



Retention Policy for Payroll Records

*Original Columbine School located at 28th
Avenue and Columbine. Denver, Colorado*

In compliance with the State of Colorado, the Department of Payroll and Business Services initiated, published and maintained the following retention policy for payroll records since June of 1997.

Responsibility of Schools and Departments

Records to be kept at location and disposed of properly after the allotted time frame

Employee Time Sheets (Signed and Approved)	Current Year + 2 Years
Records Indicating Absences, Leaves, Hours Worked, Training Classes and Information to Submit any Extra Pay For Additional Duties Performed	Current Year + 2 Years

Responsibility of the Department of Payroll and Business Services

Quarter and Year to Date Earnings Records	Current Year + 3 Years
State and Federal Tax Returns	Current Year + 4 Years
Writs of Garnishments and other Court Collection Orders	Current Year + 3 Years
W-4's	Current Year + 4 Years
W-2's	Current Year + 4 Years
Returned W-2's by Post Office	Current Year + 4 Years
Fringe Benefits Distribution	Current Year + 2 Year
Adjustments to Pay	Current year + 2 Year
Employer Quarterly Unemployment Tax Report	Current year + 5 Year

Please contact the Department of Payroll and Business Services should you have further questions regarding this document at 720-423-3450.