

Duke University Controller's Division
Document Retention Inventory

Payroll - Personnel-related documents

<u>Title of Record</u>	<u>Retention Period</u>
Data sheet	7 years
Form 8233 + FNIF	7 years
Hire Form (Employment notice)	7 years
Retirement history-cumulative	30 years
Retirement/investment master list (by payday)	20 years
Staff Change Form	7 years
Secondary Positions Form	7 years
Leave of Absence Form	7 years
Supplemental Payment Form	7 years
Faculty Staff Pay Exception	7 years
Personnel history	Permanent?
Non Compensatory Payment Change Form	7 years
Change Personal Notices	7 years
Termination Form	7 years
Hire Form Non-compensatory	7 years
Noncompensatory Termination Form	7 years