

Innovative Record Retention Policy

Information Type	Retention Period
Payroll Entry Records (Taxes, Notes from Phone-In Payrolls, Payroll Transmittals for WebPay)	2 Years
Payroll Earning Calculations, Gross-to-Net Registers, Disbursement Summaries	2 Years
Quarterly and Annual Tax Returns, W-2's. Reconciliation of Gross-To-Taxable Wages	6 Years
Tape Backup of Payroll Checks, Earning and Deduction Histories	6 Years