

# Department Series Report

## 94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
<b>411#:Maine State Retirement System</b>							
<b>Schedule #:</b> 197      3#:Payroll Vouchers							
This series is made up of monthly lists of employees of school departments, S.A.D.'s and participating local districts with their gross salaries and retirement and insurance deductions.	Roll Microfilm	5/26/1986	Years 50	No Retention 0	Destroy	Current	
This series is made up of monthly lists of employees of school departments, S.A.D.'s and participating local districts with their gross salaries and retirement and insurance deductions. Microfilm before hard copy is destroyed.	Paper	5/26/1986	Years 2	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 198      4#:Inactive State, Teacher and Participating District Folders							
File folders containing documents relating to former members of the Maine State Retirement System who have terminated their employment and received refunds of contributions. Retention counted from year of refund.	Roll Microfilm	7/22/1976	Years 52	No Retention 0	Destroy	Current	
File folders containing documents relating to former members of the Maine State Retirement System who have terminated their employment and received refunds of contributions. After 5 years, microfilm and destroy hard copy.	Paper	7/22/1976	Years 5	No Retention 0	Destroy	Current	
<b>Schedule #:</b> 198      5#:Inactive Maine Teachers Retirement Association Folders							
File folders containing documents relating to former members of the Maine Teacher Retirement Association who terminated their employment and received refunds of their contributions. Microfilm and destroy hard copy. Destroy Microfilm in 1999.	Paper	7/22/1976	Contingent Upon Event - See Description	0	No Retention 0	Destroy	Current
File folders containing documents relating to former members of the Maine Teacher Retirement Association who terminated their employment and received refunds of their contributions. Microfilm and destroy hard copy. Destroy Microfilm in 1999.	Roll Microfilm	7/22/1976	Retention of Less than 1 Year - See Description	0	No Retention 0	Destroy	Current
<b>Schedule #:</b> 202      6#:State, Teacher and Participating Local District Files							

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Documents relating to active, retired, and deceased members of the Maine State Retirement System. Destroy after microfiching.	Paper	8/25/1987	Destroy After Conversion to Another Medium	0 No Retention	0 Destroy	Current
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<b>Schedule #:</b> 202	6A:State, Teacher and Participating Local District Files					
These are the fiche version of the documents included in Series 6(a)P and Series 6(b)P. This amendment is required so that the fiche may be retained for staff use for the entire lifetime of the employee (who may begin work in adolescence), and for a sufficient period after the employee/retiree's death so that his/her heirs will have resolved any problems that might require reference to these files. The active files, described as Series 6(b)P, are shifted when the employee retires to the Retired files--Series 69b)P. The retention period requested covers the entire life of the record. 6(a)MF covers the original fiche. 6(b)MF covers the backup copies.	Microfiche	8/25/1987	Years	75	No Retention	0 Destroy Current
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<b>Schedule #:</b> 202	6B:State, Teacher and Participating Local District Files (Back-up copy)					
These are the fiche version of the documents included in Series 6(a)P and Series 6(b)P. This amendment is required so that the fiche may be retained for staff use for the entire lifetime of the employee (who may begin work in adolescence), and for a sufficient period after the employee/retiree's death so that his/her heirs will have resolved any problems that might require reference to these files. The active files, described as Series 6(b)P, are shifted when the employee retires to the Retired files--Series 69b)P. The retention period requested covers the entire life of the record. Keep back-up in Records Center until a new set has been completed to replace existing set.	Microfiche	3/21/1991	Years	0	Contingent Upon Event - See Description	0 Destroy Current
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<b>Schedule #:</b> 293	7#:Social Security					
File folders containing records relating to the administration of the Social Security Program for those political subdivisions in the State of Maine which elect to provide Social Security benefits for their employees.	Paper	12/5/1978	Years	9	No Retention	0 Destroy Current
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<b>Schedule #:</b> 716	8#:Member Contribution Ledger Cards					
Earnings, contributions, interest accrued, totals.	Microfiche	1/13/1989	Years	75	No Retention	0 Destroy Current

