

# Payroll Records

Form No (If Any)	Class	Record Title	Required			**If Imaged**	
			Hard Copy Retention	Recommended Retention	Reason For Recommended Period	Hard Copy Retention	Media Retention
DE43 DE7	1	Annual Reconciliation of California Personal Income Tax Withheld -EDD	Permanent	Permanent		4 Years	Permanent
	1	Deduction Register (Voluntary or Withholding)	Permanent	Permanent		4 Years	Permanent
W-2C	1	Corrected Wage and Tax Statement	Permanent	Permanent		4 Years	Permanent
DE9423	1	Contribution Return and Report of School Employees Wages Under the Unemployment Insurance Code	Permanent	Permanent		4 Years	Permanent
	1	Earnings Reports (Quarterly)	Permanent	Permanent		4 Years	Permanent
W-4	1	Employee's Withholding Allowance Certificate	Permanent	Permanent		4 Years	Permanent
	1	Federal Withholding Tax Reports	Permanent	Permanent		4 Years	Permanent
DE8112	1	Notice of Local Experience Charge for Calendar Quarter Ended	Permanent	Permanent		4 Years	Permanent
	1	Payroll Adjustment Orders	Permanent	Permanent		4 Years	Permanent
	3	Payroll ("A") Warrants	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Payroll ("A") Warrant Registers	Permanent	Permanent		4 Years	Permanent
	1	Payroll and Salary Records	Permanent	Permanent		4 Years	Permanent
	1	Payroll Office Records	Permanent	Permanent		4 Years	Permanent
DE9423	1	Quarterly Contribution Return and Report of School Employees Wages Under the Unemployment Insurance Code	Permanent	Permanent		4 Years	Permanent
DE8003 (DE938SEF) (Adj)	1	Quarterly Contribution Return Under the Unemployment Insurance Code	Permanent	Permanent		4 Years	Permanent
DE938	1	Quarterly PIT Return Adjustment Form	Permanent	Permanent		4 Years	Permanent
DE6	1	Quarterly Wage and Withholding Report	Permanent	Permanent		4 Years	Permanent
941	1	Employer's Quarterly Federal Tax Return	Permanent	Permanent		4 Years	Permanent
941C	1	Supporting Statement to Correct Information	Permanent	Permanent		4 Years	Permanent
DE88		Report of PIT Contributions	Permanent	Permanent		4 Years	Permanent
DE34	3	Report New Employees	3 Years	4 Years	Timing/Fiscal Year		
DE542	3	Report of Independent Contractors	3 Years	4 Years	Timing/Fiscal Year		
J-90	1	Salary & Benefits Schedule for the Certificated Bargaining Unit	Permanent	Permanent		4 Years	Permanent
DE3DP (DE3B)	1	State EDD Quarterly Contribution Return	Permanent	Permanent		4 Years	Permanent
	1	Status Changes (Employee)	Permanent	Permanent		4 Years	Permanent
	1	Termination Records - Payroll	Permanent	Permanent		4 Years	Permanent
	1	Time Records (Accrued Vacations, Sick Leave, etc.)	Permanent	Permanent		4 Years	Permanent
	1	Time Reports (Payroll - Certificated and Classified)	Permanent	Permanent		4 Years	Permanent
	3	Time Sheets/Cards	3 Years	4 Years	Timing/Fiscal Year	--	--
J-3	1	Unemployment Insurance Report	Permanent	Permanent		4 Years	Permanent
W-2	1	Wage and Tax Statement	Permanent	Permanent		4 Years	Permanent

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion