

STATE OF MONTANA
 SECRETARY OF STATE
 RECORDS AND INFORMATION MANAGEMENT (RIM)
GENERAL RECORDS RETENTION SCHEDULE

Records Category **PAYROLL/PERSONNEL**

General Schedule Number **5**

Page 1 of 7

Revised Dec. 2015

Item	Record Series Title	Distribution	Office (in years)	Storage (in years)	Total (in years)	Disposition Toss/Shred/Delete (T/S/D)
	Payroll					
1	Calculated Detail Listing (Payroll Register)	Agency State Payroll	4 1	0 49	4 50	T/S/D No RM5 Required T/S/D No RM5 Required
2	Cross Reference Listing – Biweekly	Agency State Payroll	4 1	0 9	4 10	T/S/D No RM5 Required T/S/D No RM5 Required
3	Cross Reference Listing – Yearly	Agency State Payroll	4 1	0 19	4 20	T/S/D No RM5 Required T/S/D No RM5 Required
4	Decedent’s Warrants	Agency	3 years after termination	7	Work years plus 10	T/S/D No RM5 Required
5	Employee Master Record – Bimonthly	Agency State Payroll	4 1	0 3	4 4	T/S/D No RM5 Required T/S/D No RM5 Required
6	Employee Master Record – Yearly	Agency State Payroll	4 1	0 49	4 50	T/S/D No RM5 Required T/S/D RM5 REQUIRED
7	Enrollment Forms	Agency	3 years after termination	7	Work years plus 10	T/S/D RM5 REQUIRED
8	Garnishments	State Payroll	3 years after satisfaction	0	3 years after satisfaction	T/S/D No RM5 Required
9	Longevity Records	Agency	3 years after termination	7	Work years plus 10	T/S/D No RM5 Required
10	Monthly Deduction Reports	Agency State Payroll	4 1	0 4	4 5	T/S/D No RM5 Required T/S/D No RM5 Required

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Page 2 of 7

Revised Dec. 2015

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11	Payroll Files – Employee	Agency	4	6	10 years after termination	T/S/D No RM5 Required
	a. Payroll Vouchers (obsolete)		3	2	5	T/S/D No RM5 Required
12	Pre-payroll Listing	Agency State Payroll	4 3 months	0 3	4 4	T/S/D No RM5 Required T/S/D No RM5 Required
13	Quarterly Reports	Agency State Payroll	4 1	0 3	4 4	T/S/D No RM5 Required T/S/D No RM5 Required
14	Revocations (decedent’s warrant, PERS)	Agency	3 after termination	7	Work plus 10	T/S/D No RM5 Required
15	Special Reports (turnaround documents, wage/insurance increases, etc.)	Agency	4	0	4	T/S/D No RM5 Required
		State Payroll	1	4	5	T/S/D No RM5 Required
16	State Share Reports	Agency	4	0	4	T/S/D No RM5 Required
		State Payroll	1	3	4	T/S/D No RM5 Required
17	Status Forms	Agency	4	0	4	T/S/D No RM5 Required
18	Time Sheets (includes leave requests, leave use records, request to work overtime/compensatory time) Payroll, Personnel, Position Control System (P/P/P) for DOA until 1999	Agency	3	0	3	T/S/D No RM5 Required
		P/P/P	50 on film	0	50 on film	Incinerate RM5 Required
		SABHRS	50	50	50	Delete RM5 Required
19	W-2 Wage and Tax Statement (Undistributed)	Agency	4	0	4	T/S/D No RM5 Required
		State Payroll	25 yrs on Fiche	0	25 years on Fiche	T/S/D RM5 Required
20	W-4 Employee Withholding	Agency	Work plus 3	7	Work plus 10	T/S/D RM5 Required

