

352 – Educational Retirement Board File Plan

This file plan was developed to be a guide for Educational Retirement Board employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC.

This file plan only list records series of program's specific to the Educational Retirement Board. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

352-001 EMPLOYER'S MONTHLY CONTRIBUTION REPORT FILES:

Division/unit: Accounting

Maintenance system: Alphabetical by surname of employer, then chronological by month

Record series content: Monthly service credit contribution reports submitted to ERB by New Mexico educational employer's payroll offices. Report shows member's name, monthly salary, contributions; employer's name, employer's contributions, overpayment of contributions, underpayments of contributions, total contributions received, alternative retirement plan contributions, return to work program contributions, PERA retiree contributions, late fee penalties, etc. File may also contain *refund of overpayment on purchased service, journal voucher* for purchasing service credit, *payroll deduction purchase service agreement* and *adjustment to monthly contribution* report, etc.

Classification: 1.21.2.241 NMAC, Contributions

File closure: Close of fiscal year in which created

[New - 03/31/2021]

352-002 to 352-010

352-011 ACTUARIAL FILE:

Division/unit: Administrative services

Maintenance system: Chronological by fiscal year

Record series content: Record concerning actuarial research done by outside entity for ERB. File may contain actuarial evaluations, actuarial reports, operating tables, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Close of fiscal year in which created

[New - 03/31/2021]

352-012 ELECTION OF COVERAGE UNDER PERA (ERA FORM 44):

Division/unit: Administrative services

Maintenance system: Alphabetical by member's surname

Record series content: Form used by ER employees who choose retirement coverage under PERA.

Form may show, name, social security number, maiden name, gender, date of birth, employer name, date employed, position held, signature, date signed, employer address, ERB director's signature and date signed.

Classification: 1.21.2.242 NMAC, Member Files - Benefits Exhausted

File closure: Date created

[New - 03/31/2021]

352-013 to 352-020

352-021 ER MEMBERSHIP FILES:

Division/unit: Membership

Maintenance system: Alphabetical by employee surname

Record series content: Record concerning members who have been employed by an ERA-affiliated employer and have made contributions to ERB. File may contain: *certificate of employment (form 42)*, *designation of beneficiary under option b* form, copies of birth, baptismal, marriage or death certificates; *exemption of service* form, *application to purchase exempt service credit* form; *exempt calculation, exempt* letter; *certification of wages for purchase of allowed service* form (*out of state employment, private school employment in New Mexico and military service*), military discharge form (*DD214*); *direct rollover to ERB transfer request* form; *refund of overpayment on purchased service* form; *notification of death* on member or beneficiary; *death benefit tracking log* form; *repayment computation of withdrawn contributions* form; *estimate of ERA benefit* form; *statement of release*; *PERA service verification* form; *ERA retirement computation under NM Reciprocity Act* form; *benefit computation for age or service retirement, or death while eligible* form; *application for retirement* form; *request for refund or rollover of ERB contributions* form; *payroll deduction agreements* form; *data processing change* form; *QDRO packet*; correspondence, etc. After member retirement, file may also include: *final selection of benefit* form; *federal and state tax deduction* form; *direct deposit* form; death certificate; *designation of survivors benefits* form; *designation of beneficiary (ex spouse)* form; *data processing change* form; *independent contractor application (employee and employer) and approval* letter; *application for return to work program* form; *death condolence* letters; *benefit amount* letter; *affidavit acknowledgment* letter; *request for tax levy* letter; *approval for reduction of benefit* letter; *benefit pop up* letter; *late payroll tracking* form; etc.

Classification:

- (A) **Retired members:** 1.21.2.242 NMAC, Member Files - Benefits Exhausted
- (B) **Non-vested members:** 1.21.2.243 NMAC, Member Files - Other
- (C) **Vested members who die before retirement:** 1.21.2.242 NMAC, Member Files - Benefits Exhausted

File closure:

- (A) **Retired members:** Date final annuity payment made to member, members estate, beneficiary or beneficiary's estate
- (B) **Non-vested members:** Date of birth of member
- (C) **Vested members who die before retirement:** date beneficiary receives final annuity payment or refund of contributions paid to beneficiary or estate if applicable

Confidentiality: Portions of this record may be confidential per: 5 USC 552a (social security number); Section 24-14-27 NMSA 1978 (birth and death certificates); Section 14-6-1 NMSA 1978 (medical information).

