



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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[Section List](#)

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[State Home](#)  
[Agency Contacts](#)

**Series Authorization No:** 055-0185      **Agency:** AGO      **Division:** BCII      **Section:** NA      **Revision:** 1

**Agency Series No.:** BCI-PUF-02      **Record Series Title:** PAYROLL FILES/PRINTOUT  
**Record Series Description:** Comptuer printouts of agency payroll by biweekly pay period, in divisional order by employee.  
**Agency Web Link:**

**Confidential Description**      **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy. If Federal funds are involved, retain according to appropriate Federal schedules.		Burn

**Approvals:**

Created		Date: 9/13/2001
Approved	Sherrie Willis, Records Coordinator	Date: 9/13/2001
Approved	Sherrye Willis, Records Officer	Date: 12/7/2001
Approved	Michael Hardenbrook, Record Administrator	Date: 12/12/2001
Approved	Charles Arp, State Archivist	Date: 12/20/2001
Approved	Martin Meeks, State Auditor	Date: 12/20/2001

**Notes:**

Note Date	Note Description	User