

RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, DIVISION/ BRANCH/ SECTION California Public Employees' Retirement System		(2) AGENCY BILLING CODE 63500	(3) PAGE OF PAGES	
(4) DIVISION/ BRANCH/ SECTION Health Benefits Branch – Office of Employer and Member Health Services		(5) ADDRESS 400 Q Street, Sacramento, CA 95814		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]				
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)				
(8) <input checked="" type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 007-1	(10) SCHEDULE DATE 12/6/05	(11) NUMBER OF PAGES 7	(12) CUBIC FEET (Total Schedule) 436
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 007-1 Amendment	(14) APPROVAL NUMBER 03-195	(15) APPROVAL DATE (S) 12/3/03	(16) PAGE NUMBER(S) REVISED 1, 4, and 5
(17) MISSION/FUNCTIONAL STATEMENT :				

PART I – AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. **For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.**

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Holly A. [Signature]</i>	(19) TITLE Chief EMHS	(20) PHONE NUMBER 3-2099	(21) DATE SIGNED 12/7/05
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In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Mary Crump</i>	(23) CLASSIFICATION RMA	(24) NAME (Printed or Typed) Mary Crump	(25) PHONE NUMBER 795-3768	(26) DATE SIGNED 1/3/06
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PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE – CalRIM CONSULTANT <i>John E. Lore</i>	(28) APPROVAL NUMBER 03-195	(29) DATE SIGNED 1/10/2006	(30) EXPIRATION DATE 12/03/2006
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PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) Contains no material subject to further review by the California State Archives
- (32) Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

FOR ARCHIVES' STAMP



(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Andrew [Signature]</i>	(34) DATE SIGNED January 19 2007
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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

This Records Retention Schedule includes records for the Office of Employer and Member Health Services Division of the CalPERS Health Benefits Branch.

The primary function of the Division is to:

- Assure that affordable, quality, health care is available to all members
- Provide accurate and timely enrollment services to members and employers

The Office of Employer and Member Health Services Division consists of:

Contract Administration Unit – provides eligibility and enrollment services and process dental enrollments for State retirees.

Member Health Services Unit – assists members having difficulties in resolving health plan issues, handles HMO/PPO appeals, requests for administrative hearings, requests for extended coverage to over-age dependents.

Administrative Services Unit – provides support to the Health Benefits Branch management in the areas of human resource management, budget, contract administration, training, telecommunications, and space planning.

Public Agency & Schools Section – This section is comprised of the Billing, Contracts, Marketing, and Data Reconciliation Units. They facilitate contracting and premium billing with public agencies, school districts, and agencies not in the CalPERS retirement program, but participate in the Health Benefits Program.

This division no longer includes the Management Information Services Unit, and the Operations Analysis Unit has been replaced with the Administrative Services Unit.

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (40) <i>(Double spaces between items)</i>	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		

8	21		Microfilm: HBD 12 Health Benefits Enrollment Documents; Carrier Listings; Public Agency Transaction PE086	D S		10Yr		20Yr Perm	30Yr Perm	XI	Historical health enrollment information captured prior to Imaging. Maintained in division's common storage area. Retain 10 years in office – store film offsite. Retention: Permanent
9	5		Microfiche: Annual Case History (PE025); Composite Enrollee Transaction Audit Report (PE086)	D S		Perm		Perm Perm	Perm Perm	XI	Historical retirement allowance information captured prior to current automated systems. Maintained in division's common storage area. Retention Authority: Manager's decision. Retention: Permanent
10	290		Public Agency Billing Records – Computer Output (Details Each Agency's Billing Status), Billing Invoices	C M		Act. Perm		Perm	Perm Perm	XI	Active until placed on automated system; retain paper permanently per Legal Office; Historical information reconciled and on new Public Agency Reconciliation system. Disclosure Authority GC Secs 6254C, 20134, and CC Sec 1798. Retention: Permanent

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

* Provide total of office and departmental

SUMMARY OF AMENDING PREVIOUS SCHEDULE RRS 03-195: SCHEDULE NUMBER 007-1 AMENDING PAGES 1, 4, & 5

* Name change: Health Benefits Branch

* Mission Statement for Primary function of the Division

* Changes to line items: rewording some of the descriptions content and remarks content:
Page 4, Item # 8 - Remarks added to store film off-site. Item #10 – Billing Invoices added.
Page 5, Item #11 – Delete “Health Care for Life” video tapes; added training manuals. Item #12 – Remarks content scan copy in Document Management System.