

Schedule 9

PUBLIC EMPLOYEES RETIREMENT SYSTEMS

August 27, 2008

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE	9
AGENCY, BOARD OR COMMISSION	PUBLIC EMPLOYEES RETIREMENT SYSTEMS
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of January 11, 2006	

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE	<i>Shyllis G. Chambers</i>
TITLE	<i>Director</i>
DATE	<i>8-21-08</i>

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE	<i>Dayle M. Koetzig</i>	DATE	<i>8-27-2008</i>
STATE ARCHIVES			

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE	<i>Jim A. Haege</i>	DATE	<i>8/27/08</i>
STATE RECORDS ADMINISTRATOR			

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review or transfer to the NE State Historical Society (State Archives), your agency is required to contact the State Archives and negotiate the transfer. Additionally, once the records are accessioned to their collection, they become the possession of the State Archives. Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Specialist in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 9 – PUBLIC EMPLOYEES RETIREMENT SYSTEMS

9-1 ACCOUNTING

9-1-1 1099R CALCULATION INFORMATION

Instructions for calculating 1099 forms.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-2 1099R FILE FOR IRS

A file created for all 1099R's issued on refunds of accounts and retirement payments during the calendar year. A copy of the file is sent to the Internal Revenue Service via an FTP file transmission and a CD copy is sent to the Nebraska Department of Revenue.

ORIGINAL RECORD: Scan to network and dispose of after 100 years, provided audit has been completed.^{1,2}

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-3 ACTUARIAL REPORTS

Yearly statistical prospectus compiled for the Public Employees Retirement System by the contracted actuarial company. The Director uses the reports to formulate the budget, probable expenses and other accounting transactions for the year.

ORIGINAL DOCUMENT: Scan to network and dispose of after 100 years, provided an audit has been completed.^{1,2}

ELECTRONIC RECORD: Dispose of after 100 years.²

OTHER COPIES: Transfer 4 copies to the Library Commission Publications Clearinghouse and dispose of extra copies after 10 years.

9-1-4 ACTUARY FILES

Computer tapes used for actuarial purposes which include social security number, birth date, sex, balance and other such data for active members; survivorship data for members of the patrol system and retired member data for the school, judges, and patrol systems, i.e. benefit amount, date of retirement, birthdates etc. (Original main frame numbers - TRT-T492, TRT-T470)

PRINTOUTS: Dispose of after superseded or when no longer of reference value, whichever is sooner.

ELECTRONIC RECORD: Dispose of after 100 years, provided audit has been completed.^{1,2}

TAPE: Dispose of after 7 years, provided audit has been completed.¹

SECURITY BACKUP: Dispose of after superseded or obsolete.

9-1-5 ADJUSTMENT, BUY BACK, AND FINAL PAY REPORTS

Record of any payments or corrections to member's accounts or school district contribution.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-6 ANNUITY RESERVE FUND TRANSFERS (OBSOLETE 2001)

Printouts compiling individual transfers from the School Employees Savings Fund (SESF), School Employers Deposit Fund (SEDF), and Service Annuity Fund (SAF) to the Annuity Reserve Fund (ARF) for the monthly retirements.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.^{1,2}

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-8 BANK INVESTMENT REPORTS

Statements received from custodian of trust funds. These monthly reports show activity during the month and a statement of assets.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.^{1,2}

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-9 BOARD EXPENSE REPORT

Monthly computer printout of all expenses paid that month.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-10 BUREAU OF CENSUS REPORTS

Annual reports filed with the Bureau of Census showing activity in the school, judges, and patrol retirement systems during the fiscal year.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-11 CALCULATION OF INTEREST FACTOR FOR COMPUTATION OF SCHOOL RETIREMENTS

The calculation of interest factor for computation of school retirements is used to determine the 1968 balance with interest at the date of retirement. This calculation is made monthly.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-12 CASH BALANCES

Internal record of receipts and disbursements to cash accounts.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-13 CASHFLOW RECORDS

Record of receipts and disbursements for the school, state, county, judges, and patrol retirement systems to facilitate determination of quarterly transfer requirements.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-14 COUNTS AND BALANCES

Monthly list of active, inactive and closed accounts, their number and total balance. (TRT610)

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-15 COUNTY SCHOOL CORRESPONDENCE FILES

Correspondence with school districts regarding laws, employees, etc.

ORIGINAL RECORD: Microfilm and dispose after 1 year, provided audit has been completed.¹

SECURITY MICROFILM: Transfer to the State Records Center; dispose of after 100 years.

