RECORDS RETENTION AND DISPOSITION SCHEDULE
Public Retirement System, Indiana

Agency: Public Retirement System, Indiana Division:

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION *(This Retention Schedule is approved on a space-available basis)*	RETENTION PERIOD
1	2014-08	**MEMBER RECORDS** This record contains active, inactive, vested rights, retiree, disability, and deceased membership records. Also includes case-specific member and employer correspondence, withdrawal and refund records, payment records, addresses, benefit estimates sent by INPRS staff, and other documents and information. Does not include items such as bulk member communication, copies of cancelled checks, or tax records such as 1099s or W-4 information. Records are electronically linked based on member identification. Records may be received in hard copy or born-digital format. (Formerly retained under Record Series 2000-63 and 2001-46)	IMAGE any hard copies according to IARA imaging standards, and DESTROY after verification of images for completeness and legibility. TRANSFER an annual report on member-related demographic and financial activity to the INDIANA ARCHIVES under RS GRPUB-2.DESTROY all agency copies of records in any format ten (10) years after the member and all beneficiaries have died and payments have ceased, a.d after verification that annual report for the year payments ceased has been transferred to the Indiana Archives
2	79-2970	**PLAN SPONSOR FILES** Employer-related files maintained within the Filenet software system. May include employer resolutions, correspondence, agreements, and additional supporting documents. Records may be received in hard copy or born-digital format.	Pre-2008 hard copies located in the RECORDS CENTER: TRANSFER to the INDIANA ARCHIVES for permanent archival retention, fifty (50) years after listed records date. Pre-2021 imaged records: TRANSFER one (1) copy of digital images along with an index to the STATE ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. 2021 onward: Image any hard copies according to IARA standards, and DESTROY after verification of images for completeness and legibility. TRANSFER an annual report on member-related demographic and financial activity to the INDIANA ARCHIVES under RS GRPUB-2. MAINTAIN electronic records permanently in agency for reference use.
3	2018-03	**WAGE AND CONTRIBUTION DATA RECEIVED FROM PLAN SPONSORS** Formerly maintained as a part of Record Series 79-2970, this is raw fiscal data on wages and contributions, received only in electronic format.	DELETE electronic data ten (10) years after listed records date.
4	2018-04	**PUBLIC RETIREMENT SYSTEM PERSONNEL FILES** The Public Retirement System's documentation of the employee's working career with the agency; this includes full-time, part-time, and temporary employees as well as paid and unpaid interns and volunteers. Typical contents could include the Application for Employment, PERF forms, Request for Leave, Performance Appraisals, memos, correspondence, complaint/grievance records, miscellaneous notes, the Add, Rehire, Transfer, Change form from the Office of the Auditor of State, Record of HRMS Action, and/or public employee union information. This is an exception to Record Series GRPER-5 on the General Retention Schedule for all state agencies, because INPRS is a quasi-state agency whose records are not collected by the Indiana State Personnel Department. Disclosure of these records may be subject to IC 5-14-3-4(b)(2)(3)(4) & (6), and IC 5-14-3-4(b)(8).	One (1) year after the employee leaves the state government agency or at the conclusion of any litigation, whichever is later, TRANSFER to the STATE ARCHIVES for permanent archival retention. MAINTAIN a list of previous employees permanently within the agency, based on the information found in the inactive personnel folders, including employment dates, classification, and rehire eligibility status.

Approved by the Indiana Oversight Committee on Public Records

5	2018-05	**1977 FUND BASELINE EXAMS - DENIED** Applications and supporting medical exam records for applicants to the 1977 Police Officers' and Firefighters' Pension and Disability Fund who did not qualify for membership. Disclosure of these records may be affected by IC 5-14-3-4(a)(9) and the discretion of a public agency per IC 5-14-3-4(b)(8) and 29 CFR 1630.14(b)(1).	DESTROY one (1) year after denial of application.
6	2022-03	**HISTORICAL ADDRESS DATA** These records consist of obsolete member address data which was not (or may not have been) transferred from a previous Member Records system to the next application, due to technical issues. It does not contain the member's active address and holds no ongoing value to the member's benefit information.	DESTROY records in any format after eight (8) years.
7	2022-04	**ANNUAL MEMBER STATEMENTS** Statements issued on an annual basis which include status of defined benefit and defined contribution accounts. May originate in hard-copy or born digital format. Hard copies may be imaged for agency convenience, or remain in their original format.	IMAGE according to IARA standards at agency's discretion; DESTROY any hard copies which have been imaged after verification of images for completeness and legibility. DESTROY all remaining records in any format ten (10) years after the member and all beneficiaries have died and payments have ceased.
8	2022-05	**QUARTERLY MEMBER STATEMENTS** Interim statements issued on a quarterly basis which include status of defined benefit and defined contribution accounts. May originate in a hard-copy, born digital, or data format.	IMAGE any hard copies according to IARA standards, and DESTROY after verification for completeness and legibility. DELETE electronic records one (1) year after date of issuance.
9	2022-06	**DEFINED CONTRIBUTION ACCOUNT BALANCES**	Daily balance information: DELETE seven (7) years after posted date. Post-2010 Monthly balance information and Pre-2011 Quarterly balance information: DESTROY records in all formats ten (10) years after the member and all beneficiaries have died and payments have ceased.
10	2022-07	**DEFINED CONTRIBUTION ACCOUNT ROLL-IN RECORDS** These records include transaction documents that reflect amounts members have rolled into their Defined Contribution account amounts from other retirement plans. Records may originate in hard copy or born digital format.	IMAGE any hard copies according to IARA imaging standards, and DESTROY after verification of images for completeness and legibility. DESTROY records in any format ten (10) years after the account has reached a zero balance.
11	2022-08	**DEFINED CONTRIBUTION INVESTMENT ALLOCATION CHANGES** May be in hard copy or born digital format.	IMAGE any hard copies according to IARA imaging standards, and DESTROY after verification of images for completeness and legibility. DESTROY records in any format ten (10) years after the account has reached a zero balance.
12	2022-09	**MEMBER TELEPHONE VOICEMAILS AND CALL RECORDINGS** Records include voice mails on INPRS staff phone lines, telephone call recordings from INPRS Tier 1 and Tier 2 call centers. These are conversations or recordings directly related to member accounts; all other voicemails and recordings are managed under GRADM-4 on the State General Retention Schedule.	DESTROY recordings in any format five (5) years after the date of the call.

13	2022-10	**INVESTMENT PITCH BOOKS** Records include documents received by INPRS Investment staff from investment banks, investment firms, and other investment professionals outlining information such as an overview of the firm and or teams, financial strength, services available, historical investment performance, valuation analyses, and recommendations. May originate in hard copy or born digital format. This is a mixture of records that may relate to a contract, or may have been submitted as advertising material independent of any specific fiscal transaction.	DESTROY records in any format ten (10) years after the date of the pitch book.