

## Retention and Classification Report

**Agency:** Jordan School District (Utah). Business Administration. Payroll (1655)

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**Records Officer:** \_\_\_\_\_

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**AGENCY:** Jordan School District (Utah). Business Administration. Payroll

**SERIES:** 85287

3

**TITLE:** Clean-up register

**DATES:** 1965-1998.

**ARRANGEMENT:** Alphabetical.

**DESCRIPTION:**

This monthly computer report is used to correct any errors, additions, exceptions, or corrections that occurred in the previous payroll register. It is seen as additional payroll and supplements the payroll register. It contains name of employee, social security number, marital status, number of exemptions, pay status code, telephone number, amounts deducted for federal taxes, state taxes, FICA, retirement, and amount of employer paid FICA. This report is printed on the 28th of each month after the payroll register has been run.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

This retention and the disposition are based on the administrative needs expressed by the office. Since this report supplements the payroll register it should be retained for the same period.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Jordan School District (Utah). Business Administration. Payroll

**SERIES:** 85286

3

**TITLE:** Distribution report

**DATES:** [ca.1975]-1998.

**ARRANGEMENT:** Alphabetical by employee's name

**DESCRIPTION:**

This monthly computer report is used to monitor program budgets. This report includes names of employees, social security numbers, account number, current amount paid, quarter-to-date amount paid, calendar year-to-date amount, and fiscal year-to-date amount paid. This report is received in paper in three sorts by employee's name, program code, and function code. Both the program and function reports are only used for reference purposes and then are destroyed. Since the payroll register is arranged by location code the distribution report by employee name is the only alphabetical payroll listing and is used extensively by the office. It is also received in Computer Output Microfiche.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years or until administrative need ends whichever comes first and then destroy.

Computer output microfiche master: Retain in State Records Center for 10 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the district's payroll director.

**AGENCY:** Jordan School District (Utah). Business Administration. Payroll

**SERIES:** 987

3

**TITLE:** FICA quarterly reports

**DATES:** ca. 1965-1998.

**ARRANGEMENT:** Numerical by social security number

**DESCRIPTION:**

This is a quarterly report on both the employee and employer FICA contributions. Each report includes year-to-date information and supersedes the previous quarterly report. The fourth quarter report includes the complete year-to-date information and is put to Computer Output Microfiche. The report includes social security number, name of employee, gross salary, year-to-date employee and employer contribution to FICA, and identified account differences.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then destroy.

Computer output microfiche master: Retain in State Records Center for 30 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 30 years and then destroy.

**APPRAISAL:**

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

This retention is based on the administrative and fiscal needs expressed by the district.

**AGENCY:** Jordan School District (Utah). Business Administration. Payroll

**SERIES:** 11178

3

**TITLE:** Payroll history year-end report

**DATES:** 1993-1998.

**ARRANGEMENT:** Chronological, thereunder alphabetical by employee's name

**DESCRIPTION:**

This year-end report is a compilation of monthly payroll history reports. Each monthly report is superseded by the next month's report. The year-end report is received in July and contains payroll information for the fiscal year (July - June). It includes employee name, code charged to, school located, fiscal year paid, program funds, employee type, object code, regular salary, other pay received, gross salary, travel pay, FICA, federal and state income tax, state retirement (employee and employer contributions), total deductions, and net pay.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1993

**FORMAT MANAGEMENT:**

Computer output microfiche master: Retain in State Records Center for 50 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 50 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office for retirement purposes. The flat fifty period is used because it is not uncommon to have school district personnel work for long periods.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Jordan School District (Utah). Business Administration. Payroll

**SERIES:** 85284

3

**TITLE:** Payroll register

**DATES:** 1946-1998.

**ARRANGEMENT:** Alphanumerical by location code

**DESCRIPTION:**

This report is a complete record of payroll payments to district employees. The report has been computerized since 1965, but only placed on computer output microfiche since 1984. District employees are paid monthly (on the 25th) and this report is run on the 18th of each month. It is used to verify payments to employees. The report includes pay period, location number, district number, name of the employee, social security number, marital status, number of exemptions, pay status code, telephone number, and amounts deducted for federal taxes, state taxes, FICA, retirement, and amount of employer paid FICA.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 03/1990

**FORMAT MANAGEMENT:**

Paper: For records beginning in 1955 through 1984. Retain in Office for 60 years or until microfilmed and then destroy.

Paper: For records beginning in 1985 and continuing to the present. Retain in Office for 2 years and then destroy.

Computer output microfiche master: Retain in State Records Center for 60 years and then destroy.

Computer output microfiche duplicate: Retain in Office for 60 years and then destroy.

Microfilm master: Retain in State Records Center for 60 years and then destroy.

Microfilm duplicate: For records beginning in 1955 through 1984. Retain in Office for 60 years and then destroy.

**AGENCY:** Jordan School District (Utah). Business Administration. Payroll

**SERIES:** 85284

**TITLE:** Payroll register

(continued)

**APPRAISAL:**

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

This retention is based on the administrative needs expressed by the office and the provisions of the School District General Records Retention Schedule. The payroll register is the district's only payroll record. They do not maintain a separate employee payroll history record.