Retention and Classification Report

Agency: Salt Lake City (Utah). Department of Finance. Payroll (1557)

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Records Officer Connie Franey

00107	Gross to net adjustment payroll report
00105	Gross to net regular payroll report
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AGENCY: Salt Lake City (Utah). Department of Finance. Payroll

SERIES: 107 3
TITLE: Gross to net adjustment payroll report
DATES: 1980-
ARRANGEMENT: Chronological by pay period.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This is a bimonthly computer printout of adjustments to previous payroll. This printout includes social security number, name, deductions, gross pay, and year to date payroll and deduction information.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

Computer output microfiche master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Department of Finance. Payroll

SERIES: 105 3
TITLE: Gross to net regular payroll report
DATES: 1980-
ARRANGEMENT: Alphabetical by name.
ANNUAL ACCUMULATION: 5.00 cubic feet.
DESCRIPTION:

This is a computer printout received after each pay period detailing payroll for each city employee. This printout includes name of city employee showing gross pay, deductions, net pay for each employee, as well as social security number, job title, pay class, department code, and year to date payroll and deduction information.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Computer output microfiche master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Department of Finance. Payroll

SERIES: 109 3
TITLE: Human Resource Information System
DATES: 1940-
ARRANGEMENT: None.
ANNUAL ACCUMULATION:
DESCRIPTION:

This is an automated system of employee status information. The system is continuously updated with individual employee records being purged two years after the employee terminates. Three separate tapes are created and stored of payroll information: Tape 1 regular payroll and adjusted payroll, taped before and after payroll run; Tape 2 is a sequential file for each payroll run; and Tape 3 payroll at calendar year end as a sequential file. The complete system is backed up on tape biweekly. This system includes employee name, hire date, salary, payment history, pension, deferred compensation, job classification, department, dependents, EEO information, etc.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Agency Record Center for 2 years after employee termination and then purge.

Computer magnetic storage media: Retain in Agency Record Center for 3 years and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 7 years and then erase.

AGENCY: Salt Lake City (Utah). Department of Finance. Payroll

SERIES: 109
TITLE: Human Resource Information System

(continued)

Computer data files: Retain in Agency Record Center for 15 years and then erase.

AGENCY: Salt Lake City (Utah). Department of Finance. Payroll

SERIES: 110 3
TITLE: Library payroll
DATES: undated
ARRANGEMENT:
ANNUAL ACCUMULATION:
DESCRIPTION:

This is an automated information system containing library employee status information. Three separate payroll information tapes are created and stored: Tape 1--regular and adjusted payroll, before and after payroll run; Tape 2--sequential file of each payroll run; and Tape 3--payroll at calendar year end as a sequential file. A backup tape is created biweekly. This system includes name of employee, hire date, salary, payment history, pension, deferred compensation, job classification, departments, and EEO.

RETENTION:

Retain 15 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Agency Record Center for 2 years after employee terminates and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 3 years and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 7 years and then erase.

Computer magnetic storage media: Retain in Agency Record Center

AGENCY: Salt Lake City (Utah). Department of Finance. Payroll

SERIES: 110
TITLE: Library payroll

(continued)

for 15 years and then erase.

AGENCY: Salt Lake City (Utah). Department of Finance. Payroll

SERIES: 108 3
TITLE: Miscellaneous payroll reports
DATES: 1980-
ARRANGEMENT: Chronological by pay period.
ANNUAL ACCUMULATION: 3.30 cubic feet.
DESCRIPTION:

These are various computer printouts concerning payroll deductions. These printouts include printouts organized by type of deduction including: Control Totals, credit unions, associations, unions, U.S. Savings Bond Ledgers, donations, retirement records, insurance records, deferred compensation records, and liens. Provides name of employee, department, pay period, amount of deduction, and total amount of deductions.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

AGENCY: Salt Lake City (Utah). Department of Finance. Payroll

SERIES: 106 3
TITLE: Payroll time register
DATES: 1980-
ARRANGEMENT: Chronological by pay period.
ANNUAL ACCUMULATION: 3.30 cubic feet.
DESCRIPTION:

This is a bimonthly computer printout received from each city department containing hours worked by city employees to determine payroll. This printout includes inclusive dates for pay period, department name, name, social security number, pay class, title, cost center, number of regular and overtime hours worked each week, and accumulated vacation and sick time for each employee.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 3 years and then destroy.

AGENCY: Salt Lake City (Utah). Department of Finance. Payroll

SERIES: 103 3
TITLE: Personal earnings records
DATES: i 1930-1979.
ARRANGEMENT: Alphabetical by name.
ANNUAL ACCUMULATION:
DESCRIPTION:

This is a personal earnings record for all city employees. This record includes name of employee, hiring date, retirement date, pension refunds, salary history, job title history, etc.

RETENTION:

Retain 50 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center for 50 years and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). Department of Finance. Payroll

SERIES: 104 3
TITLE: Salary action forms
DATES: 1940-
ARRANGEMENT: Alphabetical by name.
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are forms that record employee salary information. These forms include name of employee, hire date, salary, payment history, pension, deferred compensation, job classification, department, dependents, EEO information, etc.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years after termination of employment and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Department of Finance. Payroll

SERIES: 102 3
TITLE: W-2 forms
DATES: 1940-
ARRANGEMENT: Alphabetical by name.
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This is the city's copy of W-2 forms prepared for the Internal Revenue Service for income purposes. The forms include gross earnings, federal state, and FICA tax paid and non-taxable allowances, along with employee's name, address, social security number, etc.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 05/01/1986.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.