
Participant Correspondence SBS-AP, Deferred Compensation Dependent Care  
Qualified Domestic Relation Orders instructions from Division Staff and general correspondence  
Staff Administration: Hiring, Evaluations, Fire/Emergency Division Policy

#### TEN-YEAR RETENTION

Plan Administration: Policy & Procedures, Plan Document, Amendments  
Projects, programming and other  
Plan Record Keeper Plan Administration Correspondence; (Plan Level)  
Tax Law/Federal Regulations: Bulletins, Division Consultant, Plan Record Keeper

#### TWENTY-YEAR RETENTION

Aurora/Executive Life reports from Aurora, State of California Commissioner's Office, Miscellaneous  
Legal Advice/Consultant Information: Dept of Law/AG's Division Consultant, Plan Record Keeper