Retention and Classification Report

Agency: Department of Government Operations. Division of Finance. Payroll Office (821)

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801-538-3020

Records Officer: _____

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AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 8436 3
TITLE: Benefit deduction check register
DATES: 1986-
ARRANGEMENT: None.
DESCRIPTION:

This is a listing of all warrants issued to different organizations which receive deductions withheld by the state. The state accumulates these deductions and makes lump sum payments to each respective organization. This information is referenced 3 times per week. The peak reference period is during the first year. One copy of one master is produced bi-monthly. This is part of the Payroll System. It includes organization number, check number, fund code, employer amount, employee amount, total amount, deduction and other earnings code, a type code, and the date of the register.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Computer output microfiche master: Retain in Office for 7 years and then destroy.

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 8436
TITLE: Benefit deduction check register

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2017.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 8401 3
TITLE: Deduction requests files
DATES: 1982-
ARRANGEMENT: Chronological by year
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are request lists from agencies, individuals, and other entities authorizing the Division of Finance to deduct a certain amount from an employee's paycheck on a regular basis. The entries are made by state payroll and run with state payroll in the pay period indicated on the form. Information includes the employee's name, social security number, deduction amount, deduction code, and the name of the entity receiving payment.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1998

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

Computer output microfiche duplicate: Retain in Archives for 7 years and then destroy.

Computer output microfiche master: Retain in Archives for 7 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 8401
TITLE: Deduction requests files

(continued)

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This retention is based on Federal General Accounting Office's Comprehensive Schedule 033-12b.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 8402 3
TITLE: Direct deposit authorization files
DATES: 1984-
ARRANGEMENT: Chronological by pay period for paper files, numerical by employee identification number for computer files
ANNUAL ACCUMULATION: 0.70 cubic feet.
DESCRIPTION:

These are requests from employees for the direct depositing of their paychecks and disbursements to banks and/or lending institutions. They include employee's name, social security number, name of savings or checking institution, the savings or checking account number, and a copy of the employee's deposit slip or voided check which could possibly have the employee's home address.

RETENTION:

Retain for 8 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 months after scanned into IBM Content Manager and then destroy.

Computer magnetic storage media: Retain in Office for 8 years and then erase.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This retention is based on GAO's Comprehensive Schedule 033-12b.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 8402
TITLE: Direct deposit authorization files

(continued)

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(f) (2008)

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 17674 3
TITLE: Direct deposit cancellation requests
DATES: 1996-
ARRANGEMENT: Chronological by date received.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These records document the cancellation of direct deposits by employees. The original document is faxed to the clearing house ACH Department with account number, dollar amount, routing number, and institution name, as well as reason for incorrect deposit such as termination, LWOP, or incorrect pay amount. This request requires that the Clearing House contact the appropriate institution or to delete the dollar amount from the electronic funds tape sent to them before that amount is sent to the institution. If it reaches them first, then it is requested to be returned to the Clearing House for credit to the state's account and is reissued if necessary.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs of the agency.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 17674
TITLE: Direct deposit cancellation requests

(continued)

PRIMARY DESIGNATION:

Private	Name, Social Security Number, name of financial institution, and account number. UCA 63G-2-302(1)(f),(2)(b) 1996.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 17673 3
TITLE: Direct deposit request log
DATES: 1996-
ARRANGEMENT: Chronological by year, thereunder by internal sequence number.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are logs consisting of internal sequence numbers, warrant check numbers, and dollar amounts of checks reissued due to closed direct deposit accounts or invalid account or bank code information. Includes the original request for the check, ACH credit report, and a copy of the reissued check.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1996

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs of the agency.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 17673
TITLE: Direct deposit request log

(continued)

PRIMARY DESIGNATION:

Private	Address, name, signature, Social Securty Number, and account number. UCA 63G-2-302(1)(f),(2)(b) 1996.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 17671 3
TITLE: Direct deposit return/ACH information report
DATES: 1996-
ARRANGEMENT: Chronological by payroll run date.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are reports of deposits credited to the state's account due to invalid data or closed accounts. They also contain corrections to accounts and bank routing numbers.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(g),(2)(b)(2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 17344 3
TITLE: Office of Recovery Services notice to withhold income for child support records
DATES: 1981-
ARRANGEMENT: None.
DESCRIPTION:

These are records for deductions from a state employee's salary for child support owed by the employee. This is the manual system used by the Division of Finance, Payroll office, to track and account for money which is withheld.

RETENTION:

Retain for 1 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1996

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after employee or authorization to withold is terminated and then destroy.

