

State of Nevada PERS: Accounting Division

Version Date: 2/28/2014

1989167 Administrative Vouchers

Reviewed: 10/24/1989

Description: This record series consists of a printed form that provides an auditable set of records that document the authorization and expenditure of money from the Administrative Fund. Each folder contains paid invoices and vouchers stamped with pertinent information such as account code and check number issued.

Retention: Retain this record series for a period of six (6) years from the closing of the contract, or from the date written if not a contract.

Disposition: Destroy Securely

1989165 Canceled Benefit & Refund Checks

Reviewed: 10/24/1989

Description: This record series consists of either the original benefit checks paid and returned by the bank (prior to June 1986) or microfilm images of checks paid by the bank (since June 1986). This also includes stop payments forms. These are returned weekly and as of month-end from the bank as processed. They are currently filmed in numerical sequence for each period.

Retention: Retain the original checks or microfilm copies for a period of six (6) years from the date paid by the bank.

Disposition: Destroy Securely

1989162 Manual Investment Subsidiary

Reviewed: 10/24/1989

Description: This record series contains the individual records for all transactions that affected each security held by PERS prior to the computerization of the accounting system in July, 1982. These records continue to be used for research to determine original dates of purchase, number of units held, original book value, and similar information.

Retention: Retain this record series for a period of six (6) years from the date that the securities are no longer held by the system.

Disposition: Destroy Securely

1989163 Manual Loan Ledgers

Reviewed: 10/24/1989

Description: This record series contains the individual record of all transactions that occurred to each secured or secured participation loan prior to the computerization of the accounting system. These records continue to be used as informational sources for loans which are still active.

Retention: Retain this record series for a period of six (6) years from the last date that a loan remains active.

Disposition: Destroy Securely