

RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
<i>Department of Fiscal Services</i>	Annual W-2 Detail	Payroll	5 yrs. and until all audit requirements are met
<i>Department of Fiscal Services</i>	Miscellaneous Payroll Records (Including Journal Entry Copies and Worksheets, Audit Trails, File Maintenance Key punch Charts, Payroll Change Memoranda, Transmittal Authorization, Discrepancy Form, Notification of Absence)	Payroll	5 yrs. and until all audit requirements are met
<i>Department of Fiscal Services</i>	Withholding Forms and Statements (Federal and State)	Payroll	5 yrs. and until all audit requirements are met
<i>Department of Fiscal Services</i>	Payroll Deduction Authorization Forms	Payroll	5 yrs. and until all audit requirements are met
<i>Department of Fiscal Services</i>	Payroll Reports (Including Retirement, Overtime, Deduction, Longevity, Savings Bonds, Insurance Termination, Insurance Premium Report, Leave Accounting (Hard Copy))	Payroll	5 yrs. and until all audit requirements are met
<i>Department of Fiscal Services</i>	Correspondence File	Payroll	3 yrs. and until all audit requirements are met
<i>Department of Fiscal Services</i>	Payroll Journal	Payroll	Permanent

Revised: 02/18/09

Revised: 08/25/10

Revised: 01/26/12

Revised: 02/25/16

RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
<i>Department of Fiscal Services</i>	Payroll Information Reports, Time Sheets and Exceptions Time Reports	Payroll	5 yrs. and until all audit requirements are met

Revised: 02/18/09
 Revised: 08/25/10
 Revised: 01/26/12
 Revised: 02/25/16