



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-571

PAGE NO.

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Baltimore County Office of Finance

Payroll

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<p>This schedule supersedes C308.</p> <p><u>Employee Earning Record</u></p> <p>This Record lists the earnings of each employee of the County for the period of one year starting with the first pay in January and ending with the last pay in December, the specific year being noted. The earnings record contains notations about the employee and deductions made from the employee's pay. This is the only such record.</p> <p>The Employee Earning Record contains the following information:</p> <ul style="list-style-type: none"> <li>Name and address</li> <li>Payroll number</li> <li>Social Security Number</li> <li>Date of last pay</li> <li>Retirement rate and designation</li> <li>Payroll code</li> <li>Federal and State exemption rate</li> <li>Number of hours worked and/or overtime</li> <li>Hourly rate or base pay</li> <li>F.I.C.A. number</li> <li>Statement of time of pay (weekly, biweekly, etc.)</li> <li>Quarter ending</li> </ul>	<p>Retain microfiche and film for 25 years, then destroy.</p>

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

10-22-86  
DATE

*Derald A. Turch*  
SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

10/23/86  
DATE

*[Signature]*  
SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

10/22/86  
DATE

*[Signature]*  
SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

12/13/86  
DATE

*[Signature]*  
SIGNATURE



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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ITEM NO.	DESCRIPTION	RETENTION
	<p>And in columns, the following:</p> <ul style="list-style-type: none"> <li>Date</li> <li>Gross pay</li> <li>Amount of Federal withholding</li> <li>Amount of State withholding</li> <li>Retirement or pension amount</li> <li>F.I.C.A. amount</li> <li>Retroactive tax</li> <li>Insurance amount</li> <li>Blue Cross and/or Blue Shield</li> <li>Amount to charity</li> <li>Miscellaneous (noted)</li> <li>Net pay</li> </ul> <p>These columns are totalled, showing quarterly and year-to-date amount. All Employee Earning Records 1949 to 1981 are on roll microfilm. After 1981 these records are on microfiche.</p>	
2.	<p><u>Payroll Control Journal (Payroll Printouts)</u></p> <p>The Journal includes the positive payroll which come in from every department of the County listing the attendance record of each employee for the given period which is punched on the employee's master card and the payrolls for pay periods and gives complete pay information on each individual.</p> <p>The <u>Control Journal</u> gives the date, the code, the agency and the group and the information on each employee. The totals by dates, agencies and groups are shown.</p> <ul style="list-style-type: none"> <li>Name and address</li> <li>Payroll number</li> <li>Social Security number</li> <li>Date of last pay</li> <li>Retirement rate and designation</li> <li>Payroll code</li> <li>State and Federal exemptions</li> <li>Hours worked and/or overtime</li> <li>Hourly rate or base pay</li> <li>Federal amount withheld</li> <li>Retirement deduction</li> <li>F.I.C.A. deduction</li> <li>City Tax deduction</li> <li>Credit Union deduction</li> </ul>	<p>Retain for one (1) fiscal year in paper form, then microfilm. Retain microfilm for nine (9) fiscal years, then destroy. Retain paper until film has been reviewed and accepted, then destroy.</p>



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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ITEM NO.	DESCRIPTION	RETENTION
	<p>U.S. Bonds deduction Group Health deduction Group insurance deduction Md. P.E.C. dues deduction B.C.F.A. dues deduction B.C.C.E.A. dues deduction Liens Current total Year to date total Net pay Check number</p> <p>3. <u>Payroll Attendance Report (Positive Payroll)</u></p> <p>This is an 11 x 15 sheet on which is listed the actual attendance record of each employee in each County agency. This carries the signature of the person in charge of the agency who becomes responsible for reporting accuracy. The sheet is turned in on designated payroll dates.</p> <p>The report contains the following information:</p> <p>The agency reporting Prepared by and signature Signature of the head of the agency Name of the employee Employee Social Security number Payroll number Rate of pay Last pay date</p> <p>Indicated on the sheet for each employee is one of the following: Present, Accident, Holiday, Sick, Military Leave, Permission-no pay, Vacation, Absent with permission, Absent-without pay, Sick-no pay (Explain) and Accident with Sick Leave (Explain).</p>	<p>Retain for one (1) fiscal year in paper form, then microfilm. Retain microfilm for nine (9) fiscal years, then destroy. Retain paper until film has been reviewed and accepted, then destroy.</p>