

Division of Purchasing

*Payroll Records
Retention Schedule of the
Records Management Guide*

(This Schedule Revised April, 2008)



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Department of Administration

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http://adm.idaho.gov/purchasing/RecordsCenter/individual_books/Payroll_Records_Book.pdf

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APPENDIX 9: RECORDS RETENTION SCHEDULE FOR STATE GOVERNMENT AGENCIES

GUIDELINES

A record is recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

The following records retention schedule is reviewed and modified, if necessary, on a yearly basis. The schedule is designed to be a reference in designing individualized agency retention schedules and to provide a level of uniformity in records retention throughout Idaho state government. The State Record Center, Department of Administration, should be contacted regarding proposed changes or modifications to the records in this schedule, or if activities of an agency require different retention.

All retention periods are filed by either the fiscal or calendar year. For all UNANNOTATED DUPLICATE COPIES, preferably destroy immediately after administrative need ends by either the fiscal or calendar year.

INTRODUCTION TO RECORDS RETENTION SCHEDULE

This schedule is intended for use within an agency's records management program. Regardless, until an agency creates a version of this records retention series specific to its facilities, these are the accepted and established time frames and limitations that should be adhered to.

Retention Schedule Headings Definitions	
Series #	Number associated with each schedule type
Series Title	A general description of the series
Office of Record	Office that commonly creates the record and holds it during its active period
Retention Period	Time to retain the record; life of the record
Transfer Instructions	Where a record goes after its active period
Archival	<p>A – Indicates the record is or may be permanent and have historic value</p> <p>R – Indicates a required review by the Records Manager to determine value</p>
Vital	X – Record is vital for immediate operation of the office of origin or the institution.
Guidance: Restricted Access	<p>RA – Refers to the security needs of a record series. Must be justified.</p> <p><i>Access to applicable records should be limited to authorized personnel and approved individuals due to privacy and educational interests. Questions about limits should be based on the type of records, its content and the nature of the request for access and use.</i></p> <p>Records may contain, but are not limited to, confidential, personal or proprietary information.</p>
Guidance: Authorities	Federal and State laws, regulations or requirements that pertain to the series. Where not specifically referenced, Idaho Code § 9-337 through 9-347 of the Public Records Law has been applied. Note that there are exemptions for the access requirements of this law. These may be noted as well.

Retention Codes (Refer to Records Regardless of Format; Type May Vary)	
AC	After closed, terminated, completed, expired, settled or last date of contract
AV	As long as administratively valuable
CE	Calendar Year End (December 31 st)
FE	Fiscal Year End (June 30 th)
LA	Life of Asset
PM	Permanent
UA	University Archives
US	Until Superseded

HOW TO USE THESE SCHEDULES

ESTABLISHING A SCHEDULE

This schedule assumes that:

- The person using it is knowledgeable about his/her office or agency's records;
- An inventory of the records of the office or agency will be performed;
- Time will be taken to apply the definitions to the records found on hand; and
- Records will not be destroyed or reorganized without supervision of the agency's Records Manager or consultation with the State Archivist.

FUNCTIONS AND TYPES OF RECORDS

This schedule is intended to address records common to most offices and agencies of the State of Idaho. Not every type of record listed here will occur in every agency. Some agencies will discover they have records that do not appear to fit any of these series. For those records, contact the State Archivist or the agency's Records Manager for guidance.

HIERARCHY OF RECORDS WITHIN AN AGENCY

Put simply, not every office holding a copy of a record is holding the *record copy*. An example is time sheets. The record copy of a time sheet is the one signed and sent to the payroll office. Any copies kept in other offices to confirm later payroll reports (e.g., proper charges to accounts, etc.) are a short-term record, as are any personal copies in other offices. The Office of Record is the payroll office.

When trying to assess the value of a record in the focus area, bear this concept in mind: Where does the ultimate responsibility for a document, report or record lie? There are instances where a record has value for different reasons in different offices. This is the primary reason a physical inventory of records is essential to this process.