MICROFILM WORK COPY: Dispose of after 100 years. Store an image from the Microfilm work copy electronically for 100 years.²

9-1-16 COURT FEE REMITTANCES

Record of all court fees entered into funds for judges' retirement.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-17 DATABASE FOR TRACKING REPORTS RECEIVED

Database to track which schools have and have not sent in required reports.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-18 DETERMINATION OF INTEREST ALLOCATION (OBSOLETE 2001)

Spreadsheet showing how interest is allocated between the state and members in the judges and patrol retirement systems and between SESF, SEDF, SAF, and ARF in the school retirement system.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-19 DIRECT DEPOSIT REGISTER

Monthly list to COM of all individuals receiving retirement payments by electronic transfer to their financial institution from the school, state, county, judges, and patrol retirement systems. (Original main frame number - TRT839)

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-20 DISBURSEMENT REPORT, DCP

Monthly listing of all payments made from the plan during a month.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-21 DISBURSEMENT REPORT, STATE AND COUNTY

Consolidated report showing all payments made from a plan from 1/1-12/31 of each year by payee's social security number and type of payment made.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-7 EMPLOYER CONTACT FORM

Signature authorizations as to who may sign reports and forms filed with Retirement Systems.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-22 EQUAL RETIREMENT BENEFIT FUND

Log of billings and receipts for funds from state agencies and counties for credit to statutory fund.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-23 FINANCIAL INSTITUTION REGISTER

Magnetic tape control totals and monthly listing by financial institution of direct deposit payments for the school, judges, and patrol retirement systems. (Original main frame number - TRT836A&B)

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

ELECTRONIC RECORD: Dispose of after 100 years, provided audit has been completed.^{1,2}

COMPUTER TAPE: Dispose of after 5 years.

9-1-24 FINANCIAL STATEMENTS

Balance sheets, reconciliations, statement of changes in investments, and notes.

ORIGINAL NPERS RECORD: Scan to network and dispose of after 100 years, provided audit has been completed.^{1,2}

ELECTRONIC RECORD: Dispose of after 100 years.²

OTHER COPIES: Transfer 4 copies of each booklet to the Library Commission Publications Clearinghouse. Retain one copy until no longer of reference value; dispose of extra copies when superseded.

9-1-25 FORFEITURE ACCOUNTS AND CHARGES

Record of forfeited accounts and charges for the school, state and county retirement systems.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-26 GENERAL LEDGER, SCHOOL, JUDGES, AND PATROL

Separate record of account balance for the school, judges, and patrol retirement systems.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-27 INCOME TAX WITHHOLDING REPORTS, FEDERAL

Monthly and quarterly reports submitted to the IRS summarizing federal income tax withheld from retirement benefits.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-28 INCOME TAX WITHHOLDING REPORTS, STATE

Monthly and quarterly reports to the Nebraska Department of Revenue summarizing state income tax withheld from retirement benefits. Department of Revenue regulation Title 36, Chapter 21, 013.06 requires this information to be kept for 3 years.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-29 INTEREST POSTED

Monthly list of all interest posted to individual accounts. (Original main frame number - TRT410)

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-30 INVENTORY DATABASE

Complete record of all equipment inventories. At the end of each fiscal year a printout is sent to DAS - Materiel and an agency printout is made.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

AGENCY PRINTOUT: Dispose of after 2 years, provided audit has been completed.¹

9-1-31 INVESTMENT INFORMATION

Information from the Investment Council and DAS regarding investment units held.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-32 JOURNAL ENTRIES PREPARED BY THE STATE TREASURER

Entries prepared by the State Treasurer for trust funds of the school, judges, and patrol retirement systems.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-33 JUDGES CASH RECEIPT REGISTER

Record of all checks and cash received, returned or deposited and stored on the Traverse accounting system.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-34 JUDGES REMITTANCE LISTING SPREADSHEET

Listing by county of all Court Fee Remittances stored on the Traverse accounting system.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-35 MONTHLY DEDUCTION REPORT

Consists of payroll generated deduction report and contribution listing for each bi-weekly and monthly payroll.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-36 OMAHA SERVICE ANNUITY CLAIM AND LUMP SUM PREMIUM CLAIM

Record of monthly claim from Omaha Retirement Systems.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-37 RECONCILIATION TO DAS CALCULATE, MONTHLY SALARY (OBSOLETE 2001)

Diskettes and printouts showing internal calculations for monthly payroll and reconciling to DAS calculate.