[New - 03/31/2021]

352-022 ER MEMBERSHIP SYSTEM:

Division/unit: Membership

Maintenance system: Numerical by primary key (member's social security number)

Record series content: System used to track, monitor and calculate member contributions, salaries earned, purchased service calculations, benefit calculations, etc. Data include: member's name, social security number, date of birth, address, previous name, marital status, employer, employment status, annual wages earned, contributions made, contributions refunded, type of service purchased, number of quarters purchased, benefit tablet, refund data, etc.

Classification:

- (A) **Retired members:** 1.21.2.242 NMAC, Member Files - Benefits Exhausted
- (B) **Non-vested members:** 1.21.2.243 NMAC, Member Files - Other
- (C) **Vested members who die before retirement:** 1.21.2.242 NMAC, Member Files - Benefits Exhausted

File closure:

(A) **Retired members:** Date final annuity payment made to member, members estate, beneficiary or beneficiary's estate

(B) **Non-vested members:** Date of birth of member

(C) **Vested members who die before retirement:** date beneficiary receives final annuity payment or refund of contributions paid to beneficiary or estate if applicable

Confidentiality: Portions of this record may be confidential per 5 USC 552a (social security number)
[New - 03/31/2021]

352-023 CERTIFICATE OF EXEMPTION FROM MEMBERSHIP (ERA FORM 43):

Division/unit: Membership

Maintenance system: Chronological by school year, then alphabetical by member's surname

Record series content: Record concerning ER employees who chose not to participate in the ER program. Record may include name, social security number, date of birth; date signed, date employed, position held, employer name, representative signature, member signature, notary public signature and seal, etc.

Classification: 1.21.2.242 NMAC, Member Files - Benefits Exhausted

File closure: Close of fiscal year in which created

Confidentiality: Portions of file may be confidential per 5 USC 552a (social security number)
[New - 03/31/2021]

352-024 to 352-030

352-031 ER DISABILITY MEMBERSHIP FILES:

Division/unit: Disability membership

Maintenance system: Alphabetical by member's surname

Record series content: Records concerning application for disability retirement by ER member. File may contain: *disability retirement information* form, *disability retirement application* form, *authorization to obtain information* form, *designation of beneficiary under option b* form, *disability retirement employment verification* form, *explanation of disability benefits* form, *medical board disability review* form, *disability approval or denial* letter, *final selection of benefit* form, doctor's statement defining medical disability, medical records, birth certificate, job description, related medical information, conclusion-of-law facts, testimony given, panels final decision, medical panels reason for not approving disability, etc.

Classification:

(A) **Approved:** 1.21.2.242 NMAC, Member Files - Benefits Exhausted

(B) **Denied:** 1.21.2.243 NMAC, Member Files - Other

File closure: Date member reaches age sixty or the disability status changes

Confidentiality: Portions of file may be confidential per: 5 USC 552a (social security number) or Section 14-6-1 NMSA 1978 (medical information).
[New - 03/31/2021]

352-032 ER MEMBERSHIP DISABILITY SYSTEM:

Division/unit: Disability membership

Maintenance system: Numerical by primary key (member social security number)

Record series content: System used solely to calculate disability retirement benefits for ER members. Data include: member's name, social security number, date of birth, contribution history, etc.

Classification: 1.21.2.242 NMAC, Member Files - Benefits Exhausted

File closure: Date member reaches age sixty or the disability status changes

Confidentiality: Portions of file may be confidential per 5 USC 552a (social security number) or Section 14-6-1 NMSA 1978 (medical information).

[New - 03/31/2021]

352-033 to 352-040

352-041 POSTING LEDGERS:

Division/unit: Records

Maintenance system: Alphabetical by member's surname

Record series content: Record concerning ER school district employees between 1957 and 1971. Ledger may show name: address, employee signature, DOB, years worked, position held, name of employer, contribution amount, etc.

Classification: 1.21.2.241 NMAC, Contributions

File closure: Close of fiscal year in which created

Confidentiality: Portions of file may be confidential per 5 USC 552a (social security number)

[New - 03/31/2021]

352-042 ER MEMBERSHIP INFORMATION CARDS:

Division/unit: Records

Maintenance system: Alphabetical by member's surname

Record series content: 3 x 5 card used to document school district staff employed between 1971-1980. Card may show employee name, social security number, school district name, membership status, contributions refunded, date of refund, etc.

