

KENAI PENINSULA BOROUGH

Office of the Borough Clerk

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Johni Blankenship, MMC
Borough Clerk

MEMORANDUM

TO: Blaine Gilman, Assembly President
Kenai Peninsula Borough Assembly Members

THRU: Brandi Harbaugh, Controller *BH*
Colette Thompson, Borough Attorney *CT*

FROM: Michele Turner, Deputy Borough Clerk / Records Manager *(M.T.)*

DATE: February 11, 2016

RE: Retention Schedule Revisions Updating Payroll

In an effort to properly capture how payroll is currently being documented and processed, several records series have been combined with PAY-11 and PAY-12 and are no longer needed to be listed separately. Your consideration of this amendment is appreciated.

FINANCE – PAYROLL

PAY-07	PERSONNEL TIME SHEETS Documenting earnings, deductions, leave for employees.	1 year/Office Permanent (m)(s)
[PAY-09	PAYROLL REGISTER BI-WEEKLY REGISTER OF PAYROLL CHECKS ISSUED.	2 YEARS/OFFICE 8 YEARS/ RECORDS CNTR.]
[PAY-10	GENERAL LEDGER – DEPARTMENT DISTRIBUTION BI-WEEKLY PAYROLL DEPARTMENT DISTRIBUTION REPORT.	2 YEARS/OFFICE 2 YEARS/ RECORDS CNTR.]

FINANCE – PAYROLL (con't)

PAY-11	PAYROLL [TOTALS] <u>FINAL PROCESSING DOCUMENTS</u>	[STORED ON CD] [50]1 , year[s]/Office Permanent
PAY-12	ACCRUALS REPORT – SICK / ANNUAL LEAVE	[STORED ON CD] 50 years/Office (e)
[PAY-13]	AUTO DEPOSIT LISTING	STORED ON CD 50 YEARS/OFFICE]
[PAY-14]	DEFERRED COMPENSATION DEDUCTIONS LIST	STORED ON CD 50 YEARS/OFFICE]
[PAY-17]	PAYROLL RECONCILIATION	STORED ON CD 50 YEARS/OFFICE]
[PAY-18]	PAYROLL EXCEPTIONS / GARNISHMENTS GARNISHMENTS, PAYROLL DEDUCTIONS BY COURT ORDER.	5 YEARS/OFFICE 45 YEARS/ RECORDS CNTR.]
[PAY-19]	LIFE INSURANCE PREMIUMS PAID MONTHLY REPORT INDICATING INSURANCE PREMIUMS PAID FOR EMPLOYEES.	1 YEAR/OFFICE 3 YEARS/ RECORDS CNTR.]
[PAY-20]	STANDARD DEDUCTIONS REPORT BI-WEEKLY INDIVIDUAL DEDUCTION CODE LISTINGS. INCLUDES INDIVIDUAL EARNINGS, DEDUCTIONS AND OTHER PAYMENTS.	1 YEAR/OFFICE 3 YEARS/ RECORDS CNTR.]
[PAY-21]	CALENDAR YEAR-END PAYROLL REPORT REPORT SHOWING CALENDAR YEAR END PAYROLL TOTALS.	1 YEAR/OFFICE 3 YEARS/ RECORDS CNTR.]
[PAY-22]	YEAR END ACCRUALS – LEAVE BALANCES YEAR-END REPORT OF SICK LEAVE AND ANNUAL LEAVE ACCRUALS/BALANCES.	1 YEAR/OFFICE 3 YEARS/ RECORDS CNTR.]