WHEN A RECORD SHOULD BE RETAINED LONGER THAN ITS RETENTION

Documents, regardless of format or storage media (e.g., electronic files), associated with any dispute, audit or legal proceeding should not be destroyed or altered without consultation with the agency's Records Manager, General Counsel, Deputy Attorney General or the State Archivist.

CONFIDENTIALITY, RESTRICTED ACCESS AND PUBLIC RECORDS

The need to limit access to a record type does not mean that it is unavailable as a public record.

- Requests for access to public records should be handled by personnel familiar with the requirements of the laws and regulations that apply to the information requested; and
- For some records flagged in this schedule as "RA – Restrict Access," copies can be furnished where restricted information is blocked out or redacted to make it available to a public records request. An example is a contract that may be copied if social security number, names, etc., have been obscured.

Concerns about making records available to a public records request should be addressed to the agency's Records Manager, General Counsel, Deputy Attorney General or the State Archivist.

CREATING AN AGENCY'S RETENTION SCHEDULE

Once an inventory is completed and a summary of the record series which occur in the agency's office has been compiled, based on this general schedule, a set of decisions will need to be made to establish the Office of Record for each record type. **NOTE:** For many common series, like "correspondence," the Office of Record will probably be the "office of origin" until it is time to transfer the inactive years of material to the State Archives. Other records have obvious "homes," like payroll records (Accounting or Payroll) and permanent or long-term personnel files (Human Resources). It should be noted that smaller-scale agencies may find that a central office becomes the Office of Record for many record types because of staffing or the preference of the agency director. For agencies with regional offices around the State, these decisions may seem problematic. However, with a careful focus on the needs of the offices within an agency and by consulting the State Archivist, these decisions can be made to the benefit of all.

One of the established benefits of records management, with improved accountability of the Office of Record, is efficiency, in both expense and time, of being able to retrieve a record when it is truly needed, without multiple copies taking up space throughout an agency or an office.

HOW TO USE THE RETENTION SCHEDULE FORMAT

Please consider the sample inserted below. Microsoft Excel was used to create this version of the retention schedule document. The fields of the table should be adhered to for compatibility with other State agencies and offices within a given agency.

The *Records Retention Form*, an online Excel fill-in form document, may be accessed at http://adm.idaho.gov/purchasing/record_cnt.htm.

SAMPLE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0110	PERIODIC BUDGET REPORTS Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports.		FE +3, then destroy			
SG1310	LOSS CONTROL INSPECTION REPORTS An annual self-inspection report used to identify potential hazards within the building or on the agency property. This record may also be used as evidence in defense of a claim. GUIDANCE: - Retain by agency until superseded or obsolete, then send to Risk Management.	Risk Manage- ment	US +12, then destroy			
SG18312	STUDENTS - FINANCIAL AID RECORDS - FFEL AND DIRECT LOANS Records related to borrower's eligibility and participation. All audit requirements to be met prior to disposal. GUIDANCE: - AC - End of the award year in which the student last attended. - Retention based on 34 CFR § 668.24		AC +3, then destroy			RA -Access: FERPA, Confi- dential Record.
SG18559	COMPUTER SYSTEMS - HARDWARE DOCUMENTATION Operational and maintenance requirements of computer hardware, such as operating manuals, hardware configurations, control systems. GUIDANCE: - Series may relate to property management schedules.		PM	A	X	RA -Access may be restricted as part of facility security plans.

NOTE: A column may be added for specific agency series numbers to allow for associating a records series with an in-house procedure or policy.

PAYROLL RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0901	ADMINISTRATIVE PAYROLL REPORTS Reports and statistics with supporting and related records pertaining to workload and personnel management, payroll operations and administration.		AC +3, then destroy			
SG0902	BUDGET AUTHORIZATION REFERENCE Copies of budget authorizations in operating payroll units used to control personnel ceilings and personnel actions.		US, then destroy			
SG0903	DEDUCTIONS AND OTHER EARNING REGISTERS Report used to reference the amount of retirement deducted and other miscellaneous deductions. GUIDANCE: - Retain by the Office of the State Controller, Division of Statewide Payroll, 3 years or after audit.	Office of the State Controller, Division of Statewide Payroll	AC +3, then destroy			

LEGEND:

Retention Codes: **AC**-After closed, terminated, completed, expired, settled or last date of contact; **AV**-As long as administratively valuable; **CE**-Calendar Year End (December 31st); **FE**-Fiscal Year End (June 30th); **LA**-Life of Asset; **PM**-Permanent; **UA**-University Archives; **US**-Until Superseded

Archival: **A**-Record is or may be permanent and have historic value; **R**-Required review by the Records Manager to determine value.

Vital: **X**-Record is vital for immediate operation of the office of origin or the institution

Guidance: **RA**-Refers to the security needs of a record series. Must be justified.

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0904	EMPLOYEE BENEFIT MATCHING MONEY REPORT Listing of state matching funds paid to employee retirement. GUIDANCE: - Retain by the Public Employees Retirement System (PERSI) 3 years or after audit.	PERSI	AC +3, then destroy			
SG0905	FINAL TIME SUMMARY REPORT This report provides information on the regular and overtime hours paid. It also includes all other earnings and the labor distribution. GUIDANCE: - Retain by the Office of the State Controller, Division of Statewide Payroll, 3 years or after audit.	Office of the State Controller, Division of Statewide Payroll	AC +3, then destroy			
SG0906	FULL-TIME EMPLOYEE REPORT Report which informs users of the full-time equivalent count for each agency. GUIDANCE: - Retain by agency 3 years or after audit.		AC +3, then destroy			

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0907	<p>GARNISHMENTS</p> <p>Record of garnishments or levies for debts owed by the employee.</p> <p>GUIDANCE:</p> <ul style="list-style-type: none"> - Retain by the Office of the State Controller, Division of Statewide Payroll, 3 years or after audit. - AC - After end of garnishment or after audit. 	Office of the State Controller, Division of Statewide Payroll	AC +3, then destroy			
SG0908	<p>INCOME TAX EXEMPTIONS AND WITHHOLDINGS CERTIFICATES</p> <p>Form which records the number of exemptions an employee claims against his payment of income tax and any additional withholding from his paycheck, such as IRS Form W-4 and similar tax exemption forms.</p> <p>GUIDANCE:</p> <ul style="list-style-type: none"> - Retain by the Office of the State Controller, Division of Statewide Payroll, 3 years or after audit. - AC - After form is superseded or until termination of employee. 	Office of the State Controller, Division of Statewide Payroll	AC +4, then destroy			

LEGEND:

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0909	<p>INSURANCE DEDUCTION FILES</p> <p>Reports and related papers including copies of vouchers and schedules of payment pertaining to insurance deductions.</p> <p><i>GUIDANCE:</i> - Retain by the Office of the State Controller, Division of Statewide Payroll, 3 years or after audit. - AC - After separation of employee.</p>	Office of the State Controller, Division of Statewide Payroll	AC +3, then destroy			
SG0910	<p>LEAVE ADJUSTMENT REPORTS</p> <p>Shows all leave adjustments made during a pay period. Shows category of adjustment, the amount, social security number, and employee name.</p>	Office of the State Controller, Division of Statewide Payroll	AC +3, then destroy			
SG0911	<p>LEAVE APPLICATIONS</p> <p>Applications for leave and supporting papers relating to request for and approval of employee leave.</p>		AC +6 months, then destroy			

