# Records Retention Schedule for the Department of Finance – Office of Personnel

**Records documenting payroll (e.g. pre-payroll reports, payroll check registers)**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Records documenting payroll deduction authorizations**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Records documenting payroll deductions for tax purposes**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Records documenting employee hours worked, leave earned and leave taken**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Records of employee final leave status**

Disposition: Temporary Record. Retain 6 years after separation of employee from the agency.

**Records documenting an employee’s work history - generally maintained as a case file** Disposition: Temporary Record. Retain 6 years after separation of an employee from the agency.

**Records relating to Equal Employment Opportunity activities**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Records relating to State Employee Injury Compensation Trust Fund activities**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Records relating to the Fair Labor Standards Act (FLSA) activities**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

**Records relating to the Family Medical Leave Act activities**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

The State Records Commission adopted this records retention schedule on April 28, 2010.

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Edwin C. Bridges, Chairman, by Tracey Berezansky Date

State Records Commission

Receipt acknowledged:

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Elizabeth Allen, Director Date

Department of Finance – Office of Personnel