



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

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Series  
 Authorization No: 10551447      Agency: AGO      Division: HUMR      Section: NA      Revision: 0

Agency Series No.: 567-AGO-57      Record Series Title: Payroll Authorization Files  
 Record Series Description: Reference file used to document changes in payroll information. Can include, but is not limited to, deduction authorizations, tax forms, copies of personnel actions, direct deposit forms, and payroll related correspondence.

Agency Web Link:

Confidential Description      Vital Description

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Media	Retention Period	Retention Justification	Method of Disposal
Paper	1 year after employee terminates	used for reference while employee is active	Shred

**Approvals:**

Created		Date: 6/30/2011
Approved	Pari Swift, Records Officer	Date: 6/30/2011
Approved	Michael Hardenbrook, Record Administrator	Date: 7/20/2011
Approved	Martin Meeks, State Auditor	Date: 7/20/2011
Approved	Fred Previts, State Archivist	Date: 7/29/2011

**Notes:**

Note Date	Note Description	User
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