

Public Employees' Retirement System

Division	Schedule #	Title	Description	Disposition
Administration	1570	Bond Application Code Control Sheets	Included are code sheets for entering bond buys, sales, and swaps. It is cut off at the end of the fiscal year.	Hold in the current files area until audited; transfer to SRC; hold five (5) years, then dispose. Audit must have been released three (3) years prior to disposal.
Administration	1573	General Correspondence	Included are letters and memos used for documentation.	Hold in the current files area one (1) year; transfer to SRC; hold five (5) years, then dispose.
Administration	1574	Original Broker Confirms	Documents relating to investment transactions. Included are confirmations for each investment transaction handled by an investment broker.	Hold in the current files area 6 months; transfer to SRC hold three (3) years, then dispose. Audit must have been released three (3) years prior to disposal.
Administration	1576	Cancelled Checks	Included are retirement payroll cancelled checks of payments made to retirees. It is cut off at the end of the Calendar year.	Hold in the current files area two (2) years; transfer to SRC hold seven (7) years, then dispose. Audit must have been released three (3) years prior to disposal.
Administration	2091	Broker/Dealer Files	Documents relating to broker confirm. Included are original confirmations of Bond Sale or Bond Buy. It is cut off at the end of the Fiscal year.	Hold in the current files area one (1) year; transfer to SRC; hold three (3) years, then dispose. Audit must have been released three (3) years prior to disposal.
Administration	2460	Manager Portfolio Review Files	Documents relating to manager portfolios. Included are fees, cash reports, accrued interest reports, audit of equity managers, SEI reports, and security lending reports. It is cut off at the end of the fiscal year.	Hold in the current files area one (1) year; transfer to SRC; hold two (2) years, then dispose.

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Administration	2690	Fixed Income and Short Term Transactions	Documents relating to fixed income investment transactions and short term investments transactions. Included is fixed manager transaction information. It is cut off at the end of the Fiscal year.	Hold in the current files area until updated; transfer to SRC; hold three (3) years, then dispose. Audit must be released three (3) years prior to disposal.
Executive Director	1578	Election Information	Documents relating to Board Member elections. Included are ballot and election documents.	Hold in the current files area one (1) year; transfer to SRC; hold seven (7) years, then
Member Services	658	Quarterly Reports	Documents relating to status of members' retirement funds. Included are information on amount individual earned, contributions by agency and adjustments of previous incorrect figures. It is cut off at the end of the fiscal year.	Hold microfilm permanent in the current files area. Records to be microfilmed and hard copy may be disposed.
Member Services	660	General Correspondence	Documents relating to inquiries about PERS and reporting and individuals who are no longer with the system. It is cut off at the end of the Fiscal year.	Hold in the current files area two (2) years, then microfilm and hard copy may be disposed. Transfer film in the local holding area; hold eight (8) years, then dispose.
Member Services	661	Transfer Books	Documents relating to information on individuals who have worked for two agencies in same year. At end of the year, PERS combines information under one agency. States name of individual, the two agencies, amounts from agencies and total amount. It is cut off at the end of the Fiscal year.	Hold in the current files area two (2) years, then microfilm and hard copy may be destroyed. Hold microfilm permanently.

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Member Services	1373	Deceased Retirees File	Documents relating to benefits for deceased retirees and their beneficiaries. Included is correspondence to family stating who is entitled to benefits or stating payments have ceased, original membership form and other information on retiree. It is cut off at the end of the Fiscal year.	Hold in the current files area two (2) years. Microfilm and dispose of hard copy after microfilming. Maintain microfilm permanently.
Member Services	1577	Monthly Billing Reports	Documents relating to printout showing monthly investment of each employee. Included are agency, employees, investments, and social security numbers. It is cut off at the end of the Calendar year.	Hold in the current files area two (2) years; transfer to SRC; three (3) years, then dispose. Audit must have been released three (3) years prior to disposal.
Member Services	1580	Social Security Files	Included is Social Security reporting forms, deposit slips, computer listings, and check copies. It is cut off at the end of the Calendar year.	Hold in the current files area two (2) years; transfer to SRC; hold ten (10) years, then dispose. Final reports must have approved by Federal
Member Services	2738	Deceased Individual's Refunds	Documents relating to refunds to beneficiaries of deceased individuals who were employed by State but not enough service to retire. Included are refund sheet and correspondence. It is cut off at the end of the Fiscal year.	Hold in the current files area thirty (30) years, then dispose. Hard copy must be held four (4) years. May be transferred to State Records Center for storage. Master of microfilm will be stored at the State Records Center for security.
Member Services	2739	Refunds	Documents relating to refunds of retirement deductions of withdrawing state employees from the retirement system. Included is one form that states name, address, amount and check number. It is cut off at the end of the Fiscal year.	Hold in the current files area thirty (30) years, then dispose. Hard copy will be destroyed after microfilm will be stored at the State Records Center for security.

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Office of Retirement Services	6261	Public Employees' Retirement Files	<p>This series consists of the original source documents pertaining to active, retired, deceased, and refunded members of the retirement system administered by PERS (Public Employees' Retirement System) which have been imaged and stored electronically as a part of the PERS Line of Business Management Information System. Included are enrollment forms, disability forms, birth and death certificates, correspondence between PERS and beneficiaries, medical records, and Social Security cards.</p>	<p>Image and verify, then dispose of paper files. Hold electronic files seventy-five (75) years, then dispose.</p>
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