ORIGINAL RECORD: Scan network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-38 RECONCILIATIONS, EXPENSE

Internal monthly reconciliation of budgeted expenditures to DAS Budget Status Report.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORDS: Dispose of after 100 years.²

9-1-39 REFUND CLAIM REGISTER

Monthly list to COM of all individuals receiving a refund from the school, judges, and patrol retirement system. (Original main frame number - TRT220A,B,C)

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-40 REMITTANCE NUMBER LISTING (OBSOLETE 2002)

Quarterly and monthly list of school districts with the remittance number issued to them. (Original main frame number - TRT020)

Immediately dispose of obsolete records.

9-1-41 REPORTS OUTSTANDING, ACCEPTED, IN ERROR

Periodic list generated upon request of reports outstanding, accepted or in error. (Original main frame number - TRT300)

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-42 REPORTS, SCHOOL, JUDGES, AND PATROL

Report of monthly or quarterly deductions from member's salary.

THROUGH FY85:

SCHOOL REPORTS IN BOUND VOLUMES: Microfilm for security; dispose of after 100 years.

SECURITY MICROFILM: Transfer to the State Records Center; dispose of after 100 years.

MICROFILM WORK COPY: Dispose of after 100 years.

PRE-2000:

SCHOOL PAPER REPORTS: Microfilm and dispose after audit has been completed.¹

SECURITY MICROFILM: Transfer to the State Records Center; dispose of after 100 years.

MICROFILM WORK COPY: Dispose of after 100 years.

PRE-2000 COMPUTER PRINTOUT OF REPORTS RECEIVED ON DISKETTE OR TAPE AND MERGED INTO SYSTEM (Original main frame numbers - TRT240, 250, 330, 350):

ORIGINAL RECORD: Microfilm and dispose after audit has been completed.¹

SECURITY MICROFILM: Transfer to the State Records Center; dispose of after 100 years.

MICROFILM WORK COPY: Dispose of after 100 years.

EMPLOYER REPORTING TRANSMITTED FILE: File is validated by system and prints error reports that are researched and corrected by Accounting

DISKETTE RECEIVED: Transfer information from individual diskettes to one master diskette; dispose of original diskette after master diskette has been created and checked; dispose of master diskette after 2 years, provided audit has been completed.¹

PRE-2000 COMPUTER PRINTOUT OF ALL REPORTS AND INDIVIDUAL CONTRIBUTIONS POSTED DAILY TO MAINFRAME (ORIGINAL MAINFRAME NUMBER - TRT170):

ORIGINAL RECORD: Dispose of after audit has been completed.¹

ANNUAL SECURITY MICROFICHE (TRT430S,J,P): Transfer to the State Records Center; dispose of after 100 years.

ANNUAL MICROFICHE WORK COPY (TRT430S, J,P): Dispose of after 100 years.

FROM FY 2000 all records:

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-43 RETIREMENT CLAIM REGISTER

Monthly list to COM of all individuals receiving monthly retirement payments from the judges and patrol retirement systems. The report provides benefit amounts and the total amount paid from each system. (Original main frame number - TRT810A,B,C).

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-44 SCHOOL INACTIVE ACCOUNTS

Computer report of accounts with no activity for the previous three years. Requested on an as needed basis. (Original main frame number - TRT541)

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-45 SCHOOL RETIREMENT REPORT, MONTHLY

Report of persons retiring each month. Report includes retirement number, amount in account, last school taught at, and age.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-46 SEMINAR EXPENDITURES/BILLINGS REQUESTS

To pay each community college, a payment request is generated for the agency accounting division. To bill agencies who pay their employee registration fee, a direct bill request is generated for the agency accounting division. A refund request is generated for members who preregister and do not attend.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-47 SUMMARY OF MONTHLY REMITTANCE

Record of amounts deposited into school retirement funds.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-48 SURVEYS

Copies of surveys completed and results obtained

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-49 TAX WITHHOLDING PAYMENTS

Disbursement documents showing amount of federal income tax paid for school refunds, patrol annuities and refunds, and judge's annuities and refunds.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-1-50 VERIFICATION OF ATTENDANCE FORM

Verification of attendance of plan members preregistered to attend a preretirement planning seminar. The form is completed by a Retirement System representative and Community College representative the day of the seminar and is used to authorize reimbursement to the college for services provided.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

INFORMATION DIVISION COPY: Dispose of after 2 years, provided audit has been completed.¹

9-5 ADMINISTRATIVE RECORDS

9-5-1 ACTUARIAL CONTRACTS and MISCELLANEOUS INFORMATION

General information regarding the present actuarial contract, information regarding proposed legislation (both state and federal) and information requested by the Board regarding Guaranteed Investment Contracts, Annuities, etc.

