BASICS OF MANAGING PAYROLL RECORDS

WASHINGTON

Secretary of State
Washington State Archives

AGENDA

1. Basics

2. Retention Schedules

3. Payroll Records

4. Q & A

Meeting, 1960, General Subjects Photograph Collection,
1845-2005, Washington State Archives, Digital Archives

WHAT IS RECORDS MANAGEMENT?

Records Management
is **control** at every stage of
a record's lifecycle.

CREATE or RECEIVE

USE

STORE

DESTROY or PRESERVE

BENEFITS OF MANAGING RECORDS

❑ Enables the agency to fulfill its mission

❑ Promotes cost-effective use of agency resources

❑ Strengthens transparent and accountable government

❑ Reduces Agency Risk

WHAT IS A PUBLIC RECORD?

A public record is:

❏ ANYTHING made or received in the transaction of public business

❏ Regardless of format

Invoice? **Public record.**

Database entry? **Public record.**

E-mail? **Public record.**

Voicemail? **Public record.**

PUBLIC RECORDS ARE PUBLIC PROPERTY

All public records are the property of the state of Washington. (RCW 40.14.020)

Anyone who destroys, conceals, erases or falsifies a public record…is guilty of a class B felony. (RCW 40.16.020)

We're All Content Creators

You could be stuck on a ferry texting your boss on your personal cellphone.

If it's about work,

it's a **public record**.

Evergreen Point Floating Bridge, Department of Transportation, Agency Library, Photograph Collections, Washington State Archives, Digital Archives.

Born Digital Records

Maintain electronic records in electronic format…for the length of the retention period.

(WAC 434-662-040)

OK. Now we just have to scan these, upload em' all, then email them…

CONSIDER DIGITAL SIGNATURES

Initiative 207 Petitions, 1960, Merle Junk, General Subjects Photograph Collection, 1845-2005, Washington State Archives, Digital Archives.

How Do I Know What to Keep?

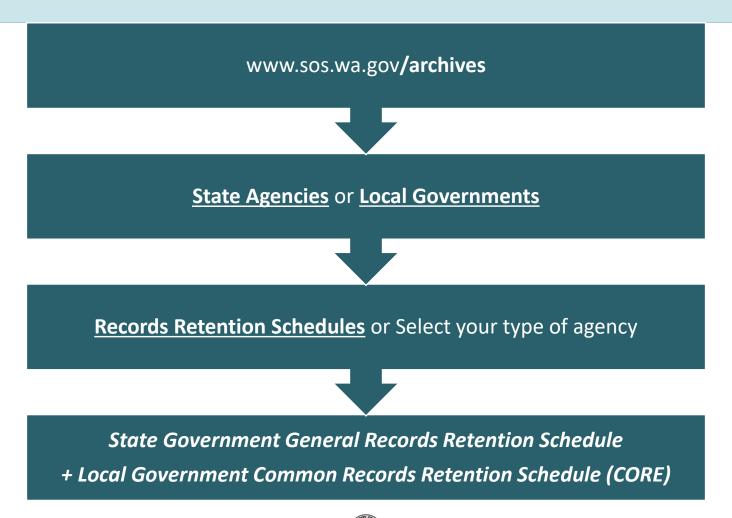Agencies have the ongoing legal authority to disposition public records using…

RECORDS RETENTION SCHEDULES

The State & Local Records Committees review and approve the retention schedules.
(RCW 40.14.060 and 40.14.070; chapters 434-624 and 434-630 WAC)

WHICH SCHEDULE(S) DO I USE?

www.sos.wa.gov/**archives**

⬇

State Agencies or **Local Governments**

⬇

Records Retention Schedules or Select your type of agency

⬇

State Government General Records Retention Schedule

+ Local Government Common Records Retention Schedule (CORE)

RECORDS RETENTION SERIES/SCHEDULE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09009 Rev. 1	***Meetings – Staff and Internal Committees*** Records documenting meetings of the agency's staff and those of internal committees, commissions, councils, boards, task forces, etc. Includes, but is not limited to: • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes. Excludes records covered by: • *Advisory Body Records (DAN GS 10015);* • *Governing/Executive/Policy-Setting Body Records (DAN GS 10004);* • *Meeting Arrangements (DAN GS 09024);* • *Meeting Materials – Members' Copies/Notes (DAN GS 09026).*	**Retain** for 2 years after end of calendar year *and* until no longer needed for agency business *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OFM

