

Payroll Record Retention / Archiving

Process Owner _____ Fred Crowley

Business Liaison Kathy Lalor

Record Title	Format	Office of Record	Time in Office	Storage Location	Retention Period	Basis for Retention	Duplicate Copy	Retention Period Duplicate Copy
STAFF EXPENSE ANALYSIS by INDIVIDUAL (DINDI)	Paper	CAO - Payroll	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		DLC'S	Retain only until data is properly reflected on monthly statements.
STAFF APPOINTMENT & DISTRIBUTION by INDIVIDUAL (SANDI)	Paper	CAO - Payroll	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		DLC'S	Retain only until data is properly reflected on monthly statements.
TIME SHEETS/CARDS	Paper	CAO - Payroll	Current Fiscal Year + 2 Fiscal Years	CAO - Payroll	7 Fiscal Years		DLC'S	Current Fiscal Year + 2 Years
FILE MAINT(TAX FORMS, ETC)	Paper	CAO - Payroll	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		NA	NA
SANDI MEMOS	Paper	CAO - Payroll	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		DLC'S	Current Fiscal Year + 2 Years
UNION RETRO	Paper	CAO - Payroll	Current Fiscal Year + 2 Fiscal Years	CAO - Payroll	5 Calendar Years		N/A	N/A
ANNUAL REVIEWS	Paper	Human Resources	N/A	CAO - Payroll	3 Calendar Years		CAO - Payroll	3 Calendar Years
ACCT RECONCILIATIONS	Paper	CAO - Payroll	Current Fiscal Year + 2 Fiscal Years	CAO - Payroll	3 Calendar Years		N/A	N/A

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PAYROLL CONTROLS	Paper	CAO - Payroll	Current Fiscal Year + 2 Fiscal Years	CAO - Payroll	3 Calendar Years		N/A	N/A
TAX RECORDS	Paper	CAO - Payroll	7 Calendar Years	CAO - Payroll	7 Fiscal Years		N/A	N/A
TAXABLE TRAVEL	Paper	CAO-TRAVEL	3 Calendar Years	CAO - Payroll	3 Calendar Years		CAO - Payroll	3 Calendar Years
INDUSTRIAL ACCIDENTS	Paper	Human Resources	N/A	N/A	N/A		CAO - Payroll	3 Calendar Years
MISC AWARDS	Paper	CAO - Payroll	3 Calendar Years	CAO - Payroll	4 Calendar Years		N/A	N/A
GPD FICHE	Paper	CAO - Payroll	5 Calendar Years	CAO - Payroll	5 Calendar Years		N/A	N/A
MONTHLY KEYING REPORTS	Paper	CAO - Payroll	3 Calendar Years	CAO - Payroll	3 Calendar Years		N/A	N/A
GPD 1 & 2	Paper	CAO - Payroll	3 Calendar Years	CAO - Payroll	3 Calendar Years		N/A	N/A

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Record Title	Format	Office of Record	System Storage Location	Retention Period	Basis for Retention		Duplicate Copy Location	Retention Period Duplicate Copy
SANDI	Electronic	CAO - Payroll	Payroll System	7 Fiscal Years			DLC'S	Retain only until data is properly reflected on monthly statements.
TIME SHEETS/CARDS	Electronic	Payroll System	Payroll System	7 Fiscal Years			DLC'S	Current Fiscal Year + 2 Years
SANDI MEMOS	Electronic	Payroll System	Payroll System	7 Fiscal Years			DLC'S	Current Fiscal Year + 2 Years