

Retention and Classification Report

Agency: Salt Lake County (Utah). County Auditor. Accounting and Operations (917)
Salt Lake County Government Center
2001 South State Street, #N3300
Salt Lake City, UT 84190

Records Officer

19711 Payroll registers

AGENCY: Salt Lake County (Utah). County Auditor. Accounting and Operations

SERIES: 19711

1

TITLE: Payroll registers

DATES: 1978-

ARRANGEMENT: Chronological by pay period

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These are computer printouts of salary information for each payroll period for county employees. They include the employee's name, social security number, job classification, marital status, dependent status, vacation and sick leave usage, hourly salary rate, hours worked, overtime hours, allowances, FICA deductions, state and federal tax deductions, the net salary, and warrant number. Though this register is frequently used to reference specific payroll checks it might be the only record of employees and would then serve the same retirement purpose as the employee earnings history files.

RETENTION:

Retain 65 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 65 years or until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

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(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)