* You cannot destroy or transfer records without a DAN

DIGITIZING PAPER RECORDS
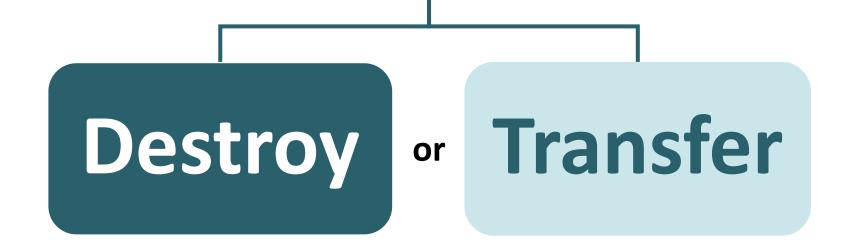
ARCHIVAL   vs.   NON-ARCHIVAL

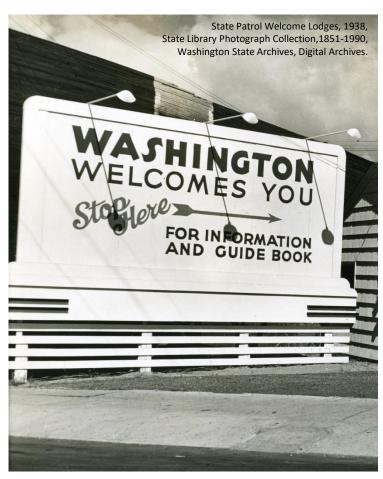Transfer original format to Archives

Follow our published requirements

PLAN before you scan.
Digitization is time-consuming, expensive & labor intensive.

keep **PUBLIC RECORDS** for

MINIMUM RETENTION

Destroy or **Transfer**

HOLD IT!

State Patrol Welcome Lodges, 1938,
State Library Photograph Collection, 1851-1990,
Washington State Archives, Digital Archives.

Records responsive to
- ❑ **Litigation Holds**
- ❑ **Public Records Requests**

must be retained until matter is resolved.

WHAT CAN I DESTROY NOW?

Protest signs in trash can, 1982, Gant Eichrodt, General Subjects Photograph Collection, 1845-2005, Washington State Archives

- ❑ Drafts
- ❑ Empty forms
- ❑ Working documents
- ❑ Duplicate copies
- ❑ Records formalized elsewhere
- ❑ Reference materials
- ❑ Personal, non-work related material

How to find the right DAN

1. **Ask clarifying questions.**
   - ❏ Is the record unique to your agency?
   - ❏ **Who** is doing what to whom?
   - ❏ **Why** was the record created/received?
   - ❏ **What** is the record about?

2. **Review your approved schedules.**
   - ❏ Browse the schedules by table of contents, subject index, and keyword search.

3. **Reach out.**

IRS Forms & Reports

Example: **IRS Forms & Reports**

1. **Do the records relate to:**
   - ❑ Forms/reports your agency submits to IRS (W-2, 1099, etc.)?
   - ❑ Forms/reports that are held by your agency (W-4, W-9, etc.)?

2. **Review**
   - ❑ **Financial Management** sections of CORE and State General schedules.

3. **Reach Out**

TIME SHEETS

Example: **Time Sheets**

1. **Do the records relate to:**
   - ❑ Routine employee pay?
   - ❑ Necessary retirement benefit verification information?

2. **Review**
   - ❑ **Financial** and **Human Resource Management** sections of CORE and State General schedules.

3. **Reach Out**

DRS Requirements

Department of Retirement Systems (DRS) Requirements

Records must contain the following elements:

- ❑ **Employee's full name**, **Date of birth**, and **Social Security Number**
- ❑ **Service** and **break-in-service dates**, including type of leave and compensation
- ❑ **Hours** worked per month
- ❑ All **compensation** earned per month
- ❑ Employee's **rate of pay**
- ❑ **Eligibility determination**

RETENTION STRATEGIES

Retention Strategies for Retirement Verification

❑ Consult with your retirement benefits manager.

❑ Choose summary-type records (like payroll registers) over individual detail records (like time sheets).

❑ Consider streamlining your records to include more of these verification elements in fewer records.

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Payroll Records

Example:
Payroll Records (not needed for retirement verification)

1. **Do the records relate to:**
   - ❑ Employee pay history?
   - ❑ Official record of the agency's payroll?
   - ❑ Processing, distribution or reporting?

2. **Review**
   - ❑ **Payroll** sections of CORE and State General schedules.

3. **Reach Out**

Retention Schedule Updates

We want to hear from you ☺

If there have been changes in…

❑ Language and terminology

❑ Business value

❑ Legal & regulatory requirements

❑ Agency functions

SAY HELLO!

THE RECORDS MANAGEMENT TEAM IS HERE FOR YOU WITH FREE CONSULTATION, TRAINING, & ADVICE.

www.sos.wa.gov/archives
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