

Duke University Controller's Division
Document Retention Inventory

Payroll - time cards

| <u>Title of Record</u> | <u>Retention Period</u> |
|-------------------------------|--------------------------------|
| Payroll Time Cards/Ficro-film | 7 years |
| Timecards/paper copies | 7 years |
| API Permission Slips | Permanent |
| Unapproved timecard reports | 7 years |