

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 for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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 DESIGNATION:

Private

SECONDARY DESIGNATION(S):

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