Computer data files: Retain in Office for 1 year after employee or authorization to withold is terminated and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(b,d)(2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 8398 3
TITLE: Pay advance contracts
DATES: 1985-
ARRANGEMENT: None.
DESCRIPTION:

These are agreements and conditions between the state and state employees for an advance of money equal to their normal pay when the Division of Finance changed the payroll payment periods. This occurred in May of 1985. This record includes payee's name, social security number, date, payment amount, employee's authorizing signature, and conditions agreed upon.

RETENTION:

Retain for 2 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after separation and then destroy.

Computer data files: Retain in Office for 2 years after separation and then delete.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 8398
TITLE: Pay advance contracts

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(b,d)(2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 82186 3
TITLE: Payback advance file
DATES: 1984-
ARRANGEMENT: None.
DESCRIPTION:

When the state went on the Human Resource Management System (HRM) there was a need to change the pay schedule. Since there would be no pay for 3 weeks a pay advance was given to each employee who wanted it to be paid back at or before termination. These files are the forms for payback. They are kept in the file until payback is made then the information goes to the HRM system and a reconciliation report is made.

RETENTION:

Retain for 1 year(s) after resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until payback has been made and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

Computer data files: Retain in Office for 1 year after resolution of issue and then delete.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 82186
TITLE: Payback advance file

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(b,d)(2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 25561 3
TITLE: Payroll approval records
DATES: 2003-
ARRANGEMENT: Alphabetical by agency
DESCRIPTION:

This series consists of records that are printed off from the new payroll system called the SAP Payroll System. They are used to check the accuracy of payments from the Payroll System and document the review and approval process for audit purposes. The records include the Payroll Review & Approval Documentation Cover Sheet which verifies that a manager, or supervisor has reviewed the Time Summary Report, the Time Edit Report, the Time Entered after Cutoff Report, and the Payroll Results Edit Report. These records also verify that the entries are correct based on the approved time sheets and verify that any changes were properly authorized.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, and/or fiscal value(s).

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 25561
TITLE: Payroll approval records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 22344 3
TITLE: Payroll data processing service requests
DATES: 1995-
ARRANGEMENT: Numerical by service request number
DESCRIPTION:

This record series documents requests for changes to, or information from, the state payroll system received by data processing. The requests are for modification, repair, and maintainence of the system; as well as requests for payroll information. The requests are generated from within the office, from other state agencies and from outside public and private entities. Information includes name of person or entity making request, date, description of work or information requested, and response to the request.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 22344
TITLE: Payroll data processing service requests

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 24246 3
TITLE: Payroll reconciliation
DATES: 1995-
ARRANGEMENT: chronological by pay period
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

This series contains various reports compiled to maintain record of reconciled payroll. Additional information includes reconciliation worksheets between payroll, general ledger, and accounts payable along with supporting documentation. Description changed effective in March 2003.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 8404 3
TITLE: Payroll warrant request files
DATES: 1980-
ARRANGEMENT: Chronologically by pay period date
DESCRIPTION:

These files document the disbursement of payroll warrants. They include off cycle checks, workers compensation buy backs/pay backs, check cancellations, and miscellaneous payroll entries performed by central payroll. These files are separate from the computerized payroll system and are filed by pay period. They include payee's name, date, check number, deductions, and amount of payment.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

Previous decision: RDR 83-01: 1 year after audit/private.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 16587 3
TITLE: Public employee leave history file
DATES: 1985-
ARRANGEMENT: None
DESCRIPTION:

This is the transactional history of all leave usage, accrual, or leave earned. It is updated each pay period. It also records all adjustments made to the employee's leave balance. This file includes employee name, employee number, employee leave use, accrual, earned or adjusted leave hours, dates of leave, and type of leave.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).

This retention is based on the audit requirements set out by the Fair Labor Standards Act.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 16587
TITLE: Public employee leave history file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 8451 3
TITLE: Retirement interface transactions
DATES: 1986-
ARRANGEMENT: None
DESCRIPTION:

This is the information sent to the Retirement office that updates their files on each employee's retirement history. It is created during each payroll period. This is part of the Payroll System. It includes employee's name, social security number, their retirement classification, the state contribution amounts, and the vested amount.

RETENTION:

Retain for 4 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Tape Library for 4 months and then erase.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 82295 3
TITLE: Retroactive pay requests
DATES: 1980-
ARRANGEMENT: Alphabetical by name.
DESCRIPTION:

These files document requests for retroactive payments to state employees (such as when the legislature votes a pay increase to be made retroactively). File includes name, low organization number, social security number, effective date, number of regular hours and new hourly rate. These records are kept for audit purposes. The record of the actual retroactive payment is part of the master payroll files.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).

There is not another copy of these files.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 82295
TITLE: Retroactive pay requests

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(g),(2)(b,d)(2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 3633 3

TITLE: Savings bond deduction cards

DATES: i 1980-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are payroll deduction authorizations from state employees for the purchase of U.S. savings bonds. These documents include employee name, date, and amount deducted, the bond denomination, and co-owner/beneficiary information.

RETENTION:

Retain for 3 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after bond cancellation or termination of employee and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This retention is based on the GAO's Comprehensive Schedule 033-12a.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 17672 3
TITLE: Social Security change information
DATES: 1996-
ARRANGEMENT: Chronological by date last updated.
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These files consist of screen prints from HRE/SmartStream and SAP Master File which show an incorrect Social Security Number and the correct number. These files also contain photocopies of Social Security Cards to document the correct number.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(g),(2)(b,d)(2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 18683 3
TITLE: Social security earnings report
DATES: 1990-
ARRANGEMENT:
DESCRIPTION:

This series contains a personnel report with the following information: date, department code, division code, employee number, name, amount earned, federal tax withheld, FICA, state withheld, and retirement withheld. Some of the reports have the columns labeled, while others do not.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Payroll processing records, GRS-1903.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Archives for 3 years and then destroy.

Microfilm duplicate: Retain in Archives for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

These records have fiscal value as they document monies spent.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 82294 3
TITLE: Temporary employee pay files
DATES: 1980-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These files include copies of W-2 forms, temporary payroll and tax and earnings report.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).

This retention is based on the Internal Revenue Service Code as quoted by IRS personnel.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 82296 3
TITLE: Vehicle fringe benefit computation files
DATES: 1980-
ARRANGEMENT: Alphabetical by department
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files track the fringe benefits received by each employee in each agency for tax purposes. They include name, month or quarter and taxable earnings.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 8446 3
TITLE: W-2 federal tax reporting tape
DATES: undated
ARRANGEMENT: None
DESCRIPTION:

This is the state's report of all wages paid and taxes withheld for all personnel employed by state government. The source of this information is the year-end Payroll Master. This information is sent to the Social Security Administration in Baltimore. A copy of the information is sent to the Tax Commission in Utah. This is part of the Payroll System. This form includes the same information carried on the W-2 form.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Tape Library for 4 years and then erase.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This retention is based on the GAO's Comprehensive Schedule 033-38 and 033-40.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 8446
TITLE: W-2 federal tax reporting tape

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 8445 3
TITLE: W-2 forms
DATES: 1986-
ARRANGEMENT: None.
DESCRIPTION:

This is a computer generated document which is sent to all current and former employees that shows all wages and taxes paid. The source of the data is the year-end payroll master file. A temporary file is created from which the printout is made. This is part of the Payroll System. It includes employee's name, social security number, address, wages paid and taxes withheld (federal and state), and FICA wages and taxes withheld.

RETENTION:

Retain for 60 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until mailed and then mail to employee.

Computer magnetic storage media: Retain in Tape Library for 60 days and then erase.

Computer data files: Retain in Office for 60 days and then delete.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 8445
TITLE: W-2 forms

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(g),(2)(b,d)(2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 82229 3
TITLE: W-2 returned forms and address change cards
DATES: 1975-
ARRANGEMENT: None.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This file contains returned W-2 forms and address change cards for those who have asked that their W-2's be sent to a different address.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 4 years and then delete.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This information was provided by the Internal Revenue Service helpline.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 82229
TITLE: W-2 returned forms and address change cards

(continued)

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(g),(2)(b,d)(2019)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 10/2019.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 3634 3

TITLE: W-4 tax forms

DATES: i 1980-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are records of withholding tax certificates completed by state employees which certify the withholding tax status of the employee. These forms include employee's name, signature and social security number, and the number of allowances.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule W-4 income tax withholdings certificates, GRS-1881.

AUTHORIZED: 04-01-2006

FORMAT MANAGEMENT:

Paper: Retain in Office until scanned into IBM Content Manager database and then destroy.

Computer magnetic storage media: Retain in Office for 4 years and then erase.

Microfilm master: Retain in Archives for 4 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).

This retention is based on the GAO's Comprehensive Schedule 033-36 and Title 42 of the United States Annotated Code.

AGENCY: Department of Government Operations. Division of Finance. Payroll Office

SERIES: 3634
TITLE: W-4 tax forms

(continued)

PRIMARY DESIGNATION:

Private