

Public Employees Retirement System
Records Retention Schedule 2009-0009
Effective Date: Feb. 2012
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OREGON STATE ARCHIVES
Records Retention Schedule

Edition: Feb. 2012

Organizational Placement:

Agency: Public Employees Retirement System
Division: Public Employees Retirement Board

Schedule number: 2009-0009

Program Description:

The Public Employees Retirement Board is comprised of 5 members of varying status and qualifications, per ORS 238.630 through 238.640. All members are appointed by the Governor and require Senate confirmation (OL 2001 Ch. 945). The Board manages four active retirement funds: Judges Retirement Fund, Regular Retirement, Variable Annuity, and Benefit Equalization. It also manages the Teachers Retirement Fund, which resulted from Multnomah County integrating with PERS in 1988. In addition, PERS previously managed two funds, Gubernatorial Retirement and Social Security, which were discontinued in 1986. The Social Security fund consisted of social security contributions collected by PERS from public employers on behalf of the federal government. The Board administers resources and retirement contributions in a manner that meets the obligations of the Public Employees Retirement Fund(s) to issue benefits. The Board is also responsible for administering the state's Deferred Compensation Program (see description for Fiscal Services Division, Deferred Compensation Section).

Program Records

001 Public Employees Retirement Board Records, 1945 - [ongoing] 2 c.f.

- (a) Retain Board and committee minutes, agendas, and exhibits permanently, transfer to State Archives after 5 years
- (b) Retain Board meeting sound recordings 90 days after summarized or transcribed and approved, destroy
- (c) Retain all other records 1 year, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)
Correspondence

Databases

None

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Edition: Feb. 2012

Organizational Placement:

Agency: Public Employees Retirement System
Division: Executive Director

Schedule number: 2009-0009

Program Description:

The Executive Director of the Public Employees Retirement System (PERS) is responsible for implementing the policies of the Public Employees Retirement Board (ORS 238.645). The Executive Director oversees the administrative operation of PERS, which is managed according to the Board's direction. Administrative duties of the Executive Director include making recommendations to the Public Employees Retirement Board and Legislative Assembly; tracking and monitoring legislation, in coordination with PERS' Policy, Planning and Legislative Analysis group; and acting as the PERS liaison with local, state, and federal agencies, and with the independent company that produces PERS' annual actuarial valuation reports. Much of the Executive Director's efforts focus on cultivating and maintaining relationships with individuals and organizations that are external to the agency. The Executive Director, Deputy Director (see separate description), and Executive Team (Division Administrators) manage the daily operation of PERS. In addition to participation on a variety of state and federal committees and task forces, the Executive Director is a member of the National Association of State Retirement Administrators, which represents state retirement systems in the United States, and the National Council of Teacher Retirement.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Legislative Tracking Records
Personnel Records (OAR 166-300-0040)
Collective Bargaining Records

Databases

None

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Organizational Placement:

Agency: Public Employees Retirement System
Division: Deputy Director

Schedule number: 2009-0009

Program Description:

The Deputy Director assists the Executive Director with overall management, administration, and operation of the Public Employees Retirement System (PERS). The Deputy Director is responsible for coordinating the daily activities of PERS' Divisions (Benefit Payments, Customer Service, Fiscal Services, Information Services and the Policy, Planning and Legislative). In addition, the Deputy Director is involved in planning, budgeting, establishing policies and programs, and overseeing special projects and the agency's personal service contracts to carry out the mission of the System. The Deputy Director is a member of the Executive Team and has the authority to act for the Executive Director in his absence and/or under the Executive Director's direction.

The Director, authorized by the Public Employees Retirement Board (ORS 237.414), is responsible for the administration of Social Security agreements for Oregon public employees covered by Section 218 of Title II of the Social Security Act (42 USC 418), and 20 CFR 404.1200-1625. The Social Security staff sponsors training sessions with the IRS and SSA, provides information pertaining to state and federal issues, and educates using e-mail via the state library listserv system, and is responsible for Section 218 agreements and some Social Security wage listings prior to 1987. The Fiscal Operations Section of the Fiscal Services Division bills agencies for PERS' administrative costs related to Social Security Administration.

