

4.3 BENEFITS

The activity of compensating employees via means other than salaries and wages.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03048 Rev. 0	<p><i>Benefits Enrollment and Participation</i></p> <p>Records relating to the enrollment and participation of employees in various benefit programs and packages offered to state employees such as health/disability/life insurance, deferred compensation, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Determinations of eligibility; • Applications for enrollment/participation; • Name, address, status and dependent modifications/changes. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Voluntary Employee Beneficiary Association (VEBA) (DAN GS 03045);</i> • <i>Retirement Verification (DAN GS 03032).</i> 	<p>Retain for 6 years after date of separation from agency</p> <p><i>or</i></p> <p>6 years after withdrawal from participation, <i>whichever is sooner</i></p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03037 Rev. 1	<p><i>Commute Trip Reduction (CTR) Program</i></p> <p>Records relating to an agency's promotion and administration of reducing employee commute trips such as encouraging use of public transit, ride sharing, bicycle commute options, incentives and alternatives such as telecommuting.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Bonus voucher certification forms; • Registration and participant forms; • Incentives; • Parking tracking files; • CTR performance evaluations/reports/surveys/questionnaires. <p>Excludes records covered by <i>Reporting/Filing (Mandatory) – Employment-Related (DAN GS 03056)</i>.</p>	<p>Retain for 6 years after end of fiscal year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03032 Rev. 1	<p>Retirement Verification</p> <p>Records relating to an employee's state service to document eligibility and entitlement to retirement benefits.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Enrollment; • Salary and employment dates; • Appointment letters; • Monthly salary; • Hours worked; • Time cards, time sheets or payroll registers if necessary to verify retirement information; • Other eligibility documentation such as position retirement worksheets or retirement reviews as necessary. <p>Excludes:</p> <ul style="list-style-type: none"> • Records covered by <i>Benefits Enrollment and Participation (DAN GS 03048)</i>; • Records covered by <i>Voluntary Employee Beneficiary Association (VEBA) (DAN GS 03045)</i>; • Records of the Department of Retirement Systems. 	<p>Retain for 60 years after date of separation from agency <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OFM</p>

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 03013 Rev. 1	<p><i>Tuition Reimbursement</i></p> <p>Records relating to tuition reimbursement requests for educational courses taken by employees as part of staff development, or for institutions of higher education for qualified dependents if part of benefits package.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests for reimbursement and supporting documentation; • Course documentation/curriculum; • Approvals for reimbursement. 	<p>Retain for 6 years after completion of course <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 03049 Rev. 0	<p><i>Unemployment Insurance Claims</i></p> <p>Records relating to unemployment claims filed by individuals against agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Individual claims; • Documentation of acceptance/denial; • Any appeals of claims. 	<p>Retain for 6 years after final resolution of claim <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 03045 Rev. 1	<p><i>Voluntary Employee Beneficiary Association (VEBA)</i></p> <p>Records relating to approved participation in the VEBA health reimbursement account/plan by retirement-eligible employees in the voting group.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Lists of eligible employees; • Ballots and vote counts. 	<p>Retain for 6 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM