



**Agency Records Disposition Schedule**

Department: Retirement General Retention Schedule

Section:

Division:

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**CUTOFF:** When Superseded or Outdated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: Retirement General Retention Schedule

Section:

Division:

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