Program Records

002 Social Security Administration Records, 1951-[ongoing], 1 c.f.

Retain permanently, transfer to State Archives after 99 years

003 Special Project Records

Retain 2 years after project ends, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Databases

SOCIAL SECURITY

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: Feb. 2012

Organizational Placement:

Agency: Public Employees Retirement System
Division: Executive Services
Section: Human Resources

Schedule number: 2009-0009

Program Description:

The Human Resources Section provides centralized management of personnel resources for the agency. Human Resources recruits and processes new employees, provides advice and assistance to management and staff about personnel issues, processes all personnel actions for the agency, and maintains staff personnel records. Personnel information is entered and updated in the Personnel and Position Database (PPDB) maintained by the Department of Administrative Services, Human Resource Services Division. In addition, the Section develops and administers personnel and affirmative action policies in coordination with the Executive Director's Office and coordinates professional development training for agency staff.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)
Correspondence
Litigation Records
Personnel Records (OAR 166-300-0040)
Benefits Continuation Records
Employee Personnel Records
Employee Training Records
Employment Eligibility Verification Forms (I-9)
Recruitment and Selection Records

Databases

HR
POSITION DESCRIPTIONS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: Feb. 2012

Organizational Placement:

Agency: Public Employees Retirement System
Division: Executive Services
Section: Internal Auditor

Schedule number: 2009-0009

Program Description:

The Internal Auditor provides an independent review of agency operations. The Internal Auditor performs fiscal and performance audits to investigate potential problem areas and internal control structures. The Internal Auditor is also responsible for compiling meeting minutes and supporting documentation for the Board's Audit Committee.

Program Records

004 Internal Audit Workpapers

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-300-0025)

Audit Reports

Internal Audit Reports

Databases

TEAMMATE

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: Feb. 2012

Organizational Placement:

Agency: Public Employees Retirement System
Division: Benefit Payments

Schedule number: 2009-0009

Program Description:

The Benefit Payments Division creates and maintains member account records for Public Employees Retirement System (PERS) clients and employers, calculates and distributes benefit payments (service and disability retirement, death and alternate payee benefits), and provides information to and negotiates contracts with public employers seeking membership in PERS. The Division also negotiates and write new contracts and integrations to integrate other retirement systems into PERS (ORS 238.680-238.690).

The Division houses the following sections that provide benefit payments support: Benefit Application Intake Processing, Retirement Services, and Specialty Services.

The Division Administrator oversees and directs Division functions and participates on the Executive Team. The Benefit Payments Administrative Section researches and responds to non-disability-related appeals (OAR 459-001-0030) from PERS members and employers, as well as general informational correspondence. Responses are contained in the Member Records and Employer Records. The Benefit Payments Administrative Section is also responsible for generating Division-related statistics and performance measures to provide to the Public Employees Retirement Board (OAR 459, Division 15). The Customer Service Division Administration Section generates similar statistics and performance measures related to that Division's functions.

The Benefit Application Intake Processing Section provides support to the Benefit Payments Division by processing incoming member applications. The Section processes retirement applications and employer separations; verifies salary, sick leave, direct deposit, withholdings, and other information affecting benefits; and calculates benefits, including those paid on an estimated basis. It also provides technical support to the Division. To fulfill the agency's obligation to comply with the Oregon Supreme Court rulings in the *Strunk* and *City of Eugene* cases, the Section also was responsible for re-calculating member account balances, adjusting certain retiree benefits, restoring Cost-of-Living Adjustments (COLAs), and recovering overpayments that were made based on an over-crediting of earnings to some member regular accounts.

The Retirement Services Section is responsible for calculating and processing member benefits for service retirees. Processed, calculated, and adjusted member information becomes part of the Member Record. Once a member has retired, the Retirement Services Section is responsible for maintaining the Member Record and processing subsequent adjustments to it. In addition, this Section processes refund benefits when employees separate from employment with a PERS employer (ORS 238.265-238.270). The Section also processes and calculates disability benefits (ORS 238.320) after the Specialty Services Section has approved disability claims.

