

Pennsylvania Office of Administration
Office of Enterprise Records Management
Records Retention and Disposition Schedule
Approved by the Executive Board

Records Retention and Disposition Schedule
By Bureau

3/16/2016

Agency: 000 General Retention Schedules
Bureau: G103 Payroll

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G103.001	<p>Affidavit to Procure Wages, Salary, Employee Benefits, or Travel Expenses Due Deceased Employee</p> <p>The standard commonwealth form used by a surviving spouse, child, mother, father, sister, or brother to make a claim for wages, salary, benefits, or travel expense reimbursements, totaling \$5,000 or less, due a deceased commonwealth employee.</p> <p>* AGY - Retained by Office of Budget, Bureau of Commonwealth Payroll Operations through the end of the current fiscal year plus four (4) additional years or until completion of GAAP and Single Audits, whichever is longer.</p>	M	Yes	4Y	0Y	3
G103.002	<p>Declaration of Use of a State-Provided Vehicle (formerly titled Notice of Vehicle Assignment)</p> <p>The standard commonwealth form used by employees who have been assigned a state provided vehicle to identify their status as regular or control employees and to indicate the appropriate method for determining the value of the use of the vehicle for tax reporting purposes.</p> <p>* AGY - Retained by Office of Budget, Bureau of Commonwealth Payroll Operations through the end of the current fiscal year plus four (4) additional years or until completion of GAAP and Single Audits, whichever is longer.</p>	M	Yes	4Y	0Y	1
G103.003	<p>Employee Tax Files and Reports</p> <p>Includes any documentation that must be filed or reported to a taxing authority regarding employee wages and salary, including, but not limited to:</p> <ul style="list-style-type: none"> • Original and corrected wage and tax statements (W-2 and W-2c); • Original and corrected transmittals of wage and tax statements (W-3 and W-3c); • Original and corrected employer's quarterly federal tax return (941 and 941c); • Federal withholding, social security, and Medicare reports; • State personal income tax reports; • Municipality W-2 reports; and • Philadelphia wage tax W-2 reports. <p>* AGY - Official records retained in the commonwealth enterprise resource planning system through the end of the current fiscal year plus seven (7) additional years.</p>	M	Yes	7Y	0Y	3

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G103.004	Payroll Journal Includes documentation pertaining to payroll, including, but not limited to: <ul style="list-style-type: none"> • Salaries; • Wages; • Wage overtime and shift differential calculations; • Reconciliations; and • Quarterly and year to date employee payroll totals. * AGY - Official records retained in the commonwealth enterprise resource planning system through the end of the current fiscal year plus 10 additional years.	M	Yes	10Y	0Y	3
G103.005	Payroll Accounts Receivable Includes notification letters to current and separated employees regarding wage, salary, and other overpayments and employee debts owed to the commonwealth. Supporting documentation may include, but is not limited to: <ul style="list-style-type: none"> • Calculations; • Memos to agency program or legal personnel; • Human resources offices; and • The State Employees Retirement System. * AGY - Official records retained in the commonwealth enterprise resource planning system through the end of the current fiscal year plus seven (7) additional years.	M	Yes	7Y	0Y	3
G103.006	Back Pay/Settlement Awards Includes settlement agreements, calculations, and supporting documentation that may include, but is not limited to: <ul style="list-style-type: none"> • Statements of outside earnings; • Documentation of unemployment compensation or public assistance benefits received; and • Any other related reports. * AGY - Official records retained in the commonwealth enterprise resource planning system through the end of the current fiscal year plus 10 additional years.	M	Yes	10Y	0Y	3