

STATE OF CALIFORNIA  
**RECORDS RETENTION SCHEDULE**  
**APPROVAL REQUEST**  
 STD. 72 (REV. 691)

1/26/99

Submit three copies with three copies of the  
 Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES  
 OFFICE OF RECORDS MANAGEMENT  
 428 J Street, Suite 390  
 Sacramento, CA 95814 (or IMS C-40)

NEW SCHEDULE INFORMATION (if applicable)	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (if applicable)	(9) SCHEDULE NUMBER(S) 007-3, 4, 9, 1, 2, 5 6, 7, and 8	(10) APPROVAL NUMBER(S) 86-150, 151, 152, 155 87-101, 105, 106, 107	(11) APPROVAL DATE 4/23/87	(12) PAGE NUMBER(S) REVISED

**PART I -- AGENCY STATEMENTS**

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE--MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS  
*Sgt. J. T. [Signature]* (14) TITLE  
 Chief, HRSD (15) DATE SIGNED  
 8/23/93

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

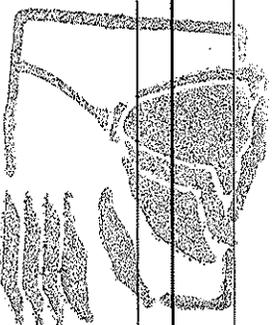
I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE--RECORDS MANAGEMENT COORDINATOR  
*Helen C. Ollivar* (17) TITLE  
 Records Management Coordinator (18) NAME (Printed or Typed)  
 Helen C. Ollivar (19) TELEPHONE  
 326-3012 (20) DATE SIGNED  
 1/24/94

**PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)**

(21) SIGNATURE--FORM CONSULTANT  
*[Signature]* (22) APPROVAL NUMBER  
 94-062

(23) SIGNATURE  
*[Signature]* (24) DATE SIGNED  
 1/24/94



**PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)**

THE ATTACHED RECORDS RETENTION SCHEDULE:  
 Contains no material subject to further review by the California State Archives  
 Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



(27) SIGNATURE--CHIEF OF ARCHIVES  
*John F. Burns* (28) DATE SIGNED  
 MAR. 17 1994

# RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

*See Instructions on reverse  
and in SAM 1600*

DEPARTMENT (1) Public Employees Retirement System		SCHEDULE NUMBER (2) 007-1	DATE (3) 01/24/94
ORGANIZATIONAL UNIT Health Benefits Services Division		PAGE 1	OF PAGES (4) 9
ADDRESS (Number Street City) 400 P Street Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER <small>(Triple space between items)</small> (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS <small>(Triple space between items)</small> (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			The mission of the Health Benefits Services Division is to establish and maintain Health Benefit coverage for eligible employees and annuitants; to establish by resolution coverage for public agencies; to provide accurate and timely accounting for participating agencies and act as an impartial intermediary between PERS members and insurance carriers in resolving claims and service disputes.								

