

RECORDS RETENTION-AND DISPOSITION SCHEDULE



Department of Library, Archives & Public Records
 RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 542-3741

<input checked="" type="checkbox"/> STATE AGENCY	<input type="checkbox"/> POLITICAL SUBDIVISION	AGENCY NAME Northern Arizona University	
ORG. UNIT/DIVISION Computer Services		OFFICE Payroll	PHONE 523-6493
ADDRESS BOX 5100		CITY Flagstaff	ZIP A7 86011
SUBMITTED BY Mary Kay Underbill		TITLE Computer Tape Librarian	SIGNATURE * Mary Kay Underbill

No.	RECORDS SERIES	CODE	R.S.		RETENTION (YR)		REMARKS
			OFFICE		RC	TOTAL	
1	Payroll Related Hardcopy Reports			5	--	5	After fiscal year prepared or received.
2	Employee W2S			3	--	3	After fiscal year prepared or received.
3	PR8015-Money Saver Accounts			3	--	3	After fiscal year prepared or received.

APPROVED BY: *Sharon L. Hornack*
 DIRECTOR, DEPARTMENT OF LIBRARY, ARCHIVES & PUBLIC RECORDS

JUL 7 1992