

State of Nevada PERS: Membership Division

Version Date: 2/28/2014

1989139 Annual Statement Register

Reviewed: 09/26/1994

Description: This is the office work record of the information used to prepare the Annual Statement as sent to members. Information includes personal items such as birth date and beneficiary/dependent information, as well as salary, contribution amount, and service credit. This is a computer printout.

Retention: Retain this record series only as long as it is useful for reference purposes.

Disposition: Destroy Securely

1989140 Check Register for Refunds

Reviewed: 09/26/1994

Description: This record series is a computer print-out by social security number, that identifies all members who have received a refund of their personal contributions. Shows amount refunded, date refunded, and check number.

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

Disposition: Destroy Securely

1989138 Daily File Maintenance Report - Membership

Reviewed: 09/26/1994

Description: This record series consists of a computer printout that is produced on a daily basis to indicate all changes made to members' computer records. (It does not show the posting of salary or contributions.)

Retention: Retain this record series for a period of three (3) fiscal years from the date entered into the computer file.

Disposition: Destroy Securely

1989144 Deceased and Closed files

Reviewed: 09/26/1994

Description: These are the files of former members of the PERS whose accounts have been closed and no further 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 80 calendar years.

Disposition: Destroy Securely

1993208 EPC (Employer Paid Contributions) Factors

Reviewed: 09/26/1994

Description: This record series consists of computer printouts and backup documentation of employer paid factors used for factoring reported salaries to pre-reduction rates.

Retention: Retain data for a period of eighty (80) years from the date of the information.

Disposition: Destroy Securely

1993209 EPC Letters and Notices Returned

Reviewed: 09/26/1994

Description: This record series consists of letters sent to inactive members who may be eligible for a distribution of mandatory employer-pay contributions and were returned by the U.S. Postal Service as undeliverable (wrong address, etc.). The information is entered into a computer database upon receipt.

Retention: Retain for a period of five (5) calendar years from the date of mailing.

Disposition: Destroy Securely

1993211 Inactive Register

Reviewed: 09/26/1994

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Description: This is a computer print outs listing members who have received inactive notices. The record series consists of computer reports MEM972 (11-10 Year Vested), MEM975 (12-Non Vested With Ees) and MEM987 (14-5 Year Vested).

Retention: Retain for a minimum period of one (1) calendar year from the printing of a subsequent report.

Disposition: Destroy Securely

1989171 Mandatory Employer Paid Contribution Lists and Correspondence

Reviewed: 09/26/1994

Description: This record series consists of computer printout listings, provided by the system of agency employees that are mandated to go under the employer-pay plan. The record series also contains correspondence between the system and the employing agencies. Letters from agencies provide confirmation of receipt of the information supplied.

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

Disposition: Destroy

1993214 Member - Recipient File

Reviewed: 09/26/1994

Description: This record series documents members and recipients actively participating in or receiving benefits from PERS. This record series contains enrollment and termination forms, annual statements and change of information forms, related correspondence, computer printouts, benefit calculations and similar documents. The files are maintained in alphabetical sequence.

Retention: Retain the records for a period of eighty (80) years from the closing of the file (death or otherwise termination of the member from the system).

Disposition: Destroy Securely

1993215 Member - Recipient File Data Base

Reviewed: 09/26/1994

Description: This is the data base used to administer benefits and document activity of members and recipients of the system. The data base includes information on the member including: name, address, birth date, telephone number, salary, service credits, beneficiary, dependants, agency worked for, and similar data. The data files may be accessed by indexing through several fields including name and social security number.

Retention: Add, correct and delete the data base as needed, backing up the system as required by NRS 239.051.

Disposition: Destroy Securely

1989143 Refunded Members Records

Reviewed: 09/26/1994

Description: Records of members that have withdrawn their rights to future benefits. This record series includes salary and service credit histories. The files are arranged alphabetically, and are microfilmed three years after refunds of accumulated funds are given.

Retention: Retain these records for a period of seventy (70) calendar years.

Disposition: Destroy Securely

1989174 Reimbursement Files

Reviewed: 09/26/1994

Description: This record series consists of the files of individuals who have been determined to be ineligible to participate in the retirement system(s). Each file contains copies of the individual's contributions and service credit records, letters to agencies concerning the individual's ineligibility, and an accounting of the amount of contributions that have been refunded to the employee and employer.

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

Disposition: Destroy Securely

1989142 Retirement Contributions Reports

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Version Date: 2/28/2014

Reviewed: 09/26/1994

Description: This record series consists of reports provided to PERS by the various public employers for each reporting period which include names and SSNs of employees, base and actual hours worked, salary subject to contributions, pay period and percentage factor. These are verified against deposits made. This record series documents receipt of money, where it goes, use in member benefits, service credits and eligibility of members.

Retention: Retain this record series for a period of three (3) years following the date of the reporting period.

Disposition: Destroy Securely