\*Provide total of office and departmental

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) Public Employees Retirement System	SCHEDULE NUMBER (2) 007-1	DATE (3) 01/24/94
ORGANIZATIONAL UNIT Health Benefits Services Division	PAGE 2	OF 9
ADDRESS (Number Street City) 400 P Street Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (Triple space between items) (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1	24	Hold / Notify Archives	ADMINISTRATIVE FILES: INCLUDES FILES ON PERS BOARD OF ADMINISTRATION REPORTS, SURVEYS, FINANCIAL REPORTS OF PERS, ETC.	P		ACT. +20			ACT. +20		ACTIVE UNTIL REVISED OR OBSOLETE. (ADMINISTRATION UNIT)
2	8		PERSONNEL FILES	P		ACT. +1			ACT. +1	X/I	ACTIVE UNTIL EMPLOYEE SEPARATES. DISCLOSURE AUTHORITY: GC SECS 6254(C), 20134 AND 20134.1 AND CC SEC. 1798.34. (ADMINISTRATION UNIT)
3	1	Hold / Notify Archives	BOARD MATERIALS: AGENDA ITEMS, NOTES, MINUTES	P		PERM			PERM		PERM BECAUSE: CONTAIN VALUABLE HISTORICAL INFO. RETENTION AUTHORITY: MANAGERS DECISION. (ADMINISTRATION UNIT)
4	9	Hold / Notify Archives	HISTORICAL FILES: INCLUDES BOARD AND COMMITTEE MATERIALS, CARRIER BOOKLETS FROM PREV. YEARS, ETC.	P		PERM			PERM		PERM BECAUSE: CONTAIN VALUABLE HISTORICAL INFO. RETENTION AUTHORITY: MANAGERS DECISION. (ADMINISTRATION UNIT)
5	16		WORKING FILES; INCLUDES AUDIT REPORTS, FINANCIAL STATEMENTS, WORKING COPIES OF AUDITOR FINDINGS.	P		ACT. +2			ACT. +2	X/I	ACTIVE UNTIL REVISED OR OBSOLETE. DISCLOSURE AUTHORITY: GC SEC 6254 AND CC SEC 1798. (AUDITOR UNIT)
6	8		EDP HEALTH CARRIER LISTINGS: ELIGIBILITY FILES, VARIOUS CLAIM REPORTS	C		ACT. +2			ACT. +2	X/I	ACTIVE UNTIL REVISED OR OBSOLETE. DISCLOSURE AUTHORITY: GC SEC 6254 AND CC SEC 1798. (AUDITOR UNIT)
7	6		OPEN ENROLLMENT FILES; ENROLLMENT DOCS WHICH ARE ONLY ACCEPTED DURING ANNUAL OPEN ENROLLMENT AND SPECIAL OPEN ENROLLMENTS.	P		ACT. +6 MO			ACT. +6 MO	X/I	ACTIVE UNTIL PROCESSED, THEN RETAIN 6 MONTHS, THEN DESTROY. DISCLOSURE AUTHORITY: GC SEC 6254, 20134 AND CC SEC 1798. (ELIGIBILITY & ENROLLMENT UNIT)
8	3		23-YEAR OLD DELETE FILE: DOCS. TO DELETE OVERAGED (23 YR. OLD) DEPENDENTS.	P		ACT. +3			ACT. +3	X/I	ACTIVE UNTIL PROCESSED. DISCLOSURE AUTHORITY: GC SEC 6254, 20134 AND CC SEC 1798. (ELIGIBILITY & ENROLLMENT UNIT)

\*Provide total of office and departmental

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) Public Employees Retirement System	SCHEDULE NUMBER (2) 007-1	DATE (3) 01/24/94
ORGANIZATIONAL UNIT Health Benefits Services Division	PAGE 3	OF 9
ADDRESS (Number Street City) 400 P Street Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (18)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
9	7		TECHNICIAN WORKING FILES: INCLUDES HEALTH/DENTAL, DISABLED DEPENDENTS, LEGISLATION, ETC.	P		ACT. +1			ACT. +1	X/I	ACTIVE UNTIL PROCESSED. DISCLOSURE AUTHORITY: GC SEC 6254, 20134 AND CC SEC 1798. (ELIGIBILITY & ENROLLMENT UNIT)
10	18		RETIRED DENTAL FILES: RETIRED MEMBER/ANNUITANT DENTAL ENROLLMENT FORMS (STD-692) - AGENCY COPIES.	P		PERM			PERM	X/I	PERM BECAUSE: PERS AGENCY COPY SERVES AS PERMANENT RECORD. DISCLOSURE AUTHORITY: GC SECS 6254, 20134 AND CC 1798. RETENTION AUTHORITY: MANAGERS DECISION. (ELIGIBILITY & ENROLLMENT UNIT)
11	8		EDP LISTINGS: RETIRED ADD; DISCREPANCY AUDITS; 23-YR. OLD DEPENDENT DELETES; AGE 65 NOTICES (PRIME LIFE/DEPENDENTS)	C		ACT. +3			ACT. +3	X/I	ACTIVE UNTIL PROCESSED. DISCLOSURE AUTHORITY: GC SECS 6254, 20134 AND CC 1798. (ELIGIBILITY & ENROLLMENT UNIT)
12	1		FORMS RECORDS (ADM-2'S): RECORDS INCLUDES CONTROL INFORMATION RE: FORMS USED BY HBD.	P		ACT.			ACT.		ACTIVE UNTIL REVISED OR OBSOLETE. (ELIGIBILITY & ENROLLMENT UNIT)
13	1		DISTRIBUTION MASTER FILE: INCLUDES COPIES OF ALL CORRESPONDENCE GENERATED BY HBD FOR MASS DISTRIBUTIONS.	P		PERM			PERM		PERM BECAUSE: BECOME DIVISION HISTORICAL RECORDS FOR CURRENT OR FUTURE NEEDS. RETENTION AUTHORITY: MANAGERS DECISION. (ELIGIBILITY & ENROLLMENT UNIT)
14	1		DENTAL PROGRAM HISTORY FILES: PERS/DPA DENTAL PROGRAM CONTRACT/CARRIER EVALUATIONS FROM INCEPTION OF PROGRAM.	P		PERM			PERM	X/I	PERM BECAUSE: PERS HBD HISTORICAL DENTAL PROGRAM RECORDS. DISCLOSURE AUTHORITY: GC SECS 6254, 20134 AND CC SEC 1798. RETENTION AUTHORITY: MANAGERS DECISION. (ELIGIBILITY & ENROLLMENT UNIT)
15	6		PERS RETIRED HEALTH ENROLLMENT INPUT FORMS	P		ACT.			ACT.	X/I	HELD 30-90 DAYS ACTIVE UNTIL DATA BASE UPDATE IS COMPLETE. DISCLOSURE AUTHORITY: GC SECS 6254, 20134 AND CC SEC 1798. (ELIGIBILITY & ENROLLMENT UNIT)