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21	W-5	Agency State Payroll	1	0	1	T/S/D No RM5 Required
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STATE OF MONTANA SECRETARY OF STATE RECORDS AND INFORMATION MANAGEMENT (RIM) GENERAL RECORDS RETENTION SCHEDULE	Records Category	PAYROLL/PERSONNEL
	General Schedule Number	5
	Page 3 of 7	Revised Dec. 2015

Item	Record Series Title	Distribution	Office (in years)	Storage (in years)	Total (in years)	Disposition Toss/Shred/Delete (T/S/D)
	PERSONNEL					
22	Accident Reports	Agency	10 after termination	0	Work plus 10	T/S/D No RM5 Required
23	Alternative Schedule Requests	Agency	3 after termination	7	Work plus 10	T/S/D No RM5 Required
24	Americans with Disabilities Act Complaint Form	Agency	3 after resolution or use in litigation	7	10 after use	T/S/D No RM5 Required
25	Formal Discipline Actions/Documentation (written warning, suspension notice, disciplinary demotion, discharge)	Agency	3 after termination or according to contract language	7	Work plus 10 or according to contract language	T/S/D No RM5 Required
26	Education and Training Records	Agency	3 after termination	7	Work plus 10	T/S/D No RM5 Required
27	EE0/Affirmation Actions Records	Agency State Personnel	Until superseded by updated records	0	Until superseded by updated records	T/S/D No RM5 Required
28	Employee Earnings Records (those prior to 1969 that Central Payroll does not maintain)	Agency	50	0	50	Offer to State Archives RM5 Required
29	Employee File Folder (Terminated)	Agency	2	8	10	T/S/D No RM5 Required
30	Exit Interviews	Agency	3 after termination	7	Work plus 10	T/S/D No RM5 Required

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31	Family and Medical Leave Notice of Rights	Agency	3 after termination	7	Work plus 10	T/S/D No RM5 Required
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STATE OF MONTANA SECRETARY OF STATE RECORDS AND INFORMATION MANAGEMENT (RIM) GENERAL RECORDS RETENTION SCHEDULE	Records Category	PAYROLL/PERSONNEL
	General Schedule Number	5
	Page 4 of 7	Revised Dec. 2015

Item	Record Series Title	Distribution	Office (in years)	Storage (in years)	Total (in years)	Disposition Toss/Shred/Delete (T/S/D)
32	Grievance Form (Note: This does not include investigation documentation that will be retained according to the specific situation.)	Agency	3 after termination or according to contract language	7	Work plus 10 or according to contract language	T/S/D No RM5 Required
33	Immigration Form (1-9)	Agency	3 after hire or 1 after termination, whichever is later	0	3 after hire or 1 after termination whichever is later	T/S/D No RM5 Required
34	Leave Requests (not on Time Sheet, includes annual, sick, sick-leave fund, disability & maternity, disaster & emergency, military, jury duty, witness, holidays, leave-of-absence without pay, compensatory time off)	Agency	3 after termination	7	Work plus 10	T/S/D No RM5 Required
35	Licenses and Professional/Technical Certifications	Agency	3 after termination	7	Work plus 10	T/S/D No RM5 Required
36	Medical Records (includes disability documentation, medical exams, inquiries about medical conditions, handicap status certifications, etc.)	Agency	3 after termination	7	Work plus 10	T/S/D No RM5 Required
37	Moving and Relocation Agreements	Agency	3 after termination	7	Work plus 10	T/S/D No RM5 Required
38	Pay Plan Exception-Individual	Agency	3 after termination	7	Work plus 10	T/S/D No RM5 Required
39	Pay Plan Exception-Blanket	Agency State Personnel	3 after superseded	2	5	T/S/D No RM5 Required

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Records Category PAYROLL/PERSONNEL