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SG0912	<p>LEAVE CATEGORY CHANGES</p> <p>Report showing changes made if an employee does not have enough leave and payroll program must make adjustments from another category.</p> <p>GUIDANCE: - Retain by the Office of the State Controller, Division of Statewide Payroll, 3 years or after audit.</p>	Office of the State Controller, Division of Statewide Payroll	AC +3, then destroy			
SG0913	<p>LEAVE SUMMARY REPORT</p> <p>Reports which document the kind and amount of leave taken by an employee during a calendar year. After they are signed by the employee, they are maintained in the official personnel file.</p> <p>GUIDANCE: - AC - Until report is made part of official agency personnel file.</p>		AC, then destroy			
SG0914	<p>NOTICES OF PAYROLL ACTION</p> <p>Notices which document all payroll actions.</p> <p>GUIDANCE: - AC - Until notices are made part of official agency personnel file.</p>		AC, then destroy			

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SG0915	<p>PAYROLL REGISTER</p> <p>Display of earnings, deductions, taxes, net income, and warrant or direct deposit information. These documents are prepared and used for payroll disbursement.</p> <p>GUIDANCE: - Retain by the Office of the State Controller, Division of Statewide Payroll, 3 years or after audit.</p>	Office of the State Controller, Division of Statewide Payroll	AC +3, then destroy			
SG0916	<p>PRELIMINARY PAYROLL FILES</p> <p>Computer-produced, two part documents sent by Division of Statewide Payroll to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.</p> <p>GUIDANCE: - AC - Until final payroll is run.</p>	Office of the State Controller, Division of Statewide Payroll	AC, then destroy			
SG0917	<p>RETIREMENT BENEFITS ASSISTANCE FILES</p> <p>Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors in claiming insurance or retirement benefits.</p>		AC +1, then destroy			

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SG0918	<p>RETIREMENT FILES</p> <p>Reports and register control documents relating to retirement.</p> <p>GUIDANCE: - Retain by the Public Employees Retirement System (PERSI) 3 years or after audit.</p>	PERSI	AC +3, then destroy			
SG0919	<p>RETROACTIVE PAY REQUESTS FOR STATE EMPLOYEES</p> <p>Records which document requests for retroactive payments to state employees, such as when a pay increase was not done in a timely manner. Information includes name, low organization number, social security number, effective date, number of regular hours, and new hourly rate. These records are kept for audit purposes. The actual retroactive payment is part of the master payroll files maintained by the Division of Statewide Payroll.</p> <p>GUIDANCE: - Retain as part of employee's personnel file.</p>		AC +3, then destroy			
SG0920	<p>SAVINGS BOND PURCHASE FILES</p> <p>Forms and reports with related records pertaining to deposits and purchase of bonds.</p>	Office of the State Controller, Division of Statewide Payroll	AC +3, then destroy			

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SG0921	SAVINGS BOND PURCHASE SUMMARY List of all bond purchases and the remaining bond balances.	Office of the State Controller, Division of State-wide Payroll	AV, then destroy			
SG0922	TAXABLE WAGE EARNING REPORTS Returns on income taxes such as IRS Form W-2 and reports of withheld federal taxes, such as IRS Form W-3, with related records, including reports regarding income and social security taxes. GUIDANCE: - Retain by the Office of the State Controller, Division of Statewide Payroll, 3 years or after audit.	Office of the State Controller, Division of State-wide Payroll	AC +3, then destroy			
SG0923	TIME AND ATTENDANCE REPORTS State employee time sheets, including flextime attendance reports, supplemental time and attendance records (such as sign-in/sign-out sheets), and work reports that are used for time accounting under flextime systems. GUIDANCE: - Retain by agency 3 years or after audit.		AC +3, then destroy			

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SG0924	<p>WAGE SURVEY FILES</p> <p>Wage survey reports and data, working papers and related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and requests for and authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).</p> <p>GUIDANCE: - AC - After completion of second succeeding wage survey.</p>	Office of the State Controller, Division of State-wide Payroll; and Division of Human Resources	AC, then destroy			

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