

STD.73 (REV. 6/2002)
RECORDS RETENTION SCHEDULE

107321 2647

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, XXXXX California Public Employees Retirement System		(2) AGENCY BILLING CODE 63500	(3) PAGE 1 OF 3 PAGES
(4) DIVISION/ BRANCH/ SECTION Health Benefits Branch - Office of Health Policy & Program Support		(5) ADDRESS 400 Q Street, Sacramento, CA 95814	

CHECK THE APPROPRIATE BOX

- (6) New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]
- (7) Revising a previous schedule. [Complete boxes (13) –(16)] (A new approval number will be assigned.)
- (8) 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 007-3	(10) SCHEDULE DATE 12/30/2005	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 156
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE (S)	(16) PAGE NUMBER(S) REVISED - 1

(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>Sandra Helbert</i>	(19) TITLE Chief, Health Policy & Program Support	(20) PHONE NUMBER 3-0767	(21) DATE SIGNED 1/4/06
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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 1/13/06
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PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

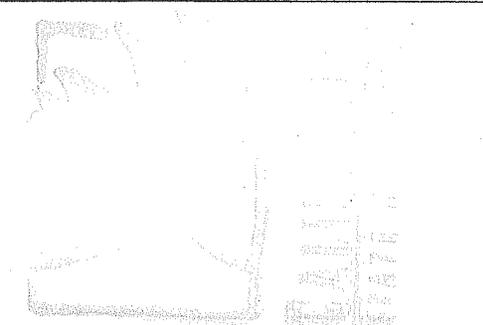
(27) SIGNATURE –CalRIM CONSULTANT <i>John E. Lott</i>	(28) APPROVAL NUMBER 06-036	(29) DATE SIGNED 2/6/2005	(30) EXPIRATION DATE 2/6/2010
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PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

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.)

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

The primary mission of the Health Benefits Branch is to:

The Health Benefits Branch oversees the CalPERS health benefits program which provides health coverage to the more than 1 million members and their families enrolled in CalPERS health plans. The Branch is made up of four areas. The Office of Health Policy and Plan Administration; The Office of Employer and Member Health Services; The Office of Decision and Program Support; The Office of Long-Term Care.

Office of Health Policy & Program Support

The Office of Health Policy & Plan Program Support develops policy for the CalPERS health benefits program, researches and develops new product and alternative approaches to health care, contracts with HMO's and other vendors, negotiates annual premiums, and monitors health-related legislation. This area also manages the CalPERS self-funded health plans, PERSCare and PERS Choice.

Total cubic feet: 157

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1	6		STATISTICAL SUPPLEMENTAL ANNUITANT PREMIUM: Monthly Enrollment Reports (various type)	P		Active +15 yrs.		PERM.	PERM.		Retain on-site 15 years. After 15 years retain permanent.. Do not destroy. Retention authority is Manager's Decision.
2	6		BUREAU OF STATE AUDITS (BSA): Audit documentation of Pharmacy and Narrow Network	P CD		Active + 5 yrs.			Active + 5 yrs.		Retain 5 years after Audit date of March 2005. Destroy after five years from Audit.
3	70		DATA WAREHOUSE PROJECT: Contract Deliverables and Archive Data, Records of Testing, DPSS copy Blue Cross and Quality Reports	P CD	X	Active + 2 yrs.		PERM	PERM		Retain Active: Retain 2 years on-site after the expiration of Contract in 2009. Send to archives for permanent storage. Vital and Confidential in accordance with State Records Act (Gov Code 14746 & 14750) Retention Authority is Manager's Decision.
4	35		RESEARCH FILES AND MATERIAL: Confidential Health Plan Material	P CD	X	Active			Active	X	Retain Active. Destroy after removal of active file. Vital and Confidential in accordance with State Records Act (Gov Code Sec 14746 and 14750).
5	35		REFERENCE MATERIAL: Kathy Donneson's Books and Training Material	P		Current Active			Current Active		Retain Active : Destroy when superseded, obsolete or no longer needed.
6	1		REGIONAL FACTOR COST ESTIMATE ANALYSES: Hard copies of spreadsheets used to develop factors for health premium, regional pricing for contracting agencies.	P	X	PERM.			PERM		Retain Permanent: Vital and Confidential to business operation in accordance with the State Records Act (Gov Code Sec 14746 and 14750). Not information released to public. Retention Authority is Manager's Decision.
7	1		MONTHLY ENROLLMENT REPORTS: Partial historical enrollment files on old media system	M		PERM			PERM		Retain in office Permanent: Do not send to archives. Currently no equipment on hand to read some information on the floppies. Retention Authority is Manager's Decision.
8	1		LEGISLATION: Various legislation files, including analyses, bills and research items.	P	X	Active			Active		Retain Active: Destroy after removal of active file. Vital in accordance with the State Records Act. (Gov Code Sec 14746 and 14750).
9	1		RURAL HEALTHCARE TASKFORCE: Notes from meetings, work plans, etc.	P	X	Active			Active		Retain Active: Destroy after removal from active file. Vital in accordance with the State Records Act. (Gov Code Sec 14746 and 14750).
10	1		RETENTION SCHEDULE: STD. 73	P		Current			Current		Retain as current until revised, superseded or rescinded.
11			STD FORM 71, Records Transfer List	P		Current			Current		Retain as current until all records listed have been destroyed, retired permanently transferred to State Archive