

## State of Nevada PERS: Investment Division

Version Date: 2/28/2014

### **1989172 Broker Confirms**

Reviewed: 10/25/1989

Description: This record series consists of Letters from brokers confirming the purchases and/or sales of stocks, bonds, commercial paper, and options.

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

Disposition: Destroy

### **1989175 Investment Records**

Reviewed: 10/25/1989

Description: This record series contains correspondence from the Investment Manager, listings of assets, contract files, miscellaneous correspondence pertaining to investments, and Investment Manager reports. This record series is used to monitor the status and performance of investments.

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

Disposition: Destroy

### **1989145 Loan Transmittal Papers**

Reviewed: 10/25/1989

Description: This record series is manually prepared by an accountant on columnar ledger paper when a loan is made, showing amount of loan and what the loan was for. As payments are received, the amount, payment date and remaining balance are entered. These are maintained for each borrower.

Retention: Retain this record series for a period of three (3) fiscal years from the date that the loan is no longer outstanding.

Disposition: Destroy Securely

### **1989147 Mortgage Records**

Reviewed: 10/25/1989

Description: This record series contains documentation regarding mortgages owned or initiated by the PERS. Contains such items as: correspondence, loan initiation documents, loan payment backup records, financial statements, and such.

Retention: Retain this record series for a period of ten (10) calendar years from the date the mortgage is paid off.

Disposition: Destroy