\*Provide total of office and departmental

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) Public Employees Retirement System	SCHEDULE NUMBER (2) 007-1	DATE (3) 01/24/94
ORGANIZATIONAL UNIT Health Benefits Services Division	PAGE 4	OF 9
ADDRESS (Number Street City) 400 P Street Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
<del>16</del>	11	<del>Hold / Modify Archives</del>	SUBJECT FILES: INCLUDES MULTIPLE DOCS, ENROLLMENT FORMS, DIRECT PAYMENT REQUESTS.	P		ACT.			ACT.	X/I	ACTIVE UNTIL PROCESSED, THEN DESTROYED. DISCLOSURE AUTHORITY: GC SECS 6254, 20134 AND 1798. (ENROLLMENT PROCESSING - ACTIVE UNIT)
17	1		WORKING FILES: ENROLLMENT DOCUMENTS TO BE PROCESSED.	P		ACT.			ACT.	X/I	ACTIVE UNTIL PROCESSED, THEN DESTROYED. DISCLOSURE AUTHORITY: GC SECS 6254, 20134 AND CC SEC 1798. (ENROLLMENT PROCESSING - ACTIVE UNIT)
<del>18</del>	1	<del>Hold / Modify Archives</del>	CORRESPONDENCE: LETTERS FROM ENROLLEES, AGENCIES, CARRIERS.	P		ACT. +3		12	ACT. +15	X/I	ACTIVE UNTIL REVISED OR OBSOLETE. DISCLOSURE AUTHORITY: GC SECS 6254, 20134 AND CC SEC 1798. (ENROLLMENT PROCESSING - ACTIVE UNIT)
19	7		DISABLED DEPENDENT FILES: OVERAGED DISABLED DEPENDENTS WHO ARE ELIGIBLE FOR COVERAGE BASED ON MEDICAL REPORTS.	P		ACT.			ACT.	X/I	ACTIVE UNTIL END OF DISABILITY. DISCLOSURE AUTHORITY: GC SECS 6254, 20134 AND CC SEC 1798. (ENROLLMENT PROCESSING - ACTIVE UNIT)
20	2		ACTIVE ENROLLMENT DOCUMENTS: ENROLLMENT DOCS. TO ENROLL, CHANGE ENROLLMENT OR CANCEL COVERAGE.	P		ACT.			ACT.	X/I	ACTIVE UNTIL PROCESSED, THEN BECOMES ITEM #22. DISCLOSURE AUTHORITY: GC SECS 6254, 20134 AND CC SEC 1798. (ENROLLMENT PROCESSING - ACTIVE UNIT)
21	7		COMPLETED ENROLLMENT DOCUMENTS	P		ACT.			ACT.	X/I	ACTIVE UNTIL PROCESSED THEN FILMED. DISCLOSURE AUTHORITY: GC SECS 6254, 20134 AND CC SEC 1798. (ENROLLMENT PROCESSING - ACTIVE UNIT)
22	1		APPEAL FILES: EMPLOYEES WHO ARE SEPARATED LOOSE HEALTH BENEFITS. COVERAGE MAY BE KEPT CURRENT DURING THE APPEAL PROCESS.	P		ACT.			ACT.	X/I	ACTIVE UNTIL APPEAL IS EXHAUSTED. DISCLOSURE AUTHORITY: GC SECS 6254, 20134 AND CC SEC 1798. (ENROLLMENT PROCESSING - ACTIVE UNIT)
<del>23</del>	2	<del>Hold / Modify Archives</del>	WORK MANAGEMENT SYSTEM (WMS) DOCUMENTATION	C		ACT. +2			ACT. +2		ACTIVE UNTIL UPDATED (MEMBER SERVICES UNIT)

