

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

Date

Receipt acknowledged:

Elizabeth Allen, Director
Department of Finance – Office of Personnel

Date