ORIGINAL RECORD: Scan to network and dispose of 100 years after contract has expired with current vendor, provided audit has been completed.^{1,2}

ELECTRONIC RECORD: Dispose of after 100 years.²

9-5-12 AGENCY PAYROLL TIME SHEET SPREADSHEETS

Information posted from individual time sheets. Information is kept for individual employees and aggregate monthly for the agency.

Dispose of after 3 years, provided audit has been completed.¹

9-5-2 ANNUAL REPORT TO THE LEGISLATURE

Report showing in detail the Retirement Office activities, expenses and statistical data incurred during the calendar year.

ORIGINAL RECORD: Transfer one paper copy to State Archives; scan to network and dispose of after 100 years.

ELECTRONIC RECORD: Dispose of after 100 years.²

9-5-3 ANNUITY CONTRACTS

Contracts and related correspondence regarding the awarding of the annuity contracts for the State, County, and Deferred Comp plans.

AWARDED: Scan to network and dispose of 100 years after completion, fulfillment, or voiding of contract; subject to review by the State Archivist before disposal and provided audit has been completed.¹

NON AWARDED: Scan to network and dispose of after 100 years, provided audit has been completed.¹

ELECTRONIC RECORD: Dispose of after 100 years.²

9-5-4 COMPUTER GENERATED REPORTS

Computer reports generated by record keeper and Pioneer Report Systems which includes but is not limited to membership demographic changes, forfeitures, late filings, transfers, adjustments, beneficiary changes, refund and retirement cancellations, social security number changes, projected refunds and retirements, remittance changes, retirement payment cancellations, retirement adjustment changes, and ACH bank changes. (Original main frame numbers - TRT110-155, 158, 830A&B, 831, 832A,B,&C, 833, 834)

COMPUTER PRINTOUT: Dispose of after 2 years, provided audit has been completed.¹

COMPUTER TAPE: Dispose of after 5 years, provided audit has been completed.¹

9-5-12 INSTRUCTION MANUALS, COMPUTER MAINFRAME

Instruction manuals for users of all of the customized retirement computer systems providing detailed instructions for various applications. Updates are produced as needed.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of 5 years after computer system has been decommissioned.²

9-5-5 INVESTMENT PERFORMANCE REVIEWS

Review of investment returns conducted by independent consultants.

QUARTERLY REPORTS: Dispose of after 2 years.

ANNUAL REPORTS: Transfer 4 copies to the Library Commission Publications Clearinghouse; dispose of extra copies after 2 years.

NPERS ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-5-6 IRS LETTERS OF APPROVAL

Letters of ruling from the IRS advising of plan compliance with IRS regulations.

ORIGINAL RECORD: Microfilm for security; retain permanently.

SECURITY MICROFILM: Transfer to the State Records Center; retain permanently.

MICROFILM WORK COPY: Retain permanently.

9-5-7 LEGAL OPINIONS AND ADVICE

Includes opinions from the Attorney General and/or agency legal council concerning state and/or federal regulations or statutes.

ORIGINAL RECORD: Scan to network and retain permanently.

ELECTRONIC RECORD: Dispose of after 100 years.²

9-5-8 PHONE LOG REPORTS

Reports generated on calls received by the Call Center.

Dispose of after 2 years.

9-5-9 STATE ID NUMBER SPREADSHEET

Listing of current employees and their state ID number.

Dispose of information as updated or superseded.

9-5-10 TECHNOLOGY PROVIDER CONTRACTS

The documents, contracts and other materials associated with providers of information technology and related services to NPERS. An example would be the provider of software development services.

AWARDED: Scan to network and dispose of 100 years after completion, fulfillment, or voiding of contract, provided audit has been completed.^{1,2}

NON AWARDED: Scan to network and dispose of after 100 years, provided audit has been completed.^{1,2}

ELECTRONIC RECORD: Dispose of after 100 years.²

9-5-11 THIRD PARTY RECORDKEEPER CONTRACT AND AMENDMENTS

The IPG contract with third party record keeper for the defined contribution retirement systems (i.e., State, County and Deferred Comp plans).