\*Provide total of office and departmental

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See Instructions on reverse  
and in SAM 1600

DEPARTMENT (1) Public Employees Retirement System		SCHEDULE NUMBER (2) 007-1	DATE (3) 01/24/94
ORGANIZATIONAL UNIT Health Benefits Services Division		PAGE 5	OF 9 PAGES (4)
ADDRESS (Number Street City) 400 P Street Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
24	23		CLAIM FILES: CLOSED CLAIMS, FOR REFERENCE.	P		ACT. +4			ACT. +4	X/I	ACTIVE UNTIL UPDATED. DISCLOSURE AUTHORITY. DISCLOSURE AUTHORITY: GC SECS 6254, 20134 AND CC SEC 1798. (MEMBER SERVICES UNIT)
25	1		PARTICIPATING PHYSICIAN FILE: BOOKLETS/PAMPHLETS DEFINING CARRIERS, CURRENT LIST OF PARTICIPATING PHYSICIANS AND HOSPITALS.	P		ACT. +1			ACT. +1	X/I	ACTIVE UNTIL UPDATED. DISCLOSURE AUTHORITY: GC SECS 6254, 20134 AND CC SEC 1798. (MEMBER SERVICES UNIT)
<del>26</del>	1	<i>Hold / Notify Archives</i>	SUBJECT FILES: CASES WHICH BY NATURE SET POLICY OR PRECEDENT.	P		ACT. +3			ACT. +3	X/I	ACTIVE UNTIL SUPERSEDED. DISCLOSURE AUTHORITY: GC SECS 6254, 20134 AND CC SEC 1798. (MEMBER SERVICES UNIT)
27	9		CASE FILES	P		ACT. +1			ACT. +1	X/I	ACTIVE UNTIL CASE CLOSED. DISCLOSURE AUTHORITY: GC SECS 6254, 20134 AND CC SEC 1798. (MEMBER SERVICES UNIT)
28	14		HEALTH INSURANCE CONTRACTS	P		PERM			PERM		PERM BECAUSE: CONTAINS VALUABLE HISTORICAL INFO. RETENTION AUTHORITY: MANAGERS DECISION. (MEMBER SERVICES UNIT)
<del>29</del>	1	<i>Hold / Notify Archives</i>	CARRIER FILES: POLICY MEMOS, BENEFIT INTERPRETATIONS, ITEMS TO BE DISCUSSED DURING CONTRACT RENEWAL.	P		ACT. +3			ACT. +3		ACTIVE UNTIL CONTRACT TERMINATED. (MEMBER SERVICES UNIT)
<del>30</del>	1	<i>Hold / Notify Archives</i>	PROGRAM DEVELOPMENT FILES: CARRIER ADVERTISING, BROCHURES, INFORMATIONAL MATERIAL, CONVERSION PLAN INFORMATION	P		ACT. +3			ACT. +3		ACTIVE UNTIL ONE YEAR FOLLOWING PROGRAM IMPLEMENTATION. (MEMBER SERVICES UNIT)
<del>31</del>	1	<i>Hold / Notify Archives</i>	SUBJECT FILES: VARIOUS STAFF MEMOS AND PROCEDURES ON ELIGIBILITY EXAMPLES AND PROBLEMS.	P		ACT. +5			ACT. +5	X	ACTIVE UNTIL REVISED OR OBSOLETE. DISCLOSURE AUTHORITY GC SEC 6254(C) AND CC SEC 1798.34. (OPERATIONS UNIT)

