



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Retirement Systems

Sub-Section:

TITLE: Accounting and Financial Records

CUTOFF: End of State Fiscal Year

DESCRIPTION: Documentation providing evidence or summaries of financial transactions. Records include, but are not limited to: responses to audit confirmations; records of collateral or deposits; repurchase agreements; insurance company transaction records; federal forms; and related documentation.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: Documents are stored in imaging system.

DISPOSITION ACTION: Destroy

SERIES: 23162

SERIES STATUS: Approved

APPROVAL DATE:

1/25/2024

TITLE: Investment Records

CUTOFF: When Superseded or Outdated

DESCRIPTION: Records of investments made by the retirement system and other related supporting documentation. Records include, but are not limited to: investment performance packages; asset allocation reports and studies; asset and liability studies; fiduciary violations; actuarial and benchmark reports; tracking and reporting on long-term portfolio performance; and any related materials to the retirement system trust fund.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23175

SERIES STATUS: Approved

APPROVAL DATE:

1/25/2024



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Retirement Systems

Sub-Section:

TITLE: Membership Files

CUTOFF: End of Calendar Year in Which Account Closed or Final Payment of Benefit or Survivor Benefit is Paid

DESCRIPTION: Membership records documenting benefit status of members covered by the retirement system. Records include, but are not limited to: new member forms; plan documents and descriptions; participant records; membership termination documents; withdrawals and refunds; payment documentation; wage histories; benefit statements and estimates; retirement applications; cancelled retirement checks; stop-payment documents; service purchases; member death and disability information; return-to-work forms; records pertaining to unlocatable former members; and related correspondence.

RETENTION: Years: 15 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Destruction

SERIES: 8300

SERIES STATUS: Approved

APPROVAL DATE:

1/25/2024