

Key # 28806

RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> 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: California Public Employees' Retirement System		(2) AGENCY BILLING CODE 63500	(3) PAGE 1 OF 5 PAGES	
(4) DIVISION/ BRANCH/ SECTION Health Benefits Branch – Office of Employers and Member Health Service		(5) ADDRESS 400 Q Street, Sacramento, CA 95811		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]				
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)				
(8) <input 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 8-31-09	(11) NUMBER OF PAGES 5	(12) CUBIC FEET (Total Schedule) 343
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 007-1 Amendment	(14) APPROVAL NUMBER 03-195	(15) APPROVAL DATE (S) 12-3-08	(16) PAGE NUMBER(S) REVISED - 1
(17) MISSION/FUNCTIONAL STATEMENT:  see attached				

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>Stacy Wong</i>	(19) TITLE Chief, EMHS	(20) PHONE NUMBER 916-795-2079	(21) DATE SIGNED 8/31/09
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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 916 795-3768	(26) DATE SIGNED 9/23/09
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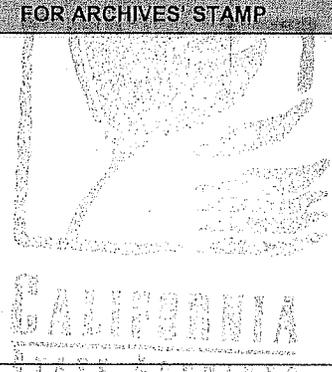
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE –CalRIM CONSULTANT <i>Jamie C. Brandy</i>	(28) APPROVAL NUMBER 09-175	(29) DATE SIGNED 9/24/2009	(30) EXPIRATION DATE 9/24/2014
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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>Anthony Barley</i>	(34) DATE SIGNED Sept. 30, 2009
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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 (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

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This Record Retention Schedule includes record for the Office of Employer and Member Health Service 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 Employers and Member Health Services Division consists of:

**Program Administration Section** – Provides training and communication for our staff and members including resolving health plan issues and appeals. Ensures quality of program information through reconciliations and error corrections.

**Enrollment Administration Section** - Provides services to members regarding all health and retiree Dental eligibility issues. Serves as the Health Benefits officers for all retirees.

**Medicare Administration Section** - Provides transition support of our Medicare eligible members into the CalPERS Medicare Supplement programs and ensure coordination between the federal Medicare program and CalPERS.

**Public Agency and Schools Section** - Responsible for the marketing and contracting of the CalPERS health program to public agencies and schools throughout California. Primary health contact for any employer inquiries and concerns.

**Health Plan Receivables Section** - Responsible for the Public Agency billing and a variety of other health billing and collection processes. Works directly with CalSTRS for their members who participate in our health program.

This division no longer includes the Administrative Service Unit.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

1	1		Personnel Files: Files of division Managers reporting to the Division Chief	P		ACT.			ACT.	XI	Active until employee separates. Disclosure Authority: GC Secs 1798.34 Destroy paper.
2 2A	21		Microfilm HBD 12 Health Benefits enrollment Documents; Carrier Listings; Public Agency Transaction PE086	D S		10 yrs		20 yrs. PERM.	30 yrs. PERM.		Historical health enrollment information captured prior to imaging. Maintained in division's common storage area. Retain 10 years in office, store film off-site Retention Permanent.
3 3A	5		Microfiche: Annual Case History (PE025); Composite Enrollee Transaction Audit Report (PE086)	D S		PERM.		PERM.	PERM. PERM.		Historical retirement allowance information captured prior to current automated systems. Maintained in division's common storage area. Retention Manager's decision. Retention Permanent.
4 4A	290		Public Agency Billing Records – Computer Output (Details Each Agency's Billing Status), Billing Invoices	C M		ACT. PERM.		100 yrs PERM.	100 yrs 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, 2034, CC Sec 1798. Retention Permanent.
5 5A	10	NOTIFY ARCHIVES	Public Agency Marketing materials, i.e. information packets, brochures, and training manuals	P M		ACT. PERM.			ACT. PERM.		Active until revised or obsolete. Destroy paper. Maintained by the Public Agency Marketing Unit. Retention Permanent
6 6A	15	NOTIFY ARCHIVES	Agency Resolutions: Original resolutions received from the agency.	P M		100yrs PERM.			100yrs. PERM.		Retain paper permanently. Only original record used for Legal purposes, scanned copy in Document Management System. Maintained by the Public Agency Contracts Unit. Retention Authority: Manager's decision. Retention Permanent.
7		NOTIFY ARCHIVES	Procedures/Policies	M		PERM			PERM		Permanent until revised. Retain as permanent.



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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

**SUMMARY OF CHANGES:** This Records Retention Schedule (RRS) revises RRS 03-195 12/3/03 & Amend 12/3/08.

03-195                      NEW RRS

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- \* Indicates records flagged in old schedule State Archives for possible historical value.
- # Indicated records that have been imaged, records no longer required by programs, or records can be located in Program/Department automated systems.
- T Indicates records that have been transferred to other Divisions/Department offices for retention.