\*Provide total of office and departmental

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See Instructions on reverse  
and in SAM 1600

DEPARTMENT (1) Public Employees Retirement System	SCHEDULE NUMBER (2) 007-1	DATE (3) 01/24/94
ORGANIZATIONAL UNIT Health Benefits Services Division	PAGE 6	OF 9
ADDRESS (Number Street City) 400 P Street Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6) <i>(Triple space between items)</i>	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9) <i>(Triple space between items)</i>	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
32	1		TRAINING DOCUMENTATION: DIVISION TRAINING REQUESTS/VERIFICATIONS	P		ACT. +1			ACT. +1	X	ACTIVE UNTIL REVISED OR OBSOLETE. DISCLOSURE AUTHORITY: GC SEC 6254(C) AND CC SEC 1798.34. (PLAN DEVELOPMENT UNIT)
<del>33</del>	9	<i>Health / Health Archives</i>	LEGISLATION: BILLS, BILL ANALYSES, MEETING NOTES	P		ACT. +2			ACT. +2		ACTIVE UNTIL LAST DAY OF THE TWO YEAR LEGISLATIVE SESSION. (PLAN DEVELOPMENT UNIT)
<del>34</del>	1	<i>Health / Health Archives</i>	LEGISLATIVE CORRESPONDENCE CORRESPONDENCE RELATED TO LEGISLATION (FUTURE, CURRENT AND PAST)	P		ACT. +2			ACT. +2		ACTIVE UNTIL LAST DAY OF THE TWO YEAR LEGISLATIVE SESSION. (PLAN DEVELOPMENT UNIT)
35	29		TEMPORARY & PENDING DOCS: HBD-12: HEALTH BENEFITS ENROLLMENT DOCUMENT; HBD-40: HEALTH BENEFITS MISCELLANEOUS CHANGE; HBD-21: DIRECT PAYMENT AUTHORIZATIONS; HBD-38: HEALTH STATEMENT REQUESTS	P		ACT.			ACT.	I/X	ACTIVE UNTIL PROCESSED & FILMED. DOCUMENTS ARE HELD IN SUSPENSE WHILE BEING PROCESSED (30-90 DAYS ARE MICROFILMED (ITEM #37). HARD COPIES ARE SENT TO KEY ENTRY FOR INPUT ON HEALTH BENEFITS DATA BASE. SOME ENROLLMENT DOCUMENTS ARE PREPARED IN ADVANCE AND HELD UNTIL THE EFFECTIVE DATE OF THE DOCUMENTS. DISCLOSURE AUTHORITY: GC SEC 6254(C) AND CC SEC 1798.34., 20134. (MAIL DESK UNIT)
<del>36</del>	20	<i>Health / Health Archives</i>	CORRESPONDENCE, HEALTH AND DENTAL: INCLUDES ACTIVE AND RETIRED MEMBER CORRESPONDENCE RELATING TO HEALTH/DENTAL CLAIMS AND MISCELLANEOUS INFORMATION.	P		ACT. +4			ACT. +4	I/X	ACTIVE UNTIL REVISED OR OBSOLETE. DISCLOSURE AUTHORITY: GC SEC 6254 AND CC SEC 1798.34, 20134. (MAIL DESK UNIT)
37	16		MICROFILM	D S		ACT. +20			ACT. +20	I/X	ACTIVE UNTIL REVISED OR OBSOLETE. MICROFILM OF DOCUMENTS FROM ITEM #35. DISCLOSURE AUTHORITY GC SEC 6254 AND CC SEC 1798.34. (MAIL DESK UNIT)
38	23		OPEN ENROLLMENT DOCUMENT CONTROL: STATISTICS ON DOCUMENT PROCESSING	P		ACT.			ACT.	I/X	ACTIVE UNTIL REVISED OR OBSOLETE. DISCLOSURE AUTHORITY GC SEC 6254 AND CC SEC 1798.34. (MAIL DESK UNIT)

