

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

1. Requesting Agency

COMPTROLLER OF THE TREASURY

2. Division or Bureau of Requesting Agency

GENERAL OFFICE

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.

PAYROLL CARDS

Prior to the establishment of the Central Payroll Bureau, July 1, 1953, an individual payroll ledger card (8 1/2" x 11") was prepared by the Comptroller's office for each State employee, showing salary and amount withheld for taxes and retirement for each pay period. One card contained one year's entries. The cards were used to prepare the withholding tax statement made to the Bureau of Internal Revenue quarterly.

In July 1953, the Central Payroll Bureau assumed this function and the Comptroller's office no longer prepares the cards.

The file is arranged by agency and alphabetically therein by name of employee. It occupies 15 transfiles inactively for the period 1942 to 1950, and 3 drawers (1 1/2 cubic feet) in the active file for the years 1951 to date - a total of 27 cubic feet. Approximately 22 1/2 cubic feet will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

*Approved Hall of
Records Commission*

7. Agency, Division or Bureau Representative

Chief Deputy Comptroller

Signature

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.

Date

Archivist

JUL 12 1954

Date

Secretary

June 23, 1954 *Morris S. Stadell*

[Signature]