

1. Requesting Agency CENTRAL PAYROLL BUREAU	2. Division or Bureau of Requesting Agency
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3. Authorization Requested (Check only one of the squares below).

- A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- C** Microfilm, and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. EMPLOYEES EARNINGS RECORD

This is an unnumbered form measuring 8 1/2" x 13-1/4". A single copy of this form is prepared each calendar year for each State employee paid through the Central Payroll Bureau. The form provides space for entering, for each payroll period, information concerning earnings and deductions. In addition, provision is made for showing accumulation to date for earnings, Federal tax and retirement. The information is posted to the form by bookkeeping machines at the time the pay checks are drawn and the completed payroll form is prepared.

The form is used for audit purposes and is also necessary for the preparation of withholding tax statements, Form W-2. It represents a valuable history of payroll data for individual employees, and for this purpose it should be maintained indefinitely. This will be the only pay record maintained by the Central Payroll Bureau beyond the three year retention requirement. There are 10 1/2 cubic feet of these records for calendar year 1953; the annual accumulation will be approximately the same amount.

RECOMMENDATION: RETAIN PERMANENTLY. ORIGINALS MAY BE MICROFILMED AFTER LAST POSTING HAS BEEN MADE FOR CALENDAR YEAR. IF MICROFILMED, ORIGINALS MAY BE DESTROYED AFTER THREE YEARS OR AUDIT, WHICHEVER IS LATER. RETAIN MICROFILM PERMANENTLY.

Approved Hall of Records Commission

7. Agency, Division or Bureau Representative

Robert L. Dennis
Signature

SUPERVISOR, CENTRAL PAYROLL BUREAU

AUG 5 1954

Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

AUG 5 1954

Morris S. Radoff

Date Archivist

AUG 9 1954

J. McInnes

Date Secretary