

HUMAN RESOURCES

OFFICE OF FRINGE BENEFITS

140.02 Group Dental, Health, and Life Insurance, Tax Deferred Annuities and Dependent Care Program Enrollment Forms (Originals)

Dates: 1950 -
Volume: 12 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Alphabetical and Chronological

These are the forms used by the Fringe Benefits Office to enroll employees in payroll deducted programs for health, life and dental insurance coverage, tax deferred annuities and dependent care coverage.

Recommendation: Retain in office until supersedure and replacement of enrollment forms and/or the termination of coverage, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

140.06 Payroll Deduction/Revocation of Deduction Authorization Cards and Related Conversion Waiver and Enablement Forms (Originals and Duplicates)

Dates: 1981 -
Volume: 11½ Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Alphabetical and Chronological

These are duplicate payroll deduction/revocation of deduction authorization cards used by Personnel Services as proof of employees' authorization for the direct withdrawal/cancellation of group insurance premiums and annuity plan contributions from employees' payroll warrants. Original payroll deduction/revocation of deduction cards are maintained by the Payroll office. Related original conversion waiver and enrollment forms are included within the scope of the series.

Recommendation: Retain in office for five (5) years following the revocation of deduction or termination of the corresponding employees, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

140.07 Insurance Billing Records (Originals)

Dates: 1983 -
Volume: 10 Cu. Ft.
Annual Accumulation: 2½ Cu. Ft.
Arrangement: Chronological

This file series contains computer printouts, billing cards, and summary cards of billing transactions related to "direct" billings and payments of group insurance premiums. These records also serve as data input sources for main frame entry.

Recommendation: Retain in office for four (4) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

140.08 General Correspondence (Originals and Duplicates)

Dates: 1961 -
Volume: 6 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the office's general correspondence concerning routine administrative tasks of no long-term historical/administrative significance.

Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.