\*Provide total of office and departmental

## RECORDS RETENTION SCHEDULE

STD. 78 (REV. 5-92)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) Public Employees Retirement System		SCHEDULE NUMBER (2) 007-1	DATE (3) 01/24/94
ORGANIZATIONAL UNIT Health Benefits Services Division		PAGE 7	OF 9 PAGES (4)
ADDRESS (Number Street City) 400 P Street Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
39	1		MICROFICHE	D		PERM			PERM	I/X	COM - RETIREMENT ALLOWANCE RECORD; PERM BECAUSE; DATA BASE ONLY CONTAINS CURRENT INFORMATION, NEEDED FOR HISTORICAL RESEARCH. DISCLOSURE AUTHORITY GC SEC 6254 AND CC SEC 1798.34. RETENTION AUTHORITY: MANAGERS DECISION. (MAIL DESK UNIT)
40	2		CARRIER BOOKLETS FOR HEALTH DENTAL. HEALTH BENEFITS FILES; BENEFIT BOOKLETS.	P		ACT. +5			ACT. +5		ACTIVE UNTIL REVISED OR OBSOLETE. (MAIL DESK UNIT)
41	1		MICROFICHE	D		3		1	4	I/X	*CONSISTS OF: 1) DEDUCTION REGISTER (RETIRES) PE056 - COM; 2) PUBLIC AGENCY LISTING (EPR9138 COM); 3) ANNUAL CASE HISTORY REPORT PE065 - COM; 4) ANNUAL PUBLIC AGENCY LISTING (PAHB831P) - COM. DISCLOSURE AUTHORITY: GC SEC 6254 AND CC SEC 1798.34. (PUBLIC AGENCY UNIT)
42	11		PUBLIC AGENCY BILLING RECORDS - COMPUTER OUTPUT (DETAILS EACH AGENCY'S BILLING STATUS).	C		3 MO.			3 MO.	I/X	RETAINED THREE MONTHS, THEN FILMED (ITEM #44). HARD COPY DESTROYED. DISCLOSURE AUTHORITY GC SEC 6254 AND 1798.34. (PUBLIC AGENCY UNIT)
43	70		ACTIVE/RETIRED HEALTH INSURANCE DOCUMENT: HEALTH BENEFITS ENROLLMENT; DIRECT PAYMENT AUTHORIZATIONS; HEALTH STATEMENT REQUESTS; CORRESPONDENCE	P		PERM		PERM	PERM	I/X	ACTIVE UNTIL MEMBER DIES, CANCELS SEPARATES, OR AGENCY TERMINATES. PERM BECAUSE: ONLY RECORD AVAILABLE & USED FOR ELIGIBILITY VERIFICATION RETIRED DOCS. ARE NEEDED TO ESTABLISH DEDUCTIONS; ACTIVE DOCS NEEDED FOR INPUT INTO THE BILLING SYSTEM. DISCLOSURE AUTHORITY GC SEC 6254 AND CC SEC 1798.34. RETENTION AUTHORITY: MANAGERS DECISION. (PUBLIC AGENCY UNIT)
44	5		MICROFILM	D		3		PERM	PERM	I/X	FROM ITEMS #42, #46 & #7. DISCLOSURE AUTHORITY: GC SEC 6254 AND CC SEC 1798.34. PERM BECAUSE ONLY RECORD AVAILABLE. (PUBLIC AGENCY UNIT)