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The Specialty Services Section reviews new divorce, disability and death benefit claims. Divorce-related claims may require retroactive disentanglement of accrued PERS benefits. The Retirement Services Section initiates and calculates divorce, disability, and death benefit payments, which Specialty Services then mails to payees (see the Retirement Services Section). The Section provides Claim-related counseling, claim notification, and alternate payee estimates.

Program Records

005 Benefit Calculations

Retain 60 years after withdrawal application or retirement application submitted, destroy

006 Benefit Payments Division Custom Reports

Retain 1 year, destroy

007 Death Benefit Records

(a) Retain death notifications 10 years after member death, destroy

(b) Retain other records 60 years after withdrawal application or retirement application submitted, destroy

008 Disability Eligibility Records

Retain approved application packages 10 years after approval or denial, destroy

009 Disability Periodic Review Records

Retain 10 years after member reaches full retirement age, destroy

010 Divorce Records

(a) Retain pre-decree records 2 years after withdrawal application or retirement application submitted, destroy

(b) Retain final decree, decree recommendation, ensuing benefit application, and notice of entitlement 60 years after retirement application submitted, destroy

011 Initial Division Forms Processing Records

(a) Retain determinations of program eligibility 20 years, destroy

(b) Retain requests for additional information 1 year, destroy

012 Service Retirement Applications

Retain 60 years after withdrawal application or retirement application submitted, destroy

013 Specialty Services and Retirement Services Statistics

Retain 10 years, destroy

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State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Staff Meeting Records

Information and Records Management Records (OAR 166-300-0030)

Computer System Maintenance Records

Computer System Program Documentation

Information System Planning and Development Records

Databases

BENEFIT AND PAYMENT SUBSYSTEM (RIMS)

BENEFIT CALCULATION SUBSYSTEM (RIMS)

JCLARETY

USER SUPPORT

OREGON STATE ARCHIVES

Records Retention Schedule

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Organizational Placement:

Agency: Public Employees Retirement System

Division: Customer Service (CSD)

Schedule number: 2009-0009

Program Description:

The Customer Service Division (CSD) Administrator oversees and directs Division functions, and participates on the Executive Team. The Division houses the following sections that provide customer service support: Administration, Quality Assurance, Customer Services Center, Information Services, Membership/Employer Relations, and Publications and Communications.

The Customer Service Administration Section is responsible for generating Division-related statistics and performance measures to provide to the Public Employees Retirement Board (OAR 459, Division 15). The Administration Section generates similar statistics and performance measures related to that Division's functions.

Quality Assurance (QA) is a process used to monitor and evaluate the adherence to processes, procedures, and standards to determine product and service quality. The QA Team reviews and measures the products and activities within the Customer Service Division (CSD) to verify compliance with the applicable procedures and standards and assure the appropriate visibility for the results of the reviews and measurements. In addition, the QA team serves as the PERS Employer Compliance Review Team (ECRT) and conducts three types of employer reviews: self-assessment, compliance interview, and on-site compliance review. This program is an opportunity to work directly with employers to ensure compliance in reporting, improve communication, and help meet employer needs.

The Customer Services Center (CSC) makes determinations on eligibility for all PERS program benefits. When members have lost membership in any PERS program, CSC contacts or makes an attempt to contact them for the purpose of returning funds, and handles fund withdrawals to those taking their money out of the system. CSC is responsible for One-Time Variable Elections and Transfers, in which members exercise their option to move Variable account funds into the regular account.

The Information Services Section provides telephone, email, walk-in, and group counseling to members. The Section provides members and beneficiaries with information. Retirement counselors also give presentations throughout the state to educate members about retirement process and expectations. The Section processes and fulfills requests for forms and publications.

The Membership/Employer Relations Section (MERS) maintains accounts for active and inactive members, and acts as PERS' liaison with participating employers through the collection and reconciliation of member and employer records and contributions through the Employer Data Exchange database, research of employment history, employer call center, and employer education programs. MERS establishes new employer accounts, maintains employer contracts and records, and handles employer invoices and appeals. MERS is also responsible for member estimates as well as generating and distributing annual member financial statements. While

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MERS processes and oversees employee and employer account activities, the FSD Financial Reporting Section completes all accounting and fiscal transactions. MERS also performs Tech Team and project management functions for the Division.

