

FERRIS STATE UNIVERSITY

Schedule 2003.011- Payroll Office

N.b. If departments are unable to retain records for the length of time set out in this general record schedule due to space constraints, consult the University's Archivist for assistance and storage at the Record Center.

Item No	Record Series, Title and Description	Department Retention	Records Center Retention	University Archives
1	941/ Tax Reports.	CR+7	Destroy-ID	
2	Contract Records. Contract settlements and calculations used to reach them.	CR+7	Destroy-ID	
3	Employee Payroll Records. Filed by employee name within a year. Includes EAAs, W-4 cards, direct deposit forms, deductions and authorizations, garnishments, leave time, additional pay requests, tax shelter requests and correspondence with employee. Confidential destruction required.	CR+3	Destroy-ID	
4	Payment Records. Tax and vendor payments. Confidential destruction required.	CR+7	Destroy-ID	
5	Payroll Reports. Includes pay calculations or time sheets.	CR+3 or Audit.	Destroy-ID	
6	Retirement Reports.	CR+4	46 years Destroy	
7	Student Payroll Records. Includes intent to hire form and W-4 cards.	CR+3	Destroy-ID	
8	Voluntary Incentive Agreements.	CR+5	Destroy-ID	
9	Withholding Tax Statements/ W-2 Forms.	CR+30	Destroy-ID	

June 2003

Key:

ACT = Active

CR = Creation

SUP = Retain Until Superseded

CY = Calendar Year (current)

ID = Immediate Disposal

FY = Fiscal Year (current)

PM = Permanent

y = year(s)