

Vice Chancellor for Administration
Payroll

115.01 Administrative Files Maintained for Tax Levies, Garnishments, and
Involuntary Deductions (Originals) (Hardcopy)

Dates: 1987 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Alphabetical and Chronological

This record series consists of memos and payroll deduction orders issued for wage garnishments or levies on employees and are most often utilized to collect money owed state, local or federal government agencies (child support, delinquent college loans, etc.). These files become inactive when liabilities are finally disposed of through full collection or other settlement.

Recommendation: Retain in office for six (6) fiscal years following the attainment of inactive status, then destroy in a secure manner providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

115.02 Check Distribution Card (Originals) (Hardcopy) (Electronic)

Dates: 1987 – 2008
Volume: 5 Cu. Ft. /5 MB
Annual Accumulation: Negligible/1 MB
Arrangement: Alphabetical

This record series details where an employee's paycheck should be sent (to residence, to bank for direct deposit, etc.).

Recommendation: Retain in office until inactive through revocation or revision, then destroy in a secure manner or delete from the system providing all audits have been completed and no litigations is pending or anticipated.

Disposition Approved 11/18/09

115.03 Credit Union Deduction Cards (Originals) (Hardcopy) (Electronic)

Dates: 1987 -
Volume: 8 Cu. Ft. / 2.4 GB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Alphabetical

This record series is used to effect individual deductions from paychecks for various credit union related services and accounts.

Recommendation: Retain until inactive through revocation or full payment/settlement of all account liabilities, then destroy in a secure manner or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

115.04 Employee Payroll Administration Files (Originals) (Hardcopy) (Electronic)

Dates: 1965 -
Volume: 88 Cu. Ft. / 26.5 GB
Annual Accumulation: 2 Cu. Ft. / 600 MB
Arrangement: Alphabetical

These files contain payroll deduction information, copies of employment contracts, employee deduction cards, W-4 tax forms, leave requests, and other miscellaneous payroll related information. Central payroll administration documentation is maintained and scheduled for disposition by the Office of University Personnel Services.

Recommendation: Retain in office for five (5) fiscal years following separation from employment, then destroy in a secure manner or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

115.05 Federal and State Tax Forms (W-2's and W-4's) (Agency Record Copy)
(Hardcopy) (Electronic)

Dates: 1965 -
Volume: 24 Cu. Ft. / 7.2 GB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological

This record series consists of various federal and state tax forms required to be filed by this office.

Recommendation: Scan or microfilm all W-2's after a one (1) year retention period after date of filing, then destroy original paper in a secure manner. Retain all microform W-2's or electronic data for six (6) years, then destroy in a secure manner or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain all W-4's for six (6) fiscal years following the date of supersedence by revised W-4's, then destroy in a secure manner or delete from the system.

Disposition Approved 11/18/09

115.06 Payroll Certification Forms (Originals) (Hardcopy) (Electronic)

Dates: 1991 -
Volume: 6 Cu. Ft. / 1.8 GB
Annual Accumulation: 2 Cu. Ft. /150 MB
Arrangement: Chronological by pay period

These forms are used for each department's certification of the accuracy of each payroll.

Recommendation: Retain for six (6) fiscal years, then destroy in a secure manner or delete from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

115.07 Payroll Reports Generated by Administrative Accounting (Operations)
(Hardcopy)

Dates: 1989 - 2008
Volume: 10 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological by payroll record

This record series consists of the following payroll reports: distribution by account; reimbursement - salary; reimbursement Medicare; related accounting summary; and payroll check registers.

Recommendation: Microfilm as generated and processed, then destroy original paper in a secure manner. Retain all record series microforms for six (6) fiscal years, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

115.08 State of Illinois Payroll Vouchers (Form SLO-029) (Agency Record Copy)
(Hardcopy) (Electronic)

Dates: 1991 - 2008
Volume: 40 Cu. Ft. / 1.2 GB
Annual Accumulation: 2.2Cu. Ft. / 660 MB
Arrangement: Chronological by pay period

This record series consists of detailed payroll voucher printouts showing gross and net pay for each pay period per employee.

Recommendation: Scan or microfilm as generated, then destroy original paper in a secure manner. All record series microforms or electronic data are to be retained for six (6) fiscal years, then destroyed in a secure manner or deleted from the system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

115.09 1099 Tax Forms (NCR's) (Originals) (Hardcopy)

Dates: 1983 - 2008
Volume: 8 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

This record series is used for filing the taxable payments the University made to entities other than corporations excluding medical corporations.

Recommendation: Retain in the office for ten (10) fiscal years, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated

Disposition Approved 11/18/09

Item #115.10 cancelled see 07-08 I item 100.070

115.10 Time Sheets of Student Workers and Hourly Staff (Originals) (Hardcopy) (Electronic)

Dates: 1984 - 2008
Volume: 12 Cu. Ft. / 3.6 GB
Annual Accumulation: 6 Cu. Ft. / 150 MB
Arrangement: Chronological by pay period

This record series details the total hours worked by each employee (regular hours, overtime, and holiday).

Recommendation: Retain in office for two (2) fiscal years, then microfilm and destroy original paper in a secure manner. Retain all record series microforms or electronic data for six (6) fiscal years, then destroy in a secure manner or delete from system providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

100.070 Salary Time Card Records (Originals) (Duplicates)

Date: 1990-
Volume: 10 Cubic Feet, _MB
Annual Accumulation: 3/7 Cubic Foot, _MB
Arrangement: Chronological by pay period

This record series consists of time sheets for civil service, faculty, professional staff, and student workers. Name, department, hours worked, anniversary date, start date, vacation/sick leave accumulations and balances, and pay period are among the types of information included on the time sheets. The agency record copies are maintained at the department level. Duplicates are maintained by individual staff members. This item supersedes State Records Application 07-08, item 100.052, State Records Application 07-11, item 115.10 and State Records Application, item 150.20 in order to increase the length of retention period from two (2) years to six (6) years at the department level per agency request.

Recommendation: Retain department record in office for six (6) years, then dispose of by shredding or delete from system, providing all audits have been completed, if necessary, and no litigation is pending or anticipated.

Retain duplicate record for two (2) years, then dispose of by shredding or delete from system, providing all audits have been completed, if necessary, and no litigation is pending or anticipated.