The Publications and Communications Section acts as the agency's media liaison and is responsible for producing agency publications. The Section coordinates all production phases for publications, acting as PERS' liaison with the Department of Administrative Services' Printing Services, and commercial printing businesses. The Section's publications include the agency's quarterly member newsletter, employee newsletter, Perspectives, member handbooks, employer manuals, agency brochures, fact sheets, and Q&A sheets. In addition, the Section manages information on PERS' Internet and Intranet pages (also see Information Services Division, Technical Operations Section). The Section is responsible for word processing, which includes generating invoices; 1099R forms and correspondence; graphics design; forms production and maintenance; mass mailings; and agency publications.

Program Records

- 014 Agency and Informational Publications, 1970s-[ongoing], 1 c.f.**
 - (a) Retain *Perspectives* newsletter permanently, transfer to State Archives after 10 years
 - (b) Retain manuals and handbooks 6 years after superseded or obsolete, destroy
 - (c) Retain all other records 2 years after superseded or obsolete, destroy
- 015 Annual Member Financial Statements**
Retain 10 years after withdrawal application or retirement application submitted, destroy
- 016 Appeals and Contests Records**
Retain 75 years, destroy
- 017 Complaints, Compliments, and Inquiries**
Retain 2 years, destroy
- 018 Customer Services Statistics**
Retain 6 years, destroy
- 019 Customer Service Division Custom Reports**
Retain 1 year, destroy
- 020 Eligibility Determination Records**
Retain 60 years after withdrawal application or retirement application submitted, destroy
- 021 Employer Announcement Records**
Retain 5 years, destroy
- 022 Employer Annual Reconciliation Records**
Retain 75 years, destroy
- 023 Employer Contract/Integration Records, 1946 - [ongoing] 6 c.f.**
 - (a) Retain Contract/Integration records for PERS employers 100 years, destroy
 - (b) Retain Contract/Integration working file for employers who don't join PERS 6 years after last contact with employer, destroy
- 024 Employer Records**
 - (a) Retain employee account records 20 years after employer ceases to exist, destroy
 - (b) Retain employer demographic records 75 years, destroy

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025 Customer Service Contact Records

Retain 5 years, destroy

027 Loss of Membership Records

Retain 75 years after Loss of Membership notification sent, destroy

028 Member Records

(a) Retain withdrawal applications and supporting documentation 60 years, destroy

(b) Retain non-employer demographic records 2 years after validated, destroy

029 One-Time Variable Elections and Transfers Records

Retain 60 years after withdrawal application or retirement application submitted, destroy

030 PERS by the Numbers

Retain 2 years, destroy

031 Quality Assurance Team Records

Retain 10 years, destroy

032 Special Event Presentations

Retain 2 years, destroy

033 Training Call Audio Recording Records

Retain 6 months, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Mailing Lists

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Press Releases

Publications Preparation Records

Staff Meeting Records

Financial Records (OAR 166-300-0025)

Audit Reports

Budget Preparation Records

Internal Audit Reports

Information and Records Management Records (OAR 166-300-0030)

Computer System Maintenance Records

Computer System Program Documentation

Forms Development Records

Information System Planning and Development Records

User Support Records

Payroll Records (OAR 166-300-0035)

Employee Payroll Records

Employee Time Records

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

OREGON STATE ARCHIVES
Records Retention Schedule

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Databases

CONTACT MANAGEMENT SYSTEM (CMS)

DATA REPORTING SYSTEM

EMPLOYER DATA EXCHANGE (EDX)

EXCEPTION HANDLING SYSTEM (EHS)

FORMS FULFILLMENT

MEMBER ELIGIBILITY TRACKING SYSTEM (METS)

PDW REPOSITORY

SYMPOSIUM

OREGON STATE ARCHIVES

Records Retention Schedule

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Organizational Placement:

Agency: Public Employees Retirement System
Division: Fiscal Services
Section: Administration

Schedule number: 2009-0009

Program Description:

The Fiscal Services Division's Administration section is responsible for the financial aspects of the Public Employees Retirement System (PERS), including financial operations, and the administration of the retirement plan. The Division Administrator oversees and directs Division functions, and is a member of the PERS Board Actuarial Service Committee. The Fiscal Services Division is responsible for compiling the agency's Annual Financial Report (in cooperation with the Financial Reporting Section), and performing all fiscal impact analyses for PERS' budget.