General Schedule Number 5

Page 5 of 7

Revised Dec. 2015

Item	Record Series Title	Distribution	Office (in years)	Storage (in years)	Total (in years)	Disposition Toss/Shred/Delete (T/S/D)
40	Performance Appraisal	Agency	3 minimum and 2 after last use in an employment decision	0	3 minimum and 2 after last use in an employment decision	T/S/D No RM5 Required
41	Agency Classification Requests	Agency	2	0	2	T/S/D No RM5 Required
		OBPP	4	0	4	T/S/D No RM5 Required
		State Personnel	2	0	2	T/S/D No RM5 Required
42	Classification/Wage Appeal	Agency	2	0	2	T/S/D No RM5 Required
		State Personnel	4	0	4	T/S/D No RM5 Required
43	Position Descriptions	Agency State Personnel	2 after superseded	0	2 after superseded	T/S/D No RM5 Required
44	Position Detail Form	Agency	5 superseded	0	5 after superseded	T/S/D No RM5 Required
		OBPP	4	0	4	T/S/D No RM5 Required
45	Position Review Form	Agency State Personnel	2 after superseded	0	2 after superseded	T/S/D No RM5 Required
46	Probation Extension	Agency	3 after termination	7	Work plus 10	T/S/D RM5 Required
47	Promotion	Agency	3 after termination	7	Work plus 10	T/S/D No RM5 Required

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48	Public Employee Retirement System (PERS) Application for Withdrawal	Agency MPERA	3 after termination Permanent	7 0	Work plus 10 Permanent	T/S/D RM5 Required None
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STATE OF MONTANA SECRETARY OF STATE RECORDS AND INFORMATION MANAGEMENT (RIM) GENERAL RECORDS RETENTION SCHEDULE	Records Category PAYROLL/PERSONNEL
	General Schedule Number 5
	Page 6 of 7 Revised Dec. 2015

Item	Record Series Title	Distribution	Office (in years)	Storage (in years)	Total (in years)	Disposition Toss/Shred/Delete (T/S/D)
49	Recruitment/Selection Process Documentation (may include position description, vacancy announcement, advertisements, list of recruitment sources, applications, supplemental questionnaires, other application materials, selection procedures & criteria used to evaluate performance, written evaluations, names & titles of individuals participating in the design or administration of selection procedures, records documenting applicant flow, and correspondence with applicants).	Agency	3 years after each selection	0	3 after each selection	T/S/D No RM5 Required
49a	Recruitment/Screening/Selection (MINE)	DOA-SHRD	0	3 after closing date	3 after closing date	Delete No RM5 Required
50	Application Documentation, Hired Employees (including resumes, supplements, etc.)	Agency	3 after termination	7	Work plus 10	T/S/D RM5 Required
51	Application Documentation, Not Hired (including resumes, supplements etc.)	Agency	3	0	3	T/S/D No RM5 Required
52	Reduction-in-Force Notice (layoff notice)	Agency	3 after termination	7	Work plus 10	T/S/D RM5 Required
53	Reduction-in-Force Reinstatement Offer	Agency	3 after termination	7	Work plus 10	T/S/D RM5 Required
54	Reduction-in-Force Roster and Preference Documentation	Agency DLI	3 or according to contract language	0	3 or according to contract language	T/S/D No RM5 Required
55	Resignation	Agency	3 after termination	7	Work plus 10	T/S/D RM5 Required

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56	Sexual Harassment Complaint	Agency	3 after termination	7	3 yrs after termination	T/S/D No RM5 Required
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	General Schedule Number 5
	Page 7 of 7 Revised Dec. 2015

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57	Sexual Harassment Investigation Report & Documentation	Agency	3 after termination	7	Work plus 10	T/S/D No RM5 Required
58	Transfer	Agency	3 after termination	7	Work plus 10	T/S/D No RM5 Required
59	Wage and Hour Claims	Agency	3 after termination	7	Work plus 10	T/S/D No RM5 Required
60	Collective Bargaining Agreements	DOA-SHRD	Permanent	0	Permanent	None
		Agency	2	6	8 after expired	T/S/D No RM5 Required

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