



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 141 Willoughby Avenue
 Juneau, AK 99801-1720
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STATE OF ALASKA

Schedule Number: 23903

Agency ID #: 70

RECORDS RETENTION SCHEDULE

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| | |
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| <p>DEPARTMENT OF ADMINISTRATION</p> <p>DIVISION OF RETIREMENT & BENEFITS</p> <p>RETIREE PAYROLL</p> | <p style="text-align: center;">KEY</p> <p>A - After Audit CFY - Current Fiscal Year CY - Current Year P - Permanent</p> <p>Numerals - Years in Addition to current year TO - Term in Office M - After Microfilming C - Current/or as defined</p> |
|--|---|

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 #23902.

Statutory/Regulatory Authority: AS 39.35; 2 AAC 35 (Public Employees' Retirement System); 2 AAC 36 (Teachers' 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 MC 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 Direction | State Archivist | Date | Attorney General | Date |
| Guy Bell | <i>Original signature held on file.</i> | 8/28/02 | <i>Original signature held on file.</i> | 8/21/02 |
| Signature of Division Director | Date | Records Analyst | Date | Commissioner of Administration |
| <i>Original signature held on file.</i> | 8/14/02 | <i>Original signature held on file.</i> | 8/8/02 | <i>Original signature held on file.</i> |
| | | | | 8/26/02 |

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| Item No. | Records Series Title and Description | Office | Records Center | State Archives | Destroy | Vital Record | Remarks |
|----------|---|--------|----------------|----------------|-----------------------|--------------|--|
| 1 | <p>GENERAL ADMINISTRATIVE FILES: Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: accounting, personnel, payroll, reading, minutes/meeting, etc. Retiree Payroll staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p> | | | See GRS | See GRS | | Duplicate copies of records located on any media may be destroyed after administrative/management need is met. The General Schedule may be downloaded from the Archives & Records homepage. |
| 2 | <p>PAYROLL REPORTS, MONTHLY (Original Hardcopy): Monthly reports: 711, 712, 713, 714, 715, 716, 716A, 718, 719A, 725, 675, 705, 706, 310B, batch, query, actuarial query, BIF reports, 743 Merge/Merge, 285, 7000-R01, 7100-R01. Arranged chronologically. (Master Microfilm): (Workcopy Microfilm):</p> | C | 50 | | M 50 50 | X | C = Until microfilmed/fiched. Originals may be destroyed after film is certified "true and correct." |
| 3 | <p>PAYROLL REPORTS, WEEKLY (Original Hardcopy): Weekly reports: Summary queries - payroll and stopped/reissued warrants, detailed special queries, BIF reports, 637 Merge/Merge, 285, 675, 7000-R01, 7100-R01. Arranged chronologically. (Master Microfilm): (Workcopy Microfilm):</p> | C | 50 | | M 50 50 | X | C = Until microfilmed/fiched. Originals may be destroyed after film in certified "true and correct." |

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| 4 | <p>PAYROLL FOLDERS, WEEKLY & MONTHLY: Used to insure that payroll process is accurately completed. Includes cancel/reissue; stop payments; adjustment voucher documentation.</p> | 3 | | | 3 | | Audits are performed on this series annually. |
| 5 | <p>INTERNAL REVENUE SERVICE REPORTS & RECONCILIATIONS: Consists of the following IRS reports: 1099R and related reports, and 945. Includes reconciliations (workpapers) regarding tax liability for retirees and their beneficiaries. Arranged chronologically.</p> | 4 | | | 4 | | Four year retention required per 26 CFR 31.6001-1. |
| 6 | <p>ELECTRONIC FEDERAL TAX PAYMENT (EFTPS) DOCUMENTATION: This series documents tax deposits that are sent bi-weekly to the federal government. Includes spreadsheets, Treasury Division printouts, and other backup. Arranged chronologically.</p> | 4 | | | 4 | | |

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| 7 | <p>PROGRAM FIX RECORDS: This series consists of program fix and ongoing program "bug" documentation, enhancements, and outstanding issues regarding the retiree payroll process. Includes weekly revised reports regarding discovery of problem (e.g. unauthorized data deletion), its resolution, and associated backup.</p> | 1/A | | | 1/A | | Retain one year or until audit is completed. |
| 8 | <p>SPECIAL PROJECT FILE & MISCELLANEOUS PAYROLL REPORTS: Information, queries/reports/correspondence on special projects. Payroll adjusting vouchers, CRS warrant redemption reports.</p> | 5 | | | 5 | | |