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Earnings, contributions, interest accrued, totals. Retain 3 months in agency; in Records Center until automated membership is completed.	Paper	1/13/1989	Retention of Less than 1 Year - See Description	0	Contingent Upon Event - See Description	Destroy Current
<b>Schedule #:</b> 716 9#:MSA Payroll Edits Listing						
Retirement System edit listing. Retain 3 months in agency.	Paper	1/13/1989	Retention of Less than 1 Year - See Description	0	Years 2	Destroy Current
<b>Schedule #:</b> 931 10A:Computer System Tapes						
Active and retirement of all State employees. Records include: Dates and times worked; contributions; life insurance information; beneficiary information.	Magnetic Tape	5/7/1991	Destroy When Updated	0	No Retention	Destroy Current
<b>Schedule #:</b> 931 10B:Computer System Tapes (back-up tapes)						
Active and retirement of all State employees. Records include: Dates and times worked; contributions; life insurance information; beneficiary information. KEEP IN RECORDS CENTER UNTIL ROTATED ON A WEEKLY BASIS.	Magnetic Tape	5/7/1991	Years	0	Contingent Upon Event - See Description	Destroy Current
<b>Schedule #:</b> 982 11#:General Ledger Cards (Retirement)						
Accounting of monies from agencies in payment for their portion of members retirement funds, the employee portion, and insurance payments. Keep in agency one year then microfilm.	Paper	4/2/1992	Years	1	Years 2	Destroy Current
<b>Schedule #:</b> 982 11A:General Ledger Cards (Microfilm)						
Accounting of monies from agencies in payment for their portion of members retirement funds, the employee portion, and insurance payments.	Roll Microfilm	4/2/1992	Years	60	No Retention	Destroy Current
<b>Schedule #:</b> 982 11B:General Ledger Cards (Microfilm Backup)						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Accounting of monies from agencies in payment for their portion of members retirement funds, the employee portion, and insurance payments.	Roll Microfilm	4/2/1992	Years 0	Years 60	Destroy	Current
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<b>Schedule #:</b> 1047	12#:Disability Documents					
Individual member records for those members of the MSRA collecting a disability retirement benefit. These records include in some cases Application for Disability; Disability Questionnaires sent to members, supervisors and physicians; Statements and Recommendations of the Medical Board; reports taken from members taken from the members by the MSRA Disability Staff; Reports from employers with job descriptions, wage and work histories. Also included are all calculatioon papers and forms needed to calculate a retirement benefit including in some cases ledger cards, adding machine tapes and reports anmd verification from payroll clerks. Also included are reports and correspondence from hospitals and physicians and correspondence between physicians as needed in each specific case.	Microfiche	6/30/1993	Years 75	No Retention 0	Destroy	Current
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Individual member records for those members of the MSRA collecting a disability retirement benefit. These records include in some cases Application for Disability; Disability Questionnaires sent to members, supervisors and physicians; Statements and Recommendations of the Medical Board; reports taken from members taken from the members by the MSRA Disability Staff; Reports from employers with job descriptions, wage and work histories. Also included are all calculatioon papers and forms needed to calculate a retirement benefit including in some cases ledger cards, adding machine tapes and reports anmd verification from payroll clerks. Also included are reports and correspondence from hospitals and physicians and correspondence between physicians as needed in each specific case. Keep paper in agency until microfiched and verified.	Paper	6/30/1993	Contingent Upon Event - See Description 0	Years 7	Destroy	Current
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<b>Schedule #:</b> 1091	13#:Shutdown/Furlough Extract Tapes					
Furlough/Shutdown records used in conversion process. These are IBM tapes created during the furlough/shutdown. Retirement is converting from IBM to an 12 HP 3000 application. Retirement would like to store these tapes until the conversion is complete. These tapes show how shutdown and furlough days affect retirement incomes of the Maine State Employees. Keep in Records Center until the conversion is complete.	Magnetic Tape	3/18/1994	Years 0	Contingent Upon Event - See Description 0	Destroy	Current
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<b>Schedule #:</b> 1092	14#:MSRS Mag-Tapes 1991-1993 - Backup Copies of Purged Payroll Information					

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<p>This information was on mag-tapes in MSRS during the period 1991 - 1993. It covers benefits payroll, PC-017, payroll reporting of contributions according to the rules of State and teacher employees, and actuarial extracts which relates with MSRS funds allocation. This information was copied to backup tapes before being purged from the MSRS computer system. PC-017 is translation software. Keep in Agency 1 week.</p>	Magnetic Tape	3/29/1994	Retention of Less than 1 Year - See Description	0 Years	7 Destroy	Current
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<p><b>Schedule #:</b> 1095      15#:MSRS Quarterly Backup of HP3000 System</p> <p>Quarterly Backup of Whole HP3000 model 947 system done on site. This is the operating system which contains all MSRS information assets including employees benefits, member records etc. Keep in agency one week.</p>	Magnetic Tape	4/7/1994	Retention of Less than 1 Year - See Description	0 Years	2 Destroy	Current
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<p><b>Schedule #:</b> 1095      16#:MSRS Dat-Tapes Special Backups</p> <p>All special Backups created on DAT-Tapes by MSRS. It covers: P-017, old releases of payroll reporting and membership applications provided by Retirement concept Group and any special backups done before major Retirement application upgrades. All Retirement applications reside on these tapes; Conversion data, bookkeeping data, etc. reside on these tapes; convesion data, the software vendoris called the Retirement Concept Group. The P-017 is the personal computer used to access this data. Keep in agency 1 week.</p>	Paper	4/7/1994	Retention of Less than 1 Year - See Description	0 Years	7 Destroy	Current
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<p><b>Schedule #:</b> 1095      17#:MSRS Dat-Tapes Benefits Payroll Backups</p> <p>Tapes Benefits Payroll backups which backs up monthly retirees' benefits payroll processing. Keep in agency one week.</p>	Paper	4/7/1994	Retention of Less than 1 Year - See Description	0 Years	7 Destroy	Current
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