

# Preliminary payroll files (GRS-2326)

## Utah General Retention Schedule

### Description

Computer-produced, two part documents sent by Finance to the Department to record final corrections or adjustments regarding employees' pay.

### Retention and Disposition

Retain for 3 months, and then destroy records.

### Categories

Financial Management

### Effective

10/2000

### Previous Schedule Number

SG-6(229)-18