

State of Nevada Public Employees Benefits Program

Version Date: 11/14/2018

Department ID /1770100/

2002089 Participant Files

Description: This record series documents the enrollment in and all changes in health insurance, life insurance, disability insurance, and similar benefit packages offered to employees through the Public Employee's Benefits Program. The record series may include, but is not limited to: Enrollment cards; Beneficiary information including contact information, marital status, etc.; Pre-tax documentation; Documentation on access, disclosure and other actions required under HIPAA (Health Insurance Portability and Accountability Act, 42 USC s. 1390d et. Seq.); Related correspondence.

Minimum

Retention: Retain for six (6) calendar years from the end of the calendar year in which the primary insured is no longer covered under any benefit package.

Disposition: Destroy Securely