AWARDED: Scan to network and dispose of 100 years after completion, fulfillment, or voiding of contract, subject to review by the State Archivist before disposal and provided audit has been completed.¹

NON AWARDED: Scan to network and dispose of after 100 years, provided audit has been completed.¹

ELECTRONIC RECORD: Dispose of after 100 years.²

9-4 DEFERRED COMPENSATION PLAN (DCP)

9-4-1 ACCOUNT SUMMARY

Semi-annual accounting summary received from plan carrier.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-4-2 CORRESPONDENCE WITH HARTFORD

Consists of correspondence directed to and received from Hartford. Includes name and address changes, statement reconciliation problems, participant cancellation, etc.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-4-3 FUND TRANSFERS

Consists of a copy of each general document reflecting credit to the DCP Fund and a copy of each disbursement document forwarding funds to the plan carrier. The original is held by the accounting division.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-7 EDUCATION SERVICES DIVISION

9-7-1 CALENDAR OF SEMINARS

Dates of seminars scheduled and per time of season. The calendar is set in advance and then distributed.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

OTHER COPIES: Retain one copy until no longer of reference value; dispose of extra copies after 1 year.

9-7-2 COMMUNITY COLLEGE AGREEMENT, PLANNING SEMINARS

An informal, non-binding agreement between the Public Employees Retirement Systems and the Community Services Council of the State Community Colleges. The colleges agree to provide facilities, instructors, materials and refreshments as needed for each planning seminar. The Retirement System conducts the seminar and reimburses the college for expenses with registration fees paid by participants and a per person fee paid out of retirement funds.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-7-3 ELIGIBLE ACCOUNTS OF ALL PLAN MEMBERS (Obsolete 2004)

Computer report showing all active plan members in each retirement plan and mailing labels generated on plan members.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-7-4 EMPLOYER TRAINING/OPERATIONAL MANUALS

The primary objective of the Employer Training/Operational Manuals is to assist employers (i.e., County Clerks, State agencies, personnel contacts, and School ARAs) with the preparation and completion of forms used in the Nebraska Public Employees Retirement System and to provide guidance on plan membership information.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-7-5 PLANNING SEMINAR PROCEDURAL MANUAL

Guidelines for community college representatives to assist with planning seminars.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-7-6 PLANNING SEMINAR ROSTER

A list of all plan members and spouses who have attended a planning seminar. Entered into an electronic file upon receipt. The roster includes date of attendance and location.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years, provided audit has been completed.^{1,2}

9-7-13 RETIREMENT PLAN BOOKLETS (FORMERLY 9-9-3)

Booklets published to explain the provisions of the school, state, county, judges, and patrol retirement plans and the DCP plan.

ORIGINAL NPERS RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

OTHER COPIES: Transfer 4 copies of each booklet to the Library Commission Publications Clearinghouse and 1 copy to the State Archives. Retain one copy until no longer of reference value; destroy the extra copies when superseded.

9-7-14 RETIREMENT PLAN NEWSLETTERS (FORMERLY 9-9-4)

Newsletters published quarterly or semi-annually for distribution to plan members on the school, patrol, judges', state and county retirement systems.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORDS: Dispose of after 100 years.²

OTHER COPIES: Transfer 4 copies of each issue to the Library Commission Publications Clearinghouse and 1 copy to the State Archives; destroy the extra copies when superseded.

9-7-7 SEMINAR BROCHURES

Brochures distributed when a planning seminar is to be held in the various areas throughout the state.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORDS: Dispose of after 100 years.²

OTHER COPIES: Transfer 4 copies of each brochure to the Library Commission Publications Clearinghouse. Retain one copy until no longer of reference value; destroy the extra copies when superseded.

9-7-8 SEMINAR EVALUATIONS/QUESTIONNAIRES

An evaluation completed by participants of planning seminars at the end of the seminar day. Questionnaires are used to evaluate the program and make necessary changes based on the needs of the participants.

BLANK RECORD COPY: Dispose of after superseded or obsolete.

COMPLETED EVALUATIONS: Dispose of 1 year after the seminar.

COMPLETED FOLLOW-UPS: Dispose of after reviewed.

9-7-9 SEMINAR FORM LETTERS

Form letters to eligible members and employers announcing upcoming planning seminars.

Dispose of after superseded.

9-7-10 SEMINAR HANDOUTS

Handouts including agendas, retirement checklist, income tax information and resource materials available from State and Federal resources.

Dispose of after superseded or obsolete.

