

1. Schedule Number 013-021		Date 8/10/2012	2. New	MINNESOTA RECORDS RETENTION SCHEDULE	
3. Agency St. Cloud State University		4. Division/Section Business Services - Payroll		6. Page 1 of 3	
5. Address 720 Fourth Avenue South, St. Cloud, MN 56301				See attached page(s) for records description	
7. For Use By Records Panel Only					
AUTHORIZATION: Under the authority of M.S. 138.17, it is hereby ordered that the records listed on this application be disposed per approved schedule.			Notice: This retention schedule has been reviewed by the State Records Disposition Panel in accordance with Minnesota Statutes 138.17. The records listed on this schedule have been reviewed for their historical, fiscal, and legal value.		
8. Agency Records Management Officer (signature) <i>Thomas D. Steman</i>		Date 8/7/2012		11. Minnesota Historical Society, Director <i>Charles G. Grogan</i> 13 Aug 2012	
9. Type Name / Phone <i>Thomas D. Steman</i> 320-308-4753		12. Legislative or State Auditor <i>Burl A. White</i> 3/8/2013		Date	
10. Agency Head or Designee (signature) <i>[Signature]</i>		Date 8/7/12		13. Attorney General <i>Peter Nolte</i> March 22, 2013	

Original-State Records Disposition Panel

Copy 1-Agency (after approval)

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14. Item No.	15. Record Series Title and Description	16. Retention Instructions	17. Statute	18. Vital? (Yes/no)	19. Archival? (Yes/no)
1	Direct Deposit Authorizations	Retain current year plus 3 years after end date, then dispose.		No	No
2	Employee Expense Reports	Retain 4 years, then dispose.		No	No
3	Graduate Assistant Contracts	Retain 4 years, then dispose.		No	No
4	I-9 Forms	Retain current year plus 3 years after superseded or final expense to employee, then dispose.		No	No
5	Payroll Register	Retain 4 years, then dispose.		No	No
6	Staff Timesheets	Retain 4 years, then dispose.		No	No
7	Student Timesheets	Retain 4 years, then dispose.		No	No

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8	Tax Residency Forms	Retain current year plus 3 years after superseded or final expense to employee, then dispose.		No	No
9	W-4 Forms	Retain current year plus 3 years after superseded or final expense to employee, then dispose.		No	No