

State of Nevada PERS: Audit Division

Version Date: 2/28/2014

1993203 Audit Questionnaires

Reviewed: 09/27/1994

Description: This record series is used to send questions to member agencies in order to determine whether an audit of that agency is needed. The information is entered into a computer data base.

Retention: Retain until the information has been entered into a computer data base and verified as accurate entry. Add, correct and delete data from the computer data base dealing with the need to audit agencies as needed.

Disposition: Destroy

1993202 Employer Paid Contribution Distribution

Reviewed: 09/27/1994

Description: This records series is used to document the weekly employer paid contribution distributions (refunds) (EPC for short). The record series consists of file folder logs, general check register (name, SSN, amount, check date, etc.), proof list (report MEM 7382), special handling mail list, pull list, check request for weekly run, and similar documents.

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

Disposition: Destroy Securely

1993201 Employer Termination Confirmations

Reviewed: 09/27/1994

Description: This record series is used to verify that members of the PERS have been terminated. Before any former member can receive a refund, they must be confirmed as terminated. This form is used to input data into a data base and produce the Members Eligible for Refund Report.

Retention: Retain until the data is entered into the computer and verified as accurate.

Disposition: Destroy Securely

1993204 Internal Audit Files

Reviewed: 06/10/2009

Description: These records are used to document internal audits conducted by this office. The files may consist of but are not limited to: Management reports; Audit plans; Audit work papers; Supportive documentation; Related correspondence.

Retention: Retain these records for a period of three (3) fiscal years from the end of the fiscal year in which the audit was completed.

Disposition: Destroy Securely