

State of Nevada PERS: Benefits Division

Version Date: 2/28/2014

1989151 Check Registers for Benefits

Reviewed: 05/20/1998

Description: This record series consists of a computer printout listing of benefit checks issued monthly. The listing provides the benefit recipient's name, SSN, gross amount, deductions, net amount, check number and check date. This is maintained as a source of reference to respond to inquiries from benefit recipients.

Retention: Retain this record series for a period of three (3) calendar years from the date of listing.

Disposition: Destroy Securely

1989148 Daily Activity Listing

Reviewed: 05/20/1998

Description: This record series is a computer print-out of all changes made to a benefit recipient's record on a daily basis. This information is verified by the benefits supervisor. This record series is kept for reference purposes in case a question should arise concerning these changes.

Retention: Retain this record series for a period of three (3) calendar years.

Disposition: Destroy Securely

1989149 Deceased and Closed Files

Reviewed: 05/20/1998

Description: These are the files of former members of the PERS whose accounts have been closed and no father payment is due. This record series contains enrollment and termination forms, as well as correspondence, printouts, calculations and similar material. The files are maintained in alphabetical sequence, and are microfilmed after three years.

Retention: Retain these records for a period of eighty (80) calendar years.

Disposition: Permanent: Transfer to State Archives

1998033 Direct Deposit and Change of Address

Reviewed: 05/20/1998

Description: This record series consists of the form or letter from members to the System requesting the deposit of their funds directly to a bank or savings institution. The files may consist of Authorization Agreement for Automatic Deposit form or a letter with a deposit slip and any request for changes (such as: bank, savings institution, address and/or account number), and address change forms and letters. This information is entered into the main recipient database.

Retention: Retain this record series for a three (3) fiscal years from the fiscal year to which they pertain.

Disposition: Destroy Securely

1989152 Disability Benefit Recipients Federal Income Tax Returns

Reviewed: 05/20/1998

Description: This record series consists of certified copies of federal income tax returns and withholding statements for all income earned by disability benefit recipients as required by NRS 286.637. These are used to verify that disability recipients are not employed in a position not authorized by the Retirement Board. These must be furnished to the system by recipients not later than May 1 of each year for the preceding year.

Retention: Retain this record series for a period of four (4) calendar years from the year received.

Disposition: Destroy Securely

1989176 Gross Adjustment Reports

Reviewed: 05/20/1998

Description: This is a computer printout that is produced daily to reflect all changes that are made to the gross benefit amount for individual benefit recipients, such as adds, adjustments, and stops. This report is used to reconcile to daily management totals, and the monthly writing of benefit checks.

Retention: Retain this record series for a period of six (6) years from the date created.

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Disposition: Destroy Securely

1989154 Management Totals Report

Reviewed: 05/20/1998

Description: This record series consists of a computer print-out that gives a breakdown by account type (regular and police/fire) of totals of gross amounts, deductions, accounts receivable, and net amounts. This is reconciled monthly to checks written.

Retention: Retain this record series for a period of one (1) fiscal year.

Disposition: Destroy

1993196 Notarized Statements

Reviewed: 05/20/1998

Description: This record series is an annual notice mailed recipients, which must be returned notarized. It is used to verify recipients address and to notify the System that they are still alive and eligible to receive benefits. The notice may be returned with attached legal documents such as power of attorney or guardianship papers.

Retention: Retain annual statements for a period of three (3) calendar years from the calendar year in which they were received. Statements with attached legal documents should be filed in the recipient file.

Disposition: Destroy Securely

1997040 Payroll Deduction - Change File

Reviewed: 05/20/1998

Description: This record series consists of the forms used to deduct funds from beneficiaries accounts, authorize the electronic transfer of funds, and withhold taxes. The files may include: tax withholding forms, insurance deductions, State of Nevada Employees Association (SNEA), Retired Public Employees of Nevada (RPEN), and similar deduction forms. Contains the only copies of original signed authorization forms.

Retention: Retain this records series for a period of three (3) fiscal years from the fiscal year to which the records pertain.

Disposition: Destroy Securely

1993198 Student Certification

Reviewed: 05/20/1998

Description: This record series is used to document that a student (age 18 to 23) is alive, attending school and eligible to receive benefits. The files may contain: certification forms from schools, summer attendance certifications, address changes, RTCA's, correspondence and similar documents.

Retention: Retain for a period of two (2) calendar years from the completion of the annual audit, or until the resolution of any audit findings, whichever is later.

Disposition: Destroy Securely

1989153 W-2 P Register

Reviewed: 05/20/1998

Description: This record series consists of a computer print-out of all information used in the preparation of W-2 forms for benefit recipients, i.e., name, SSN, amount received year to date, taxable amount year to date, and FIT deductions.

Retention: Retain this record series for a period of four (4) years from the due date of the tax period.

Disposition: Destroy Securely