

Duke University Controller's Division
Document Retention Inventory

Payroll - record of payment and deductions

<u>Title of Record</u>	<u>Retention Period</u>
Imputed Income Records	7 years
YTD Check Register	7 years
YTD Non-compensatory Check Register	7 years
Payroll summaries	7 years
Biweekly gross adjustment sheets	7 years
Deduction taken/not taken Master Copy	7 years
Garnishments/tax levies/orders	7 years
Gross pay distribution	7 years
Manual check request form	7 years
Vacation/sick adjustments	7 years
Vacation/sick report	7 years
Retirement	Permanent
Garnishments/tax levies/release	7 years
Summary of earnings	7 years
Direct deposit authorization	7 years
Fringe benefits	7 years
Forms W-4/NC W-4	7 years