Classification: 1.21.2.242 NMAC, Member Files - Benefits Exhausted

File closure: Close of fiscal year in which created

Confidentiality: Portions of file may be confidential per 5 USC 552a (social security number)

[New - 03/31/2021]

352-043 ARP FILES:

Division/unit: Records

Maintenance system: Alphabetical by member's name

Record series content: ARP form used by ERA employees who chose to participate in the ARP in lieu of ERA. File may show employee name, DOB, social security number, signature, carrier elected, date signed, employer name, effective date, certifying signature and title, date certified, etc.

Classification: 1.21.2.242 NMAC, Member Files - Benefits Exhausted

File closure: Close of fiscal year in which created

[New - 03/31/2021]

352-044 to 352-050

352-051 ER RETIREE BENEFITS SYSTEM:

Division/unit: Retiree benefits

Maintenance system: Numerical by primary key (social security number)

Record series content: System monitors, tracks and calculates retired member's annuity information. Data may include: member's name, address, DOB, social security number, federal and state tax deduction information, direct deposit information, retirement date, retirement option chosen, retirement type (divorce, disability, PERA or ERA reciprocity), insurance deductions, gross benefit amount, non-taxable amount, net benefit amount, original benefit amount, adjusted benefit amount, retirement status, beneficiary social security number, child support amounts, tax levy's, additional deductions, etc.

Classification:

(A) **Retired members:** 1.21.2.242 NMAC, Member Files - Benefits Exhausted

(B) **Non-vested members:** 1.21.2.243 NMAC, Member Files - Other

(C) **Vested members who die before retirement:** 1.21.2.242 NMAC, Member Files - Benefits Exhausted

File closure:

(A) **Retired members:** Date final annuity payment made to member, members estate, beneficiary or beneficiary's estate

(B) **Non-vested members:** Date of birth of member

(C) **Vested members who die before retirement:** date beneficiary receives final annuity payment or refund of contributions paid to beneficiary or estate if applicable

Confidentiality: Portions of this record may be confidential per 5 USC 552a (social security number). [New - 03/31/2021]

352-052 RHCA INSURANCE REPORT:

Division/unit: Retiree benefits

Maintenance system: Chronological by month, than numerical by social security number

Record series content: RHCA report concerning insurance premium to be deducted from retiree's monthly benefit amounts. Report shows retirees' social security numbers, names, current and previous amounts deducted, etc.

Classification: 1.21.2.116 NMAC, Reports - General

File closure: Close of fiscal year in which created

Confidentiality: Portions of this record may be confidential per 5 USC 552a (social security number) [New - 03/31/2021]

352-053 FEDERAL TAX PAYMENT FILE:

Division/unit: Retiree benefits

Maintenance system: Chronological by calendar year

Record series content: Records concerning the verification of the electronic transfer of monies from the ERB to the IRS. Records document the receipt of monies by the State Treasurer and the fiscal agent for the state. File may contain: *receipt of federal tax payments* showing date, warrant number, amount, EFTPS acknowledgment number, state treasurer signatures, fiscal agent signatures, etc. File also contains: the *EFTPS worksheet* showing phone number, employer id number, pin number, date, time of call, tax form number, tax filing year, tax payment amount, etc.

Classification: 1.21.2.303 NMAC, Accounts Receivable

File closure: Close of calendar year in which created

[New - 03/31/2021]

352-054 to 352-060

352-061 CONTRIBUTION REFUND AND ROLLOVER SYSTEM:

Division/unit: Contribution refunds

Maintenance system: Numerical by primary key

Record series content: System monitors, tracks and calculates all contributions refunded to ER member or beneficiary or rolled over to IRS qualified alternative plans. Data includes member's name, status (active, inactive, unallocated), social security number, address, contribution amounts, contribution history, school code, payment type, refund type (active, inactive, death, beneficiary, divorce), etc.

Classification:

(A) **Retired members:** 1.21.2.242 NMAC, Member Files - Benefits Exhausted

(B) **Non-vested members:** 1.21.2.243 NMAC, Member Files - Other

(C) **Vested members who die before retirement:** 1.21.2.242 NMAC, Member Files - Benefits Exhausted

File closure:

(A) **Retired members:** Date final annuity payment made to member, members estate, beneficiary or beneficiary's estate

(B) **Non-vested members:** Date of birth of member

(C) **Vested members who die before retirement:** date beneficiary receives final annuity payment or refund of contributions paid to beneficiary or estate if applicable

Confidentiality: Portions of file may be confidential per 5 USC 552a (social security number).

