

JUDICIARY - STATE OF NEW JERSEY RECORDS RETENTION SCHEDULE		SCHEDULE: PAYROLL RECORDS	
DIRECTIVE #3-01		DATE: March 16, 2001	
This retention schedule has been adopted in accordance with Rule 1:32-2 of the Rules Governing the Courts of the State of New Jersey and N.J.S.A. 2B of the New Jersey Statutes Annotated.			
SERIES NO	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	DISPOSITION
26-01-00	Payroll File Original may be retained by the Department of the Treasury, and additional hardcopy and microfiche by the agency.		
26-01-01	Payroll Reports - Department of the Treasury - Generated (Copies) (Microfiche)	7 years	Destroy
26-01-02	Payroll Reports/ Proofs - Agency Generated (Original)	7 years	Destroy
26-02-00	Payroll Signature Sheet File Sheets identifying employees that have received payroll checks.	Six (6) months	Destroy
26-03-00	Advice of Charge Usage: notifies the Department of Treasury which accounts need to be charged. Form lists the following information: pay number, pay period, fiscal year, appropriation account number, cost center, gross salary, food maintenance, and net cash salary. File copy, supporting documentation and electronic record.	7 years	Destroy

HISTORICAL NOTE:

This schedule is a compilation of items from the following schedule(s):

? State of New Jersey - General Schedule