

**CITY OF TRENTON FIRE AND POLICE RETIREMENT SYSTEM**

**P O L I C Y   R E S O L U T I O N**

**Adopted: November 9, 2011**

**Revised: July 16, 2014**

**Re:   Record Retention Policy and Disposal Schedule**

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**WHEREAS**, the Board of Trustees of the Retirement System is vested with the responsibility to manage and maintain the records of the Retirement System, and

**WHEREAS**, as custodian of the records, the Board recognizes its duty to ensure that Retirement System records are retained in a secure manner which allows for relative ease of retrieval/accessibility, as well as protects the confidentiality of Retirement System member and beneficiary information, and

**WHEREAS**, in accordance with this responsibility, the Board has determined that it is in the best interest of the Retirement System to establish a formal Record Retention Policy and Disposal Schedule to properly balance the foregoing considerations with the need to efficiently and cost effectively manage the records of the Retirement System, therefore be it

**RESOLVED**, that the City Treasurer shall be the individual responsible for the retention and management of the Retirement System records, and be it further

**RESOLVED**, that Trustees are not required to personally retain any documents and may obtain the necessary information to fulfill their responsibilities upon request to the Retirement System’s designated record keeper, and be it further

**RESOLVED**, that all Retirement System records shall be maintained in a secure location within the City Treasurer’s office in City Hall and shall be managed in accordance with the Michigan Freedom of Information Act (MCL 15.231 *et seq.*) and other applicable laws, as well as the Board’s direction and the following Record Retention and Disposal Schedule, and be it further

**RESOLVED**, that the Board hereby adopts the following Record Retention and Disposal Schedule with regard to public records of the Retirement System:

<b>MINIMUM RETENTION PERIOD</b>	<b>RECORD SERIES</b>
Permanent	Retirement Plan documentation (i.e., Charter, Ordinance, collective bargaining agreements, etc.); Board meeting minutes; Board meeting agendas; Board Resolutions; Retirement System/Board policies; Annual audits; Annual actuarial valuations; Annual Custodial Bank statements; Legal opinions; Correspondence establishing policy;
Fiscal Year + 7 Years	General Ledger; Payment Records; Invoices; Investment Performance Reports and Analysis prepared by the Retirement System’s Investment Consultant and/or Investment Managers; Summary Annual Reports; Trustee Conference/Seminar registration materials; Trustee Expense reports;

Termination/Expiration/Death + 6 Years	Service Provider contracts; Bids, quotes and proposals awarded; Employee/Retiree pension files; All other Contracts, Leases and Agreements;
3 Years	General correspondence; Bids, quotes and proposals not awarded;
1 Year + 1 Day	Closed Session meeting minutes; Board meeting notices; Freedom of Information Act Requests and Responses;
Upon approval of written minutes	Audio recording(s) of Board meetings;

and be it further

**RESOLVED**, that the foregoing Retention and Disposal Schedule is applicable to public records which are defined as a writing prepared, owned, used, in the possession of, or retained by, the Retirement System in the performance of an official function from the time it is created, and be it further

**RESOLVED**, that Retirement System “records and documentation” shall include handwriting, typewriting, printing, photostating, photographing, photocopying, and every other means of recording including, but not limited to: letters, words, pictures, sounds, symbols, papers, maps, magnetic or paper tapes, photographic films or prints, microfilm, microfiche, magnetic or punched cards, discs, drums, USB drives, other external storage drives, or other means of recording or retaining meaningful content, and be it further

**RESOLVED**, in administering this Record Retention Policy and Disposal Schedule the Board of Trustees and its representatives recognize that certain Retirement System records (i.e., closed session minutes, disability retirement applications, disability retirement and medical records, legal opinions, and employee/retiree/beneficiary personal information) are to be kept in a locked/secure location, and be it further

**RESOLVED**, that public access to such private/confidential records shall be limited through redaction of the records and/or execution of an appropriate waiver by the Board or affected individual, and be it further

**RESOLVED**, that copies of this Record Retention Policy and Disposal Schedule shall be made available to all interested parties.