

Records Retention Requirements

Washington State Archives
Office of the Secretary of State

State Government General Records Retention Schedule

Version 5.0

- Authority ~ this records retention schedule was approved by the State Records Committee in accordance with RCW 40.14.050 on October 6, 2010.
- This schedule applies to all state government agencies including universities and community and technical colleges.
- www.sos.wa.gov/archives/RecordsManagement/RecordsRetentionSchedulesforStateGovernmentAgencies.aspx

State Government General Records Retention Schedule Version 5.0 (Continued)

3.9 Personnel

- **3.9.1 Personnel Records Folders, Non-Retired Employees (pg 25)**

Documentation related to an employee's state employment history must be retained for 60 years after termination of employment before it can be destroyed. The documentation includes:

- Position held
- Position Eligibility Worksheet
- Retirement Status Worksheet
- Student Waiver of Retirement Plan
- Any agency documentation pertinent to the eligibility of a position or the individual employee for a retirement plan

State Government General Records Retention Schedule

Version 5.0 (Continued)

- **3.9.2 Personnel Records Folders, Retired Employees (pg 25)**

Documentation related to an employee's state employment history must be retained for 25 years after date of retirement before it can be destroyed. The documentation includes:

- Position held
- Position Eligibility Worksheet
- Retirement Status Worksheet
- Student Waiver of Retirement Plan
- Any agency documentation pertinent to the eligibility of a position or the individual employee for a retirement plan

State Government General Records Retention Schedule

Version 5.0 (Continued)



Washington State Archives
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State Government General Records Retention Schedule
Version 5.0 (October 2010)

3.9 PERSONNEL				
<i>The activity of documenting an individual's employment with the state government agency. Includes volunteers.</i>				
ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.9.1	<p><i>Personnel Record Folders, Non-Retired Employees</i></p> <p>Documentation related to an employee's state employment history including position held, Position Eligibility Worksheet, Retirement Status Worksheet, Student Waiver of Retirement Plan or any agency documentation pertinent to the eligibility of the position or the individual employee for a retirement plan.</p> <p><i>Note: This series does not include complaints, reprimands, disciplinary actions or evaluations. Agencies have discretion to decide whether all personnel records are kept in one file and subject to the retention required by GS 03001, or kept in separate files to facilitate destruction of those records that are not required to be retained as long. See GS 03042 for retention of personnel records that do not relate to retirement.</i></p>	GS 03001 Rev. 0	Retain for 60 years after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL
3.9.2	<p><i>Personnel Record Folders, Retired Employees</i></p> <p>Documentation related to an employee's state employment history including position held, Position Eligibility Worksheet, Retirement Status Worksheet, Student Waiver of Retirement Plan or any agency documentation pertinent to the eligibility of the position or the individual employee for a retirement plan.</p> <p><i>Note: This series does not include complaints, reprimands, disciplinary actions or evaluations.</i></p>	GS 03041 Rev. 0	Retain for 25 years after date of retirement <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL

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3.14 Payroll

- **3.14.3 Payroll Files, Retirement Verification (pg 32)**

Salary and employment dates must be retained for 60 years after termination of employment for the purpose of retirement verification. Records should show the following:

- Monthly salary earned
- Hours worked

- **3.14.4 Payroll Register (pg 33)**

Payroll registers can be used to assist in providing retirement verification if adequate time worked data is on the payroll registers and must be retained for 60 years after the date of the document. Payroll registers should consist of the following:

- Centralized
- Certified record of agency payroll
- Payroll deductions
- Net pay of each agency employee

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3.14 PAYROLL <i>The activity relating to the monetary compensation of employees on a periodic basis.</i>				
ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.14.3	<i>Payroll Files, Retirement Verification</i> Salary and employment dates retained for the purpose of retirement verification. Records should show monthly salary earned and hours worked.	GS 03032 Rev. 0	Retain for 60 years after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL
3.14.4	<i>Payroll Register</i> Central, certified record of agency payroll, payroll deductions, and the net pay of each agency employee. (This document can be used to assist in providing retirement verification if adequate time worked data is on the payroll registers.)	GS 01060 Rev. 0	Retain for 60 years after the date of document <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL

Local Government Common Records Retention Schedule (CORE) Version 2.1

- **Authority ~ this records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on July 29, 2010.**
- **This schedule applies to all local government agencies and all law enforcement agencies.**
- **www.secstate.wa.gov/archives/RecordsRetentionSchedules.aspx**

Local Government Common Records Retention Schedule (CORE) Version 2.1 (Continued)

3.8 Payroll

- **3.8.9 Individual Employee Pay History (pg 102)**

Either the individual employee pay history or the payroll register must be kept for 60 years for retirement verification.

