



RETIREE HEALTH PROCEDURES (RSK-P002)
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

7.2.1.5 507060 Kaiser

7.2.2 STRS MS 0556 Insurance Premium Deduction Authorization form

7.3 BRMS SCUSD Retiree Reimbursement Direct Deposit Form- external document

7.4 Medicare Card issued by Social Security Office - external document

7.5 Union Contracts – external documents

7.6 RSK – F002A Retiree Health Form

7.7 PSL – F008 Resignation Retirement Form from Personnel

8.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Members' back sheets and/or salary cards	Scanning	One year, then goes to warehouse	After 5 years shredded	Scanning is pass code protected
Members Retiree enrollment forms	Scanning	One year, then goes to warehouse	After 5 years shredded	Scanning is pass code protected
Members forms indicating deletion of dep	Scanning	One year, then goes to warehouse	After 5 years shredded	Scanning is pass code protected
STRS & Pers deduction form	Scanning	One year, then goes to warehouse	After 5 years shredded	Scanning is pass code protected

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/8/04	A	Revised per audit input to be less detailed
7/12/06	B	Revised to include VBAS procedure
4/3/08	C	Accidentally deleted from the web site
4/6/09	D	Update to reflect current process and forms

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