Program Records

034 Fiscal Services Division Statistical Reports

Retain 4 years, destroy

035 Fraud Investigation Case Files

Retain 5 years, destroy

036 Overpayment Investigation Records

Retain 6 years after collected or deemed uncollectible, destroy

037 Subpoena Records

Retain 1 year, or until court appearance, whichever is longer, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Litigation Records

Policy and Procedure Guidelines and Manuals

Financial Records (OAR 166-300-0025)

Accounts Receivable Reports

Annual Financial Reports

Audit Records

Budget Preparation Records

Databases

ARS (ATTENDANCE REPORTING SYSTEM)

REVQ

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: Feb. 2012

Organizational Placement:

Agency: Public Employees Retirement System
Division: Fiscal Services
Section: Actuarial Analysis

Schedule number: 2009-0009

Program Description:

The Actuarial Analysis Section manages, analyzes and presents actuarial, fiscal analysis, and statistical and demographic information for PERS. AAS is responsible for: issuing Annual Valuations which set employer contribution rates; assisting employers and PERS staff with employer rate and pension liability management issues; providing demographic and other statistical information; compiling data and providing reports for stakeholders and customers based on actuarial information, financial analysis, and statistical studies; and contracting with third parties to perform actuarial and audit services.

Program Records

038 Actuarial Equivalency Factor Records

Retain 50 years, destroy

039 Actuarial Valuation Reports Records

- (a) Retain PERS Valuation Reports, Experience Studies, and analyses 75 years, destroy
- (b) Retain individual employer Valuation Reports 25 years, destroy
- (c) Retain other records 2 years after Valuation Report issued, destroy

040 Special Studies Records

- (a) Retain actuarial studies 25 years, destroy
- (b) Retain most recent and previous Equal To or Better Than Studies, destroy
- (c) Retain other records 5 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Correspondence

Legislative Tracking Records

Financial Records (OAR 166-300-0025)

Audit Records

Databases

ACTUARIAL ANALYSIS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: Feb. 2012

Organizational Placement:

Agency: Public Employees Retirement System
Division: Fiscal Services
Section: Business Operations

Schedule number: 2009-0009

Program Description:

The Business Operations Section is comprised of four process groups: Business Planning/Business Continuity Planning, Budget Development and Execution, Accounts Payable (including payroll and travel), and Procurement. Business Planning/Business Continuity Planning is responsible for coordination of Agency strategic and business continuity planning. Budget Development and Execution is responsible for developing and executing the biennial budget for PERS; identifying and forecasting resources necessary to meet the operational needs of the Agency; and conducting and reporting fiscal analysis, demographic information and statistics as it relates to the various PERS retirement and other financially related operations. Accounts Payable is responsible for obtaining and managing quarterly budget allotments from the Department of Administrative Services / Budget & Management Division; the timely processing of accounts payable payments through the Statewide Financial Management Application (SFMA); the processing of all travel requests and expense reimbursement; and PERS employee payroll processing through the Department of Administrative Services' Oregon State Payroll Application (OSPA). Procurement is responsible for the preparation and administration of all contracts and agreements for supplies and services entered into by the Agency.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Financial Records (OAR 166-300-0025)
Annual Financial Reports
Audit Records
Budget Allotment Schedules
Budget Analysis Records
Budget Preparation Records
Purchasing Records
Payroll Records (OAR 166-300-0035)
Oregon State Payroll Application Reports
Risk Management Records (OAR 166-300-0045)
Emergency Response Plans and Procedures

Databases

ACCOUNTS PAYABLE
BUSINESS CONTINUITY PLANNING

OREGON STATE ARCHIVES
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Edition: Feb. 2012

Organizational Placement:

Agency: Public Employees Retirement System
Division: Fiscal Services
Section: Contribution and Banking

Schedule number: 2009-0009

Program Description:

The Contribution and Banking Section (CBS) provides banking services related to the timely processing of retirement benefit payments by ACH or check (in coordination with the Benefit Payments Division), cash receipt of payment from employers (in coordination with the Membership/Employer Relations Section) and retiree/member payments, such as processing member payments for reinstatements, buy-backs, time purchasing, and recovery of over paid benefits.

