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.

Edwin C. Bridges, Chairman, by Tracey Berezansky  
State Records Commission

Receipt acknowledged:

Elizabeth Allen, Director  
Department of Finance – Office of Personnel

Date