DEPARTMENT OF ADMINISTRATION

DIVISION OF RETIREMENT & BENEFITS

DIRECTOR'S OFFICE; ADMINISTRATIVE SUPPORT

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 #021501.

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
Guy Bell

State Archivist
[Signature]
Date 8/28/02

Attorney General
[Signature]
Date 8/21/02

Commissioner of Administration
[Signature]
Date 8/26/02

Records Analyst
[Signature]
Date 8/14/02

Records Analyst
[Signature]
Date 8/8/02
## GENERAL ADMINISTRATIVE FILES:

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.

The Director's Office and Administrative Support Services staff will follow retention periods as listed in the General Administrative Records Retention Schedule.

### Remarks

Documents maintained only in electronic format must meet the same retention requirements as hardcopy or microfilmed documents.

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 Management homepage.

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## Employer Correspondence (Original):

### Justification for Ten-year Retention:

Administrative need.

### Annual accrual rate is less than one cubic foot.

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## Participation Agreements:

This series consists of participation agreements between the TRS and PERS with the retirement systems.

Arranged alphabetically by employer.
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Records Series Title and Description</th>
<th>Office</th>
<th>Records Center</th>
<th>State Archives</th>
<th>Destroy</th>
<th>Vital Record</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Hearing Files &amp; Audiotapes:</td>
<td>C+6</td>
<td>-</td>
<td>-</td>
<td>C+6</td>
<td></td>
<td>C=Until final decision is rendered and case is closed. Audio recordings of the hearings may be recycled after six years.</td>
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<tr>
<td></td>
<td>Includes: audiotapes, workpapers, complaints, pleadings, briefs, exhibits, correspondence and final decisions related to PERS and TRS board hearings.</td>
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<tr>
<td>5</td>
<td>Special Project Files:</td>
<td>C+3</td>
<td>-</td>
<td>-</td>
<td>P-</td>
<td></td>
<td>C=Until obsolete, superceded or administrative/management need is met.</td>
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<tr>
<td></td>
<td>Information, correspondence, and reports on special projects, committees, and/or task force groups. Arranged alphabetically by subject.</td>
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<tr>
<td>5</td>
<td>Special Projects:</td>
<td>C+3</td>
<td>AR</td>
<td>C+3</td>
<td></td>
<td></td>
<td>C=Until project is concluded or administrative/management need is met. AR (Archival Review): Submit file titles for archival review prior to disposition. Refer to the General Administrative Records Retention Schedule, Item 62 (General Correspondence) for documents relating to the administration and operation of the agency.</td>
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<td></td>
<td>Information, correspondence, and reports on special projects, committees, and/or task force groups. Arranged by subject.</td>
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<tr>
<td>Item No.</td>
<td>Records Series Title and Description</td>
<td>Retention</td>
<td>Disposition</td>
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<tr>
<td>6</td>
<td>State Equipment Records (Delivery Order, Correspondence, General Maintenance Records): State Equipment Records (Warranty Information, Instruction/Operating Manuals, Repair History, etc.):</td>
<td>Office 3 - - 3</td>
<td>C+4 - - C+4</td>
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<td>Remarks: Office of Record for vehicle documentation is the Statewide Equipment Fleet. C=For the life of the equipment. JUSTIFICATION FOR RETENTION: Most torts carry a two year statute of limitations; some have three. The Department of Law doesn't always get brought into a case immediately upon expiration of the statute of limitations. Retaining warranty data, manuals and repair/maintenance history records for the life of the equipment plus four years will protect the State in 99% of its cases.</td>
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<td>7</td>
<td>Property Control Files:</td>
<td>Office 3/A - - 3/A</td>
<td>Remarks: Maintain reports on any federally funded property until audit is completed. Office of Record is Division of General Services.</td>
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<td>8</td>
<td>Computer System Documentation File:</td>
<td>Office C - - C</td>
<td>Remarks: C=Until documentation is obsolete, superceded or administrative/management need is met.</td>
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</tbody>
</table>

Documentation file may include: program/system documentation, application software licenses/agreements, data systems/file specifications, codebooks, file layouts, user guides, usage/inventory reports, output specifications, security information, disaster recovery/backup procedures; and, Worldwide Web page data, statistics and other development materials utilized in the creation/maintenance of the Division's Internet site.