- **3.8.18 Payroll Register (pg 104)**

Either the individual employee pay history or the payroll register must be kept for 60 years for retirement verification.

- **3.8.25 Time Cards/Time Sheets (pg 106)**

Time cards or time sheets must be retained for 60 years for retirement verification if employee pay histories or payroll registers are not used for retirement verification.

Local Government Common Records Retention Schedule (CORE) Version 2.1 (Continued)



Washington State Archives
Office of the Secretary of State

Local Government Common Records Retention Schedule (CORE)
Version 2.1 (July 2010)

3.8 PAYROLL

The activity relating to the monetary compensation of employees on a periodic basis.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.8.9	<p>INDIVIDUAL EMPLOYEE PAY HISTORY May be used for verification of eligibility for retirement benefits.</p> <p>ESSENTIAL RECORD - if used for retirement verification - Needs security microfilm backup - See remarks.</p>	OPR	If used for retirement verification - 60 years. If NOT used for retirement verification - 3 years - see Remarks.	Destroy when obsolete or superseded	GS50-03E-15 Rev. 0	Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

Local Government Common Records Retention Schedule (CORE) Version 2.1 (Continued)



Washington State Archives
Office of the Secretary of State

Local Government Common Records Retention Schedule (CORE)
Version 2.1 (July 2010)

3.8 PAYROLL

The activity relating to the monetary compensation of employees on a periodic basis.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.8.18	<p>PAYROLL REGISTER May be used for verification of eligibility for retirement benefits.</p> <p>ESSENTIAL RECORD if used for retirement verification - Needs security microfilm backup - See remarks.</p>	OPR	If used for retirement verification - 60 years. If NOT used for retirement verification - 3 years - see Remarks.	Destroy when obsolete or superseded	GS50-03E-22 Rev. 0	Either the individual employee pay history or the payroll register must be kept for long-term verification of retirement eligibility. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
3.8.25	<p>TIME CARDS/TIME SHEETS Daily, weekly, or monthly time accumulation reports. May be used as retirement verification.</p> <p>ESSENTIAL RECORD - if used for retirement verification - Needs security microfilm backup - See remarks.</p>	OPR	If used for retirement verification - 60 years. If NOT used for retirement verification - 4 years - see Remarks. Time records subject to federal audit should be retained per federal requirements.	Destroy when obsolete or superseded	GS50-03E-04 Rev. 0	Retain for 60 years if employee pay histories or payroll registers are not used for retirement verification. The information in this records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.

School Districts and Educational Service Districts Records Retention Schedule Version 7.1

- **Authority ~ this records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on July 30, 2009.**
- **This schedule applies to school districts and educational service districts.**
- **www.secstate.wa.gov/archives/RecordsRetentionSchedules.aspx**

School Districts and Educational Service Districts Records Retention Schedule Version 7.1 (Continued)

4.4 Payroll (pg 25)

The school districts and educational service districts must be aware that they are responsible for providing information for the Washington State Department of Retirement Systems' (DRS) audits of employee pay history and must be retained for at least 60 years. This information includes:

- Hours worked
- Gross pay per calendar month for the entire term of each employee's employment

For verification of retirement eligibility, the employer should retain sufficient documentation to support their determination.

School Districts and Educational Service Districts Records Retention Schedule Version 7.1 (Continued)



Washington State Archives
Office of the Secretary of State

*School Districts and Educational Service Districts Records Retention Schedule
Version 7.1 (July 2009)*

4.4. PAYROLL

The activity relating to the monetary compensation of employees on a periodic basis.

The district must be aware that it is responsible for providing information for the Washington State Department of Retirement Systems' audits of employee pay history. This information includes hours worked and gross pay per calendar month for the entire term of each employee's employment with the district. Such information must be retained for at least 60 years. Choice of records series for long-term verification of retirement eligibility should be confirmed with the Washington State Department of Retirement Systems. Chosen records series may be retained on microfilm instead of hard copy.

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER (DAN)	REMARKS
4.4.1	PAYROLL STATUS SHEETS FOR DISTRICTS NOT USING PERSONNEL ACTION REQUEST FORMS REV: Changed primary retention. 07/2008	OFM	3 years or until completion of State Auditor's examination report.	Destroy when obsolete or superseded.	SD51-03E-28	
4.4.2	PAYROLL STATUS SHEETS FOR DISTRICTS USING PERSONNEL ACTION REQUEST FORMS	OFM	Until data entered and verified.	Destroy when obsolete or superseded.	SD51-03E-26	

Questions