[New - 03/31/2021]

352-062 REFUND VOUCHER REPORT:

Division/unit: Contribution refunds

Maintenance system: Chronological by fiscal year

Record series content: Monthly report of ER contribution refunds and contribution rollovers. Report may show member's name, social security number, contribution amounts, taxable contribution amounts, compounded quarterly interest earned, amounts of gross monies paid out, etc.

Classification: 1.21.2.310 NMAC, Reports - Accounting

File closure: Close of fiscal year in which created

Confidentiality: Portions of file may be confidential per 5 USC 552a (social security number)

[New - 03/31/2021]

352-063 to 352-070

352-071 CUSTODIAN REPORT:

Division/unit: Investments

Maintenance system: Chronological by month completed, then numerical by account number

Record series content: Reports generated by the fiscal custodian of record concerning investment transactions processed for the month. Reports may show the amount of each security owned, the book cost, market cost and the amount of accrued income, etc.

Classification: 1.21.2.242 NMAC, Member Files - Benefits Exhausted

File closure: Date account closed

[New - 03/31/2021]

352-072 EQUITY AND FIXED INCOME FILES:

Division/unit: Investments

Maintenance system: Chronological by trade transaction date

Record series content: Record concerning trade broker transactions of ERB monies, for purchases of corporate bonds, treasury notes and mortgages. Record may contain justification for purchase or sale, purchase price, sale price, interest rate, mortgage payment date, name of security, purchase cost, number of shares being purchased, trade date, date sold, etc.

Classification: 1.21.2.341 NMAC, Investments

File closure: Close of fiscal year in which created

[New - 03/31/2021]

352-073 EQUITY AND COMMINGLED FUND TRACKING SPREADSHEET:

Division/unit: Investments

Maintenance system: Numerical by primary key [alphabetical by name of money manager]

Record series content: Electronic record transferred from the outside investment accounting system [QED] that is used for the tracking of stocks in the ERB fund. Data may include number of stocks purchased, number of stocks sold, purchase price, sale price, date purchased, date sold, market value of stocks held, etc.

Classification: 1.21.2.341 NMAC, Investments

File closure: Close of fiscal year in which created

[New - 03/31/2021]

352-074 AFFIRMATION OF TRANSACTION:

Division/unit: Investments

Maintenance system: Chronological by settlement date of transaction

Record series content: Record affirming or verifying that transactions between the trader and the broker have been completed. Record shows name of trading broker, trade date, settlement date, transaction type, transaction face amount, principal, interest, commission, security exchange commission fee, name of clearing broker, etc.

Classification: 1.21.2.341 NMAC, Investments

File closure: Close of fiscal year in which created

[New - 03/31/2021]

352-075 RECONCILIATION FILES:

Division/unit: Investments

Maintenance system: Alphabetical by name of money manager, then chronological by state fiscal year and month

Record series content: Records concerning the reconciling of all transactions of the in-house investment accounting system with outside money manager and the custodian of record electronic system (QED). File may contain printout of investment accounting money manager cash records, monthly statements, portfolio listing, balance sheet, reconciliation reports, daily reconciliation report, returns, etc.

Classification: 1.21.2.331 NMAC, Reconciliations and Balancing

File closure: Close of fiscal year in which created

[New - 03/31/2021]

352-076 CORPORATE ACTION FILE:

Division/unit: Investments

Maintenance system: Chronological by action date received from custodian of records

Record series content: Custodian of record notice concerning actions regarding stocks such as stock splits, mergers, etc. Record may show date and type of action, etc.

Classification: 1.21.2.342 NMAC, Statements and Reports - Investments

File closure: Close of fiscal year in which created

[New - 03/31/2021]

352-077 PERFORMANCE REPORTS:

Division/unit: Investments

Maintenance system: Chronological by fiscal quarter date completed, then alphabetical by money manager name

Record series content: Quarterly reports generated from the investment accounting system (QED) concerning market returns of the total ERB retirement fund and of each individual portfolio within the fund. Report may show comparison ranking to other public funds, investment return for the quarter, year-to-date totals, etc.

Classification: 1.21.2.342 NMAC, Statements and Reports - Investments

File closure: Close of fiscal year in which created

[New - 03/31/2021]