CBS also provides accounting services for PERS, including internal accounting for the Deferred Compensation and Health Insurance programs, and accounting for the Social Security Administration function. Other accounting services include, but are not limited to, processing payment and accounting services for the Benefit Equalization Fund and Accounts Receivable; collection of overpayment to retirees/beneficiaries and underpayment of contributions by employers; and reconciliation and invoice processing for the Teachers Retirement Fund of America (including payments to providers).

Program Records

041 Accounting Awards Certificates and Letters

Retain 5 years after receipt of award, destroy

042 Teachers Retirement Fund (TRFA) Subsidiary Ledger

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-300-0025)

Cash Receipt Records

Databases

BENEFIT EQUALIZATION FUND (BEF)

TEACHERS RETIREMENT FUND OF AMERICA (TRFA)

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: Feb. 2012

Organizational Placement:

Agency: Public Employees Retirement System
Division: Fiscal Services
Program: Deferred Compensation

Schedule number: 2009-0009

Program Description:

The Deferred Compensation program, authorized by ORS 243.401-243.507, provides the opportunity for public employees to voluntarily save additional funds to supplement their retirement benefits. Under the auspices of the Executive Director and the Customer Service Division Administrator, Deferred Compensation provides information, assistance, and recommendations to the PERS Board, Oregon Investment Council, and the State Treasurer regarding the Oregon Savings Growth Plan (ORS 243.435-243.478 and 26 CFR 1.457). The program supports the work of the Deferred Compensation Advisory Committee, which reports to the PERS Board. The program, also known as the Oregon Savings Growth Plan (OSGP), is available to both state and local government employees. This program benefits participants by providing an incentive for saving additional funds to be used at retirement, while reducing current taxable income. Deferred Compensation participants fund all costs of plan administration. Investment alternatives are selected with assistance of Oregon State Treasury staff with oversight from the Oregon Investment Council (ORS 293.706). Deferred Compensation manages the third-party administrators' contracts, provides educational support, monitors participant satisfaction, and assists participants with issues irresolvable by the third-party administrator, coordinates local government applications, and provides information about the program to local public employers.

Program Records

043 Deferred Compensation Advisory Committee Meeting Records

Retain 5 years, destroy

044 Deferred Compensation Annual Statistical Reports

Retain 10 years after annual cutoff date, destroy

045 Deferred Compensation Unforeseeable Emergency Request Review Records

(a) Approved requests: retain 25 years, destroy

(b) Appealed requests: transfer to Financial Hardship Appeals Committee Records

(c) Denied requests: retain 5 years, destroy

046 Deferred Compensation Participant Records

(a) Retain account balances, distributions, loans, interest postings, deferral and fund allocation changes, enrollment, acknowledgement, and plan and agreement records 50 years after receipt of application for distribution of funds, destroy

(b) Retain court orders 6 years after receipt of application for distribution of funds, destroy

047 Financial Hardship Appeals Committee Records

Retain 25 years, destroy

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State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Conference, Seminar, and Training Program Records

Correspondence

Financial Records (OAR 166-300-0025)

Account Reconciliation Records

Internal Audit Reports Records

Personnel Records (OAR 166-300-0040)

Employee Benefits Records

Databases

OMNI PLUS

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OREGON STATE ARCHIVES
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Organizational Placement:

Agency: Public Employees Retirement System
Division: Fiscal Services
Section: Facilities Services

Schedule number: 2009-0009

Program Description:

The Facilities Services Section is responsible for managing the agency's mailing operation, office supplies, general building maintenance, shipping and receiving, and other various tasks. The section mails agency correspondence and publications.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)
Parking Records
Postal Records
Facilities and Property Records (OAR 166-300-0020)
Building Records
Facility Work Orders
Fixed Asset Inventory Records

Databases

None

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Organizational Placement:

Agency: Public Employees Retirement System
Division: Fiscal Services
Section: Financial Reporting

Schedule number: 2009-0009

Program Description:

The Financial Reporting Section is primarily responsible for developing PERS' financial reports. The Section: balances ledgers; reconciles selected accounts; and calculates interest distributions.

