

## HSD Forms & Policies

---

<b>Policy:</b>
<b>Archiving Financial Records</b>
<b>Number:</b>
<b>Budget &amp; Finance 95-16</b>
<b>Last update:</b>
<b>8/11/10</b>

### 1.0 Purpose

To ensure the Department's financial records are retained and accessible.

### 2.0 References

#### 2.1

May 1, 1984, Fair Labor Standards Act.

#### 2.2

Federal OMB Circular A-87, "Uniform Administrative Standards for Grants with Local Governments".

#### 2.3

For questions or clarification on this procedure, please contact the General Ledger Supervisor or Accounts Payable Supervisor.

### 3.0 Policy

#### 3.1

Payroll records are retained for seven (7) years.

#### 3.2

Original financial records are retained for six (6) years.

### 4.0 Procedures

#### 4.1

General Ledger and Accounts Payable prepare archive lists separately and arrange for financial documents to be stored and manage document retrieval. To arrange for storage or retrieval of financial documents, prepare a memo that details the document name(s), number(s) and date(s), and submit the request to General Ledger or Accounts Payable.

#### 4.2

The Payroll Unit of HSD Human Resources manages storage and retrieval of payroll records for regular and intermittent employees. To arrange for examination or retrieval of payroll records contact the HSD Payroll Coordinator.

#### 4.3

The City's Department of Finance and Administration maintains a secure records center. Contact General Ledger or Accounts Payable for information about utilizing this service, and the costs associated with storage.

[<< return to HSD Forms & Policies](#)

---