9-7-11 SEMINAR REFERENCE MATERIAL

Correspondence with community colleges and facilitator notes on seminars used for reference when setting up future meetings.

Dispose of after superseded or obsolete.

9-7-12 SEMINAR REGISTRATION FORM

Advance registration form completed by plan members to attend a planning seminar. The form shows full name, birth date, social security number, retirement plan, seminar date and location. The completed form is used to generate an attendance roster for the community college.

Dispose of after 2 years, provided audit has been completed.¹

9-9 EMPLOYER-RELATED DOCUMENTS AND INFORMATION

9-9-1 COUNTY SCHOOL CORRESPONDENCE FILES

Correspondence with school districts regarding laws, employees, etc.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8 MEMBER FILE INFORMATION

9-8-4 APPEAL OF A BOARD ACTION OR DECISION – DOCUMENTS

These include the decision letter of the Board or Director, the member's appeal form, agency answer, and all other documents associated with an appeal or an appeal hearing.

ORIGINAL RECORD: Scan to network and dispose of 100 years after litigation is final.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-1 APPLICATION FOR DISABILITY RETIREMENT

These include the application form, confidential doctor's report and other documents necessary for the Board to make a recommendation on granting or denying a disability retirement application.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

**9-8-5 APPLICATIONS FOR ELIGIBILITY AND VESTING CREDIT–
DOCUMENTS**

The form and associated documents which allows new members of all five (5) retirement plans to obtain eligibility and vesting credit for years of participation in other Nebraska public retirement plans.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-2 APPLICATION FOR RETIREMENT

These are the forms and accompanying documents necessary for a member to apply for and receive a retirement annuity or systematic withdrawal of accumulated contributions.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-3 BENEFICIARY DESIGNATION FORM

The form by which a member designates the person(s) or entities that receive the interest in his or her retirement account upon the member's death.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-6 DEATH OF A MEMBER – POST-RETIREMENT– DOCUMENTS

These documents include those associated with the death of a member who is currently receiving a retirement benefit, including applications for survivor's benefit, death notification, and the death certificate.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-7 DEATH OF A MEMBER – PRE-RETIREMENT – DOCUMENTS

These documents include those associated with the death of a member prior to receiving a retirement benefit, including applications for survivor's benefit, death notification, and the death certificate.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-10 INVESTMENT ELECTION FORMS (DEFINED CONTRIBUTION PLANS)

These forms are documentary proof of the selection or change of investment options in the defined contribution plans.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-11 MEMBER DEMOGRAPHIC CHANGE DOCUMENTS

Documents by which members communicate to the Agency changes in name, address and other personal information.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-12 MEMBER ENROLLMENT FORM

The form filled out by members of all plans upon hire, representing the document on which is used to create a member account.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-13 MEMBER ESTIMATE DOCUMENTS

These include estimates of benefits and annuities produced at the request of a member. The category includes both internal documents generated in the creation of an estimate and documents that are communicated to the member.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-14 MEMBER TAX DOCUMENTS

These consist of the various forms, such as 1099-R's, W-4P's, Nebraska State Income Tax Withholding Certificates and other tax information generated by the Agency for the members.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-15 MISCELLANEOUS MEMBER CORRESPONDENCE

These include all documents found in a member's file that are not categorized in the preceding sections.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-16 NONCONTRIBUTING MEMBER FORM

These are forms by which employers inform the Agency of the termination of a member's employment. They are necessary for an agency to initiate a distribution of plan assets to a member.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-17 PATROL SURVIVORSHIP CHANGE FORM

The form by which members of the Patrol plan communicate changes to the status of spouses and minor children.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-8 PAYMENT OF MONTHLY BENEFITS POST-RETIREMENT – DOCUMENTS

These include Direct Deposit Forms, Annual Cost-of-Living-Adjustment Letters, and other documents internally generated as well as those sent to the member that are associated with the payment of monthly benefits on an on-going basis.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-18 PROOF OF AGE DOCUMENTS

These include birth certificates and other proof of age necessary to document the age of members and beneficiaries of the system. They are provided by the member, but kept by the Agency.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-19 PROOF OF LEGAL STATUS DOCUMENTS

These include official legal proof of marriage, adoption, creation of a trust, power of attorney, guardianship, conservatorship, QDRO, and other legal documents that concern the relationship of a member to a spouse or beneficiary, or the documents necessary for a member to designate a legally constituted entity as a beneficiary.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

