

COMMONWEALTH OF VIRGINIA
VIRGINIA STATE LIBRARY AND ARCHIVES
ARCHIVES AND RECORDS DIVISION
(804) 786-5634

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 151-100

AGENCY: Department of Accounts
DIVISION: Compliance and Disbursements
SUBUNIT: Benefits Accounting/Payroll

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the VSL&A before applying these disposition instructions.

EFFECTIVE SCHEDULE DATE: JUN 06 1994

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RECORD SERIES NUMBER AND TITLE SCHEDULED RETENTION AND DISPOSITION

This schedule supersedes the following schedules: 151-24, 151-25, 151-26, 151-27, 151-28, 151-31, 151-32, 151-33, 151-48, 151-56, 151-57, 151-59, and 151-79.

The following categories are included in this schedule:

- I. Benefits Accounting
- II. Payroll

I. BENEFITS ACCOUNTING RECORDS

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| 1. Credit Union Registers and Reconciliations | Retain 3 years in agency, transfer to Virginia State Library and Archives (VSLA) Records Center for 3 years; then destroy by pulping or shredding. |
| 2. Deferred Compensation Deduction Registers | Retain 5 years or until audited, whichever is longer; then destroy by shredding or pulping. |
| 3. Direct Deposit | Retain 5 years, then destroy by shredding or pulping. |
| 4. Fringe Benefit Transaction Report (CA 1286C) | Retain 5 years or until audited, whichever is longer; then destroy. |
| 5. Group Payment Transmittals | Retain 5 years or until audited, whichever is longer; then destroy. |
| 6. Health Services Unit Correspondence | Retain 5 years or until audited, whichever is longer; then destroy by shredding or pulping. |
| 7. Medical Hospitalization Payment Summaries (Certification Sheets) | Retain 5 years or until audited, whichever is longer; then destroy. |
| 8. Medicare (Part B) Reimbursement Applications | Retain 5 years or until audited, whichever is longer; then destroy by shredding or pulping. |

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 151-100

AGENCY: Department of Accounts
DIVISION: Compliance and Distribution
SUBUNIT: Benefits Accounting/Payroll

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the VSL&A before applying these disposition instructions.

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RECORD SERIES NUMBER AND TITLE	SCHEDULED RETENTION AND DISPOSITION
9. Requests for Double State Contribution for Blue Cross/Blue Shield	Retain 5 years or until audited, whichever is longer; then destroy by shredding or pulping.
10. Retirement Contributions	Retain 3 years in agency or until audited, whichever is longer, transfer to VSLA Records Center for 2 years; then destroy by shredding or pulping.
11. Savings Bond Payroll Deduction Program	Retain 5 years or until audited, whichever is longer; then destroy.
12. Statewide Leave Accounting System (SLAS) Reports	Retain 3 years in agency, transfer to VSLA Records Center for 2 years, then destroy by shredding or pulping.
13. U.S. Savings Bond Serial Listings (BSL)	Retain 10 years, then destroy by shredding or pulping.

II. PAYROLL RECORDS

14. Commonwealth Integrated Personnel and Payroll System Payroll	Retain 7 years or until audited, whichever is longer, then destroy.
15. Commonwealth Integrated Payroll Personnel System Documentation	Retain 5 years after system has been superseded, then destroy.
16. Sick Pay Recovery Audit Trails	Retain 3 years or until audited, whichever is longer, transfer to VSLA Records Center for 2 years; then destroy by shredding or pulping.
17. Quarterly Regulatory Reports	Retain 5 years, then destroy by shredding or pulping.

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RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 151-100

AGENCY: Department of Accounts
DIVISION: Compliance and Disbursements
SUBUNIT: Benefits Accounting/Payroll

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the VSL&A before applying these disposition instructions.

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY

STATE ARCHIVIST

AGENCY RECORDS MANAGER

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: JUN 06 1994

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RECORD SERIES NUMBER AND TITLE

SCHEDULED RETENTION AND DISPOSITION

18. State Payrolls

Retain 5 years, or until audited, whichever is longer; then destroy by shredding or pulping.