Program Records

048 Annual Employer Report Final Audit Summaries (No Longer Created)

Retain 5 years, destroy

049 Monthly Earning Crediting Records

Retain 10 years, destroy

050 Monthly Financial Statements

Retain 6 years, destroy

051 Retirement Funds Journal Entries and Ledgers Report

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Correspondence

Financial Records (OAR 166-300-0025)

Account Reconciliation Records

Annual Financial Reports

Check Registers

General Ledger Transaction Reports

Databases

EMPLOYER CONTRIBUTION AND REPORTING SUBSYSTEM (ECRS)

FUNDWARE

OREGON STATE ARCHIVES

Records Retention Schedule

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Organizational Placement:

Agency: Public Employees Retirement System
Division: Fiscal Services
Section: Health Insurance

Schedule number: 2009-0009

Program Description:

The Public Employees Retirement System (PERS) sponsors a group health insurance program for its retired and disabled members and their dependents (ORS 238.410-238.420) through the Health Insurance Section. The PERS Board (see separate description for Executive Director) awards contracts to health insurance carriers for health plans and to third parties for health plan administration for the purpose of providing health insurance coverage, including insurance that provides coverage supplemental to federal Medicare coverage (ORS 238.410). The third-party health plan administrators are responsible for processing enrollment applications, premium billings, and receiving payments from members. PERS' Health Insurance Section is responsible for overseeing PERS' sponsorship of the health plans and notifying contractors about retirees who are eligible for optional enrollment in a plan. The Health Insurance Committee, which reports to the PERS Board, makes recommendations regarding management of the health care plans. The Committee is comprised of four Board members who meet throughout the year. The Health Insurance manager compiles meeting minutes and supporting documentation for the Board's Health Insurance Committee.

Program Records

052 Health Insurance Advisory Committee Meeting Records

Retain 5 years, destroy

053 Health Insurance Program Development Records

Retain 50 years, destroy

054 Member Letters

Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Contracts and Agreements

Correspondence

Legislative Tracking Records

Personnel Records (OAR 166-300-0040)

Employee Benefits Records

Employee Medical Records

Databases

None

OREGON STATE ARCHIVES

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Organizational Placement:

Agency: Public Employees Retirement System
Division: Information Services
Section: Business Information and Technical Services

Schedule number: 2009-0009

Program Description:

The Business Information and Technical Services Section is responsible for tracking documents and files throughout the agency. The Section digitally images member, employer, and other records that require lengthy retention for the entire agency. The Section maintains some records on microfilm. Using a barcode tracking system, the Section also maintains and retrieves documents in paper form, both on-site and off-site. In addition, this Section maintains the agency's reference library.

Program Records

055 Agency History Working Papers

Retain 25 years, destroy

056 Image Control Records

Retain 120 days after image date, or until Quality Control complete, whichever is longer, destroy

057 Microfilm Correspondence Logs

Retain until microfilm decommissioned, destroy

058 Microfilm Index Records

Retain for same retention as related records, destroy

059 PERS Historical Files, 1942-1945 0.5 c.f.

Retain permanently, transfer to State Archives after 10 years

060 Requests for Filmed Images

Retain 60 days, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Public Records Disclosure Request Records

Information and Records Management Records (OAR 166-300-0030)

Computer System Maintenance Records

Microfilm Quality Control Records

Records Management Records

User Support Records

Databases

ASSET MANAGEMENT/LICENSING

DISABILITY

HEAT/RT

HELPDESK

LENEL (BADGING)

MINX (MICROFILM INDEX SYSTEM)

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: Feb. 2012

Organizational Placement:

Agency: Public Employees Retirement System
Division: Information Services
Section: Enterprise Applications

Schedule number: 2009-0009

Program Description:

The Enterprise Applications Section is responsible for the planning, development, maintenance and support of applications developed in-house exclusively for PERS' use, such as the Oregon Retirement Information On-line Network (ORION) which supports PERS member and employer management functions including benefit calculations, benefit estimations, pension processing, death processing, disability tracking, employer reporting, and annual reconciliation. The Project Management Office in the Information Services Division maintains the project development records for the new system (see separate description for Project Management Office).