**9-8-20 PURCHASE OF SERVICE DOCUMENTS
(DEFINED BENEFIT PLANS)**

These are the forms and documents associated with the repayment of refunded contributions, purchase of out-of-state service, purchase of leave-of-absence service, purchase of military service, and purchases of service made in contemplation of retirement.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-9 QUALIFIED DOMESTIC RELATIONS ORDER – DOCUMENTS

These documents include the letter qualifying an order, the certified copy of the order, correspondence from the member and alternate payee, internal documents created in generating the QDRO and other associated documents.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-21 REFUND AND DISBURSEMENT DOCUMENTS

These are the forms necessary for a member to receive a refund or lump-sum distribution of retirement plan assets.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

**9-8-22 REPAYMENT OR PURCHASE (DEFINED
CONTRIBUTION PLANS)**

These are the forms and documents associated with purchases and repayments in the defined contribution systems, including rollover paperwork, irrevocable payroll deduction agreements, and other associated documents.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-23 RETIREMENT CALCULATION DOCUMENTS

These consist of the internal forms, such as checklists, validation worksheets, letters and other documents created to process a retirement application and prepare it for pay out.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-24 STATEMENT OF ACCOUNT (DEFINED BENEFIT PLANS)

Annual statement of a member's interest in his or her retirement benefit, including years of service, salary, and other information as determined by the Public Employees Retirement Board.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-8-25 STATEMENT OF ACCOUNT (DEFINED CONTRIBUTION PLANS)

Statements are sent quarterly to plan members containing a statement of account balances and other relevant information.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-2 SCHOOL, JUDGES, AND PATROL

9-2-1 1945 NONMEMBERSHIPS

Election by certified employees not to participate in School Retirement in 1945.

ORIGINAL RECORD: Microfilm for security; dispose of after January 1, 2046.

SECURITY MICROFILM: Transfer to the State Records Center; dispose of after January 1, 2046.

MICROFILM WORK COPY: Dispose of after January 1, 2046.

9-2-2 ANNUAL LISTS OF VALID NC'S

Annual list from school districts of those persons still holding a valid Nonmembership.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-2-3 ANNUAL SCHOOL EMPLOYEES LIST (OBSOLETE FY86)

Maintained in bound volumes. Beginning of school year reports of employee's salaries to be paid for that reporting period.

ORIGINAL RECORD: Microfilm for security; dispose of after 100 years.

SECURITY MICROFILM: Transfer to the State Records Center; dispose of after 100 years.

MICROFILM WORK COPY: Dispose of after 100 years.

9-2-4 ELECTION OF NONMEMBERSHIP FILES (OBSOLETE 1989)

Microfilmed record of noncertified employees who have elected not to participate in the School Retirement System.

SECURITY MICROFILM: Retain at the State Records Center; dispose of after 100 years.

MICROFILM WORK COPY: Dispose of after 100 years.

9-2-5 LEDGER CARDS (OBSOLETE)

Record of each account's individual postings prior to FY86. The cards have been microfilmed and jacketed with individual member files.

ORIGINAL RECORD: Dispose of after July 1, 2061.

SECURITY MICROFILM: Retain at the State Record Center; dispose of after July 1, 2061.

9-2-6 NC NUMBER LIST

List of all accounts with a valid NC (nonmembership) number. (Original main frame number - TRT420)

Dispose of after any necessary updates or corrections are made.

9-2-7 NO MEMBERSHIP REGISTRATION DATABASE

List of members who have not filed a membership registration form. Database is continually kept current.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-2-8 RETIREMENT PAYMENT ACTIVITY

Reports generated for the school, judges, and patrol payment system including Recovery Date Projections, Option 3 Expiration Notice, Age 19 Limitation Notice, and List of Cancels, Purges, Suspends, Deaths, and tax exclusion calculations. (Original main frame numbers - TRT815, 825, 881, 882, 883)

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-2-9 RETIREMENT PAYMENT REGISTER

Monthly list of all school, judges, and patrol retirees and a separate list in alphabetical order. (Original main frame number - TRT835A&B)

ELECTRONIC RECORD: Dispose of after 100 years, provided audit has been completed.^{1,2}

COMPUTER TAPE: Dispose of after 5 years, provided audit has been completed.¹

9-3 STATE AND COUNTY PLANS

9-3-1 ACCOUNTING SUMMARIES

Monthly and annual summaries received in microfiche form from plan carriers and investment managers concerning the current status of member accounts.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-3-2 AUTHORIZED SIGNATURE FILE (OBSOLETE 2001)

