

Payroll Records Retention Schedule

(Contact person: Dan Schropp: 5-2381)

DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
		LEGAL	ACTIVE	NON-ACTIVE						
		(CY: Current Yr)								
BY TYPE										
INITIAL LOAD	Payroll		Permanent		Yes	Yes	No	Microfilm	Some in Dept's	Duplicate copy of microfilm is w/ Crest
MONTHLY PAYROLL	Payroll		Permanent		Yes	Yes	No	Microfilm	Some in Dept's	Duplicate copy of microfilm is w/ Crest
BI-WEEKLY PAYROLL	Payroll		Permanent		Yes	Yes	No	Microfilm	Some in Dept's	Duplicate copy of microfilm is w/ Crest
EMPLOYEE DATA BASE	Payroll		Permanent		Yes	Yes	No	Microfilm	Some in Dept's	Duplicate copy of microfilm is w/ Crest
VACATION/SICK LEAVE	Payroll		Permanent		Yes	Yes	No	Microfilm	Some in Dept's	Duplicate copy of microfilm is w/ Crest
TAX INFORMATION	Payroll		Permanent		Yes	Yes	No	Microfilm	Some in Dept's	Duplicate copy of microfilm is w/ Crest
MONTHLY ETRS	Payroll		Permanent		Yes	Yes	No	Microfilm	Some in Dept's	Duplicate copy of microfilm is w/ Crest
BI-WEEKLY ETRS	Payroll		Permanent		Yes	Yes	No	Microfilm	Some in Dept's	Duplicate copy of microfilm is w/ Crest
BENEFITS	Payroll		Permanent		Yes	Yes	No	Microfilm	Some in Dept's	Duplicate copy of microfilm is w/ Crest
ELECTED DEDUCTIONS	Payroll		Permanent		Yes	Yes	No	Microfilm	Some in Dept's	Duplicate copy of microfilm is w/ Crest
BENEFIT ADJUSTMENTS	Payroll		Permanent		Yes	Yes	No	Microfilm	Some in Dept's	Duplicate copy of microfilm is w/ Crest
DAILY PAYROLL	Payroll		Permanent		Yes	Yes	No	Microfilm	Some in Dept's	Duplicate copy of microfilm is w/ Crest
RETRO-PAY JULY 1991	Payroll		Permanent		Yes	Yes	No	Microfilm	Some in Dept's	Duplicate copy of microfilm is w/ Crest
Office Correspondence of an Official Nature	Payroll		Permanent		Yes	No	No	Paper, PC	No	
NOTES:										
1) The retention period for convenience copies is 3 years which is a guideline and not a requirement.										
2) The custodian has official responsibility for retention and disposition of the record.										
3) An "Official Record" is the single official copy of a document maintained on file by an administrative unit of FUS which is usually, but not always, the original.										
Convenience copies are not official records.										
4) A "Confidential Record" is unavailable to the general public unless otherwise ordered by court, by the lawful custodian or by another person duly authorized.										
Medical, student and personnel files are examples.										
5) A "Vital Record" is one which is absolutely essential in order to continue doing business or to preserve the rights of the unit, its employees and the general public.										

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6) "Office Correspondence of an Official Nature" refers to policies, procedures, reports (internal or external), etc. that are used in the administration and management of the department and that should be memorialized.										