APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES	ARCHIVES AND HISTORY
Application Date: 8/5/82	Office of Financial Services Payroll Unit Room 522-S 47 Trinity Ave. S.W. Atlanta, Ga. 30334	Application Number: 82-546
Application Number: 82-31		Date Received: AUG 18 1982 9-2-82 / Date Completed: OCT 25 1982

2. Person to Contact: Charles Heery — Working Title: Payroll Office Supervisor — Telephone Number: 656-4375

3. Action Requested
   a. [X] Establish Retention Schedule; record will continue to accumulate.
   b. [ ] Dispose of present accumulation; no further accumulation anticipated.
   c. [ ] Amend Application No. _____ Check One: [ ] Change; [ ] Supercede; [ ] Void

4. Dates of Series — Earliest: 1981 — Latest: continuing

5. Records Series Title *(followed by title used in office; if different)*: Payroll Deductions Listing File (Close-Out File)

6. Division and Office Function — What is the function of the Division and the Office in which this record series is created?

The Office of Financial Services has the responsibility to maintain the financial records for the Department in a manner to reflect seperate accountability for each type of activity administered by DHR, with disbursement classifications as required by the State Auditor and the various Federal agencies.

The Payroll Unit is responsible for the establishment, modification or termination of employee payroll checks; and the recording, processing, reporting and maintaining of employment wages, withholdings, and related information required by Federal, State and Local agencies.

7. Records Series Description — This file contains the following documents *(include form numbers and titles, if any)*: Attach samples of the file.

Documents relating to: changing, recording and verifying payroll deductions

Included are: Computer Reports, PACS 1004- Payroll Run Totals/Payroll Unit Control Sheets; PACS 1011- Proof Run Warning Report; PACS 1019- Salary Advancement Statement; PACS 1024 Proof-Run Salary Totals (Semi-Monthly Conditional Payroll); PACS 1025- Proof-Run Detail Component List (Semi-Monthly Conditional Payroll); PACS 1047- Semi-Monthly Salary Totals; PACS 5102- Merit System Personnel Action Reports; which list employee identification information and salary component information, changes, and totals.
Un-numbered Forms- (4R) Retirement Adjustments Printout; (4R) Retirement Adjustments Ledger Worksheet; Employee Salary Components Changes Printout; Employee Salary Components Changes Ledger Worksheet; Void, Handrawn and Adjustment Checks Printout; Void Check Printout; Handrawn Check Printout; Void, Handrawn and Adjustment Check Data Entry Sheet; Request For Handrawn Check; Payroll Time and Piecework Printout; (See Continuation Sheet)

The file is arranged:
Chronologically by Month; thereunder numerically by Organization Number.

8. Monthly Reference Rate — How often are records referred to which are:
One to six months old 10 ; Seven to twelve months old 6 ; Thirteen to twenty-four months old 3 ; twenty-five months and older 1 ?

9. Annual Rate of Accumulation or Records
Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other *(Specify)* 44 cubic feet

Form 4002 (7-78) (Over)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series *(or a major portion of it)* regularly microfilmed?
X		j. Does the record series result in a computer printout? Printouts are included in file series

11. Retention Requirements The following requires the series to be kept:

a. State Law	3 years.	d. Audit period	____ years.
b. Statute of limitation	____ years.	e. Administrative need	5 years.
c. Federal law	3 years.	f. Federal retention instructions	____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administratively, these files are needed to document payroll deductions, verify correctness, and research inquiries.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: ☐ Calendar Year; ☒ Fiscal Year; ☐ Other ____ then,

- ☒ Hold in the current files area ____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold ____ year(s); then
- ☒ Transfer to State Records Center; hold 4 year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other *(Specify)*

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee *(Signature)*	Date	Records Management Officer *(Signature)*	Date
Charles Emery	8/3/82	Paul V. Murphy	8/3/82

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Recommendations in paragraph 12 are approved. *(If disapproved, attach letter of explanation.)*

State Records Committee	*(Signature)*	Date
State Auditor/Designee	[illegible]	10-18-82
Secretary of State/Designee	Edward Welch	10/14/82
Attorney General/Designee	[illegible]	10-20-82

Form 4998 (7-78) (Reverse Side)

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#7 Included Are: (continued)

91 Hourly Payroll Listing, Close Out Checks Ledger Worksheet, Close Out Checks Printout, Department Close-Out Balances Printout, and related documents and correspondence.