

**Payroll***This schedule applies to records in all formats*

item #	Record Title	Description	Retain in Office	Retain in Archives	Total	Comments
1	ADP Workforce Now	Payroll software management system. Includes absentee reports, employee earnings records, procedure manual, time cards, and time card reports	*P	0	*P	Records are stored in the ADP system in perpetuity. Any data destructions after seven years must be initiated by CMA.
2	Attendance Calendars		CY + 2 years	0	3 years	Kept in binders as a back up to the ADP system
3	Authorization for payroll reduction		CY + 1 year	5 years	7 years	
4	Payroll checks		7 years	0	7 years	
5	Payroll check requests for employee deductions	Mostly for 403b, union dues, and United Way	CY + 1 year	5 years	7 years	
6	Payroll ledgers and registers		7 years	0	7 years	Received on CD. End of year payroll information is needed for six years to calculate pensions

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7	W-2s		CY + 1 year	5 years	7 years	Received on CD
8	W-4s		4 years after termination of employee	0	4 years after termination of employee	