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Correspondence

Information and Records Management Records (OAR 166-300-0030)

Computer System Program Documentation

Information System Planning and Development Records

User Support Records

Databases

IBM RATIONAL REPOSITORIES

OREGON RETIREMENT INFORMATION ONLINE NETWORK (ORION)

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: Feb. 2012

Organizational Placement:

Agency: Public Employees Retirement System
Division: Information Services
Office: Project Management Office

Schedule number: 2009-0009

Program Description:

The Project Management Office is responsible for working with the Divisions to manage projects that develop the information systems supporting agency core functions. The Office ensures consistency in the development and maintenance of PERS' current and future information systems.

Program Records

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)
Calendars and Scheduling Records
Correspondence
Information and Records Management Records (OAR 166-300-0030)
Computer System Program Documentation
Information System Planning and Development Records
Personnel Records (OAR 166-300-0040)
Work Schedules and Assignment Records

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: Feb. 2012

Organizational Placement:

Agency: Public Employees Retirement System
Division: Information Services
Section: Technical Operations Support

Schedule number: 2009-0009

Program Description:

The Technical Operations Support Section is responsible for the maintenance and support of PERS' local area network (LAN), information system hardware and commercial software packages including electronic mail. Technical Operations is also responsible for database administration, system security, and backups. The Section also operates the agency helpdesk, which provides technical support and troubleshooting assistance to employees. This Section also manages and maintains PERS' telephone systems, as well as PERS' Internet web page, in coordination with the Customer Service Division, Publications and Communications Section.

Program Records

062 System Event Logs

- (a) Retain logs used for trending purposes 3 years, destroy
- (b) Retain all other logs 90 days, destroy

State Agency General Records Retention Schedule Records

Information and Records Management Records (OAR 166-300-0030)
Computer System Maintenance Records
Computer System Program Documentation
Computer System Security Records
Computer System Wiring Records
Software Management Records
Telecommunications System Management Records

Databases

RATIONAL CLEARQUEST
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OREGON STATE ARCHIVES

Records Retention Schedule

Edition: Feb. 2012

Organizational Placement:

Agency: Public Employees Retirement System
Division: Policy, Planning and Legislative Analysis

Schedule number: 2009-0009

Program Description:

The Policy, Planning and Legislative Analysis Division is responsible for conducting policy analysis, interpreting statutes and rules, coordinating litigation, monitoring legislation, developing and maintaining PERS' administrative rules, and handling disability and non-disability contested case hearings. The Division tracks and monitors legislation pertinent to the System, manages tax policy, researches and interprets Federal and State tax law for compliance, issues annual tax statements to members and beneficiaries, provides legislative update reports to the Executive Director and Public Employees Retirement Board, and acts as the Legislative Committee liaison in coordination with the Executive Director. As part of the rule development process, the Division conducts public administrative rule hearings. The Division also coordinates PERS' Business Rules. The Business Rules Review Team, comprised of PERS managers, approves Business Rules. The Division also acts as the agency liaison with the Department of Administrative Services, Risk Management Division.

Program Records

063 Business Rule Case Files

Retain 75 years after revoked or repealed, destroy

064 Disability and Non-Disability Contested Cases and other Legal Case Records

(a) Retain audio recordings until summarized or transcribed and approved, destroy

(b) Retain all other records 60 years after retirement or withdrawal from system, destroy

065 PERS Pension Plan Tax Qualification Records

Retain 75 years after PERS' tax qualified status revoked, destroy

State Agency General Records Retention Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Attorney General Opinions

Conference, Seminar, and Training Program Records

Correspondence

Legislative Tracking Records

Litigation Records

Staff Meeting Records

Financial Records (OAR 166-300-0020)

Budget Preparation Records

Databases

BUSINESS RULES

PLAD RESOURCE