\*Provide total of office and departmental

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse  
and in SAM 1600

DEPARTMENT (1) Public Employees Retirement System	SCHEDULE NUMBER (2) 007-1	DATE (3) 01/24/94
ORGANIZATIONAL UNIT Health Benefits Services Division	PAGE 8	OF 9
ADDRESS (Number Street City) 400 P Street Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6) <i>(Triple space between items)</i>	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9) <i>(Triple space between items)</i>	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
45	2		SUSPENSE FILE: ENROLLMENT DOCUMENTS, DIRECT	P		1 MO			1 MO	I/X	RETAINED 1 MONTH, THEN GOES TO ITEM #44. DISCLOSURE AUTHORITY GC SEC 6254 AND CC SEC 1798.34. (PUBLIC AGENCY UNIT)
46	19		CARRIER LISTINGS: LIST THE DETAIL OUTLINE FROM THE BILLING FOR EACH HEALTH BENEFITS CARRIER.	C		4 MO			4 MO	I/X	RETAINED 4 MONTHS, THEN MICROFILM (ITEM #44). HARD COPY DESTROYED. DISCLOSURE AUTHORITY GC SEC 6254 AND CC SEC 1798. (PUBLIC AGENCY UNIT)
47	2		ADDENDA TO PUBLIC AGENCY CARRIER TAPES: SUPPLEMENTAL REPORTS NOT LISTED ON LISTINGS IN ITEM #6; DISBURSEMENT SCHEDULES; BALANCING WORKSHEETS, BASIC/SUPPLEMENTAL PREMIUM BREAKDOWN REPORTS.	C		4 MO			4 MO	I/X	RETAINED 4 MONTHS, THEN MICROFILM (ITEM #44). HARD COPY DESTROYED. DISCLOSURE AUTHORITY GC SEC 6254 AND CC SEC 1798. (PUBLIC AGENCY UNIT)
<del>48</del>	10	<i>Hold / Notify Archives</i>	AGENCY FOLDERS: ALL CORRESPONDENCE WITH AGENCIES & RESOLUTIONS (CONTRACTS) FOR HEALTH BENEFITS. 1 FILE PER AGENCY.	P		ACT.			ACT.	I/X	ACTIVE UNTIL AGENCY TERMINATES, THEN GO TO ITEM #10. SURVEYS. DISCLOSURE AUTHORITY: GC SEC 6254 AND CC SEC 1798.34. (PUBLIC AGENCY UNIT)
<del>49</del>	7	<i>Hold / Notify Archives</i>	INFO. PACKETS/REQUESTS: HEALTH PLAN BOOKLETS, COUNTY SERVICE AREA CHARTS, COMPARISON OF BENEFITS, SAMPLE RESOLUTIONS, ETC.	P		ACT.			ACT.		ACTIVE UNTIL REVISED OR OBSOLETE. (PUBLIC AGENCY UNIT)
50	2		TERMINATED AGENCY FILES: CONTAIN SAME INFO. AS IN ITEM #8 INCLUDING TERMINATION DOCUMENTATION.	P		3		PERM	PERM	I/X	PERM BECAUSE: AGENCIES CAN REINSTATE, WOULD THE GO BACK TO ITEM #8. DISCLOSURE AUTHORITY GC SEC 6254 AND CC SEC 1798.34. RETENTION AUTHORITY: MANAGERS DECISION. (PUBLIC AGENCY UNIT)
<del>51</del>	1	<i>Hold / Notify Archives</i>	AGENCY RESOLUTIONS: ORIGINAL RESOLUTIONS FIELD FOR EACH AGENCY.	P		PERM			PERM		PERM BECAUSE: ONLY ORIGINAL RECORD AVAILABLE. RETENTION AUTHORITY: MANAGERS DECISION. (PUBLIC AGENCY UNIT)

\*Provide total of office and departmental

# RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

*See instructions on reverse  
and in SAM 1600*

DEPARTMENT (1) Public Employees Retirement System		SCHEDULE NUMBER (2) 007-1	DATE (3) 01/24/94
ORGANIZATIONAL UNIT Health Benefits Services Division		PAGE 9	OF PAGES (4) 9
ADDRESS (Number Street City) 400 P Street Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER <small>(Triple space between items)</small> (6)	CUBIC FEET * (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS <small>(Triple space between items)</small> (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
52	1		PUBLIC AGENCY BILLING FORMS: ENROLLEE TRANSACTION FORMS (HBD-46 & HBD-55) AGENCY TRANSACTION FORMS (HBD-70)	P		ACT.			ACT.		ACTIVE UNTIL INPUT & FILMED. KEY DATA INPUT FORMS. SENT FOR INPUT, THEN RETURNED TO DIVISION, THEN FILMED DAILY. ORIGINALS RETURNED TO DIVISION AFTER FILMING FOR CERTIFIED DESTRUCT.
	434		TOTAL CUBIC FEET (RECORDS ONLY)								

\*Provide total of office and departmental