Used in the State System only. Local authorization listing of persons within a particular agency authorized to sign documents pertaining to retirement.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-3-3 INDIVIDUAL ACCOUNT REPORT

Annual listing of all plan members as of 12/31 of each year. Provides account balances as of 1/1, total contributions posted during the year, earnings credited, and account balances as of 12/31.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-3-4 MASTER LIST

Annual listing of plan members as of 12/31 of each year. Provides social security number, name, date of birth, hire, and eligibility.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-3-5 NON-CONTRIBUTING/NEW MEMBERS REPORT

Monthly report from plan carrier showing employees having an active account and making no contributions. Report also includes employees making contributions for the first time.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-3-6 REMITTANCE LISTINGS (OBSOLETE 2001)

Monthly record of funds received from State and Counties for credit to individual employee accounts.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

9-3-7 TRANSACTIONS/ALLOCATION SPLITS

Local report from investment manager advising of investments bought or sold. Reports from record keeper advising of contribution allocations, requirements for cash transfer to fund benefits, and transfer by employees between investment options.

ORIGINAL RECORD: Scan to network and dispose of after 100 years.²

ELECTRONIC RECORD: Dispose of after 100 years.²

DELETED RECORDS

9-6 DATA SERVICES DIVISION

9-6-1 CAMERA LOG BOOK (OBSOLETE 2001)

9-6-2 CAMERA OPERATORS' CERTIFICATES AND UPDATE SHEETS (OBSOLETE 2001)

NOTES

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

2. **NPERS** has utilized the provisions of Neb. Rev. Stat. § 86-639 to store almost all its documents in an electronic format. "If a law requires that a record be retained, the requirement is satisfied by retaining an electronic record of the information in the record which;

(1) accurately reflects the information set forth in the record after it was first generated in its final form as an electronic record or otherwise; and

(2) Remains accessible for later reference. " [§ 86-639(a)]

In the storage of electronic documents that is allowed pursuant to § 86-2112, § 84-1228 requires certain minimum standards to preserve the electronic version. This section is meant to bring **NPERS** into compliance with the storage and back-up provisions of § 84-1228.

THEREFORE, the following procedures shall be followed to ensure that **NPERS** has maintained an appropriate level of preservation for documents subject to this retention schedule.

ORIGINAL PAPER VERSION: NPERS staff will, upon receipt of a document, scan it to make an electronic version of the document and will take reasonable steps to assure that the electronic image of the document accurately reflects the information set forth in the document. The paper document will be kept for a minimum 30 days unless otherwise indicated under specific items contained in this schedule and then shredded and a Records Disposition Report filed with the Records Management Division.

ELECTRONIC BACK-UP: All server disks and electronic mail will be backed up to magnetic tape for the purposes of recovery, business continuity, and archiving. The magnetic tapes will be maintained and then overwritten or destroyed following these rotations:

Differential Backups (Monday-Friday); Overwrite after 1 week.

Weekly Backups: Overwrite after 1 month.

Monthly Backups: Overwrite after 1 year.

In addition to this schedule, 1 copy of the last monthly backup of each year will be saved offsite for 10 years.

ELECTRONIC IMAGES COPY: All imaged documents will be backed up to magnetic tape for the purposes of recovery, business continuity, and will additionally be archived to optical disk. The magnetic tapes will be maintained and then overwritten or destroyed following these rotations:

Differential Backups (Monday-Friday); Overwrite after 1 week.

Weekly Backups: Overwrite after 1 month.

Monthly Backups: Overwrite after 1 year.

In addition to this schedule, 1 copy of the last monthly backup of each year will be saved offsite for 5 years.

All imaged documents will be written to optical platter in real time. Platters will be shipped to an offsite location as they become full and retained for 10 years.

SECURITY ELECTRONIC COPY: The stored images will also be simultaneously created on an optical disk that does not allow re-writing and when such optical disc is completely full, it will be transferred offsite and stored for 100 years permanently in a secure location. At any one time, unless circumstances intervene, there should therefore be 5 copies of each electronic image of a document possessed by **NPERS**.

*** For purposes of this document, a "secure location" shall mean a location not in the same building as the NPERS office and in most cases will mean the offices of the State of Nebraska's Information Management Systems agency (a part of the Department of Administrative Services). The location of storage for back up tapes and optical discs shall be restricted to authorized personnel only, and the information shall be protected from electrical power surges and unauthorized tampering.**

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter-size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal-size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb