

RECORDS RETENTION AND DISPOSITION SCHEDULE

Department of Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
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PROVIDING ACCESS
Preserving Arizona

State Agency Password APS-RET PSRET 000		Political Subdivision 000		Agency Name Public Safety Retirement System	
Org. Unit/Division All Divisions			Office		Phone 255-295575
Address 1020 E. Missouri			City Phoenix		Zip AZ 85014
Submitted By (Name) Jarfed A. Smout		Title Administrative Assistant		Signature X Jarfed A. Smout	

Pursuant to A.R.S. §41-1351, the following records retention periods are finite and absolute. They are NOT minimum retention periods or guidelines. Records may be kept beyond their designated retention periods only where required by law or regulation, or if they are involved in current or pending litigation.

No	RECORD SERIES	R.S.	RETENTION (YR.)			REMARKS
<u>Accounting</u>						
1.	Cash Books	060354	2	3	5	After fiscal year closed.
2.	Cash Receipts & Claims	001051	2	3	5	After fiscal year closed.
3.	Check Registers	460052	2	3	5	After fiscal year closed.
4.	Deposit Books	151669	2	3	5	After fiscal year closed.
5.	Financials (CR /Disb, Trial Balances, etc.)	000954	3	7	10	After fiscal year closed.
6.	General Ledgers	800335	3	7	10	After fiscal year closed.
7.	Systems Ledger Reports	820025	2	8	10	After fiscal year closed.
8.	Tax Reports	910554	2	3	5	After fiscal year closed.
<u>Active Members/Contributions</u>						
9.	Benefit/Inersystem Transfers	000969	1	4	5	After fiscal year transferred.
10.	Condensed Contributor Reports	016654	1	3	4	After fiscal year closed.
11.	Full contributor Reports	006654	1	3	4	After fiscal year closed.
12.	Payrolls	661625	1	3	4	After fiscal year received.
13.	Withdrawn/Refunds	611651	5	45	50	After fiscal year paid.
<u>Finance</u>						
14.	Bank Reconciliations	000904	2	3	5	After fiscal year closed.
15.	Cancelled Checks	170915	2	3	5	After fiscal year closed.
16.	Monthly Bank Statements (investment/ checking)	000962	3	7	10	After fiscal year closed.
17.	Portfolio Buys and Sells (Broker Confirms)	168823	3	7	10	After fiscal year closed.
18.	Stock Books (Portfolios)	166162	3	7	10	After calendar year prepared.

Supersedes schedule dated: 1-25-93

Approved by:  Director, Department of Library, Archives and Public Records	Approval Date: <div style="text-align: center; font-size: 1.2em;">APR 6 2000</div>
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STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Agency Name: Public Safety Retirement System Password: **APS-RET** PAGE 2 OF 2

Pursuant to A.R.S. § 41-1351, the following records retention periods are finite and absolute. They are *not* minimum retention periods or guidelines. Records may be kept beyond their designated retention periods only where required by law or regulation, or if they are involved in current or pending litigation.

No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	

Miscellaneous

19.	Annual Actuarial Reports	280054	2	8	10	After calendar year of report.
20.	Annual Financial Reports		Perm	-	Perm	Refer to ARS 39-101.
21.	Fund Manager Meeting Notes		3	-	3	After recorded.
22.	Lawsuits	154925	2	8	10	After closed.
23.	Local Board Minutes		Perm	-	Perm	Refer to ARS 39-101.
24.	PSRS Board Records					
a.	Agendas & Board Packets		3	-	3	After calendar year prepared.
b.	Minutes		Perm	-	Perm	Refer to ARS 39-101.
c.	Tape Recordings of Meetings		6 mo	-	6 mo	After recorded.
25.	Reading Files		3 mo	-	3 mo	After prepared.

Payroll

26.	Staff Payroll Records(employee payroll, deductions, etc.)	211925	2	3	5	After calendar year prepared.
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Retired Members/Benefits

27.	Alpha Listings (lists of contributors)	168125	3	7	10	After fiscal year prepared.
28.	Benefit Check Registers	150015	3	7	10	After fiscal year prepared.
29.	Benefit Control Book	160316	3	7	10	After fiscal year prepared.
30.	Full Benefit Reports	160316	3	7	10	After fiscal year closed.
31.	Member Case Files	680054	2	3	5	After fiscal year closed. (member deceased)
32.	Monthly/Quarterly Benefit Report	050054	3	7	10	After fiscal year prepared.
33.	1099 Yearly Reports		5	-	5	After prepared.

Approved by:

Approval Date:

Shirley Ann Mills
 Director, Department of Library, Archives and Public Records
 RMC-3/18/04

APR 6 2000