

# Commonwealth of Pennsylvania

## GOVERNOR'S OFFICE

# MANUAL

Subject:		Personnel Records Retention and Disposition Schedule		Number:	M505.4 Amended
Date:	December 7, 1998	Distribution:	Special	By Direction of:	 Thomas G. Paese, Secretary of Administration

Resolution RE-90-122 dated June 22, 1990, established general personnel records retention and disposition schedule covering personnel records.

*Section 709(k) of The Administrative Code of 1929* authorizes the disposal of files or correspondence, reports, records, or other papers which are not needed for current or anticipated future operations.

This manual includes a general records retention and disposition schedule for personnel records which is to be followed by personnel offices.

All general personnel records retention and disposition schedules previously issued are hereby rescinded.

This manual has been prepared by the Office of Administration, Bureau of Personnel, in conjunction with the Pennsylvania Historical and Museum Commission, Bureau of Archives and History. Any questions relative to this manual are to be directed to the Bureau of Personnel, 787-8001.

**This manual supersedes Manual M505.4 dated March 24, 1993.**

## INTRODUCTION

The General Personnel Records Retention and Disposition Schedule provides Commonwealth of Pennsylvania agencies with guidelines for the maintenance of common personnel records. While the retention and disposition schedule is not all inclusive, many of these records are normally used and maintained in agency Personnel Offices. The schedule was prepared by the Office of Administration, Bureau of Personnel, and the Pennsylvania Historical and Museum Commission, Bureau of Archives and History, with the purpose of:

- providing agencies with uniform guidelines for the retention and disposition of common personnel records;
- ensuring that agencies retain personnel records as long as needed for administrative, legal, collective bargaining, and fiscal uses;
- promoting cost-effectiveness of the records management program; and
- providing agencies with authorization to dispose of obsolete records on a regularly scheduled basis after minimum retention periods have been met.

The retention schedule is in two parts. Part One contains standard records (STD forms) and Part Two contains miscellaneous records such as Civil Service (SCSC), Unemployment Compensation (UC), and various benefits records.

The schedule includes the:

- form number;
- form title;
- distribution;
- retention period (in years); and
- series item number (for records management identification).

Recommended record retention periods are listed in years, from date of form completion, except where otherwise noted. Guidelines are made for retention of certain records in the employe Official Personnel Folder (OPF), Form STD-301. Only those documents indicating OPF should be maintained in the Official Personnel Folder. Correspondence affecting an employe's career such as appointment, promotion/demotion, salary change, transfer or recognition should also be maintained in the Official Personnel Folder.

Agency Personnel Officers can distribute records to their field facilities and bureaus as needed. However, auxiliary records maintained on employes at these locations should be destroyed after termination or transfer to another agency. Records under legal review, appeal, or study are exempt from this schedule. Additional procedures for the maintenance, access, and release of personnel information are included in *Management Directive 505.18, Maintenance, Access, and Release of Employee Information*. For assistance with the interpretation or use of this schedule or with related records management problems, please contact the Office of Administration, Bureau of Personnel, telephone 787-8001.

**PERSONNEL RECORDS RETENTION SCHEDULE**

**PART ONE: STD FORMS**

<b>Form Number</b>	<b>Form Title</b>	<b>Distribution</b>	<b>Agency Retention (Years)</b>	<b>State Records Center (Years)</b>	<b>Series Item Number</b>
<b>STD-2</b>	Overtime Equalization Worksheet	Agency Personnel	4		P-125
*Records Series P-125 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.011.					
<b>STD-50</b>	Identification Card	Employee	*		P-126
*Return to Personnel for destruction upon termination from agency or transfer to another agency					
*Records Series P-126 has been deleted. Form STD-50, Identification Card, is now obsolete.					
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Records Series P-127, Affidavit to procure Salary, Wages, or Employee Benefits Due Deceased Employees has been deleted. Refer to Manual 210.9, G103-Payroll, G103.001.					
<b>STD-275</b>	Signature Authorization	Agency Personnel Treasury BCPO DGS, Purchasing	*		P-128
*Until superseded.					
*Records Series P-128 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.010.					
<b>STD-276</b>	Designation of Emergency Interim Successor To State Officers	Agency Personnel	OPF Current		P-129
*Records Series P-129 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.010.					

Form Number	Form Title	Distribution	Agency Retention (Years)	State Records Center (Years)	Series Item Number
• •	STD-279 Out-Service Training Authorization	Employee	–		P-130
		BCPO Acctng	*	3	
		BCPO Pending	**		
		Auditor General	4	3	
		Agency Personnel	3		

\*One year or audit and acceptance, whichever is longer.

\*\*Until finalized.

\*Records Series P-130 has been deleted. Refer to Manual 210.9, G006-Employee Training, G006.004.

STD-281	Self-Assessment of Agency Personnel Management Programs	Agency Personnel	Current		P-131
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\*Records Series P-131 has been deleted. Form STD-281, is now obsolete.

STD-300	Application for Commonwealth Employment	Agency Personnel Div State Empl	OPF Current 1		P-1
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\*Records Series P-1 has been deleted. Refer to Manual 210.9, P-79 (OPF/e-OPF).

STD-301	Official Personnel Folder	Agency Personnel	*	**	P-79
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\*60 days after separation from state service, send to SRC; if employe is 72 years of age or older; retain at agency for four years.

\*\*Maintain until former employe's 75th birthday, then destroy.

\*Records Series P-79 has been deleted. Refer to Manual 210.9, P-79 (OPF/e-OPF).

STD-312	Application Transmittal	Agency Personnel	1		P-136
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\*Records Series P-136 has been deleted. Form STD-312, Application Transmittal, is now obsolete.

STD-313.1	Requirements for all Former Public Employes and Public Officials Under Act 170, Pennsylvania State Ethics Act	Agency Personnel	5		P-137
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\*Records Series P-137 has been deleted. Form STD-313.1 is now obsolete. Refer to MD205.12, Financial Disclosures Required of Former Employes by the Public Official and Employee Ethics Act.

STD-314	Act 170, Financial Disclosure Appeal Form	Agency Personnel Employee	OPF 4 –		P-138
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\*Records Series P-138 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.011.

Form Number	Form Title	Distribution	Agency Retention (Years)	State Records Center (Years)	Series Item Number
STD-318	Pre-Employment Verification	Agency Personnel	Current		P-139
*Records Series P-139 has been deleted. Form STD-318, Pre-Employment Verification, is now obsolete.					
STD-320	Personnel Transfer/ Movement Request	Agency Personnel SCSC Bur of State Empl Losing Agency Gaining Agency Employee	OPF Perm * 1 ** ** -		P-90
*File with SCSC-1.					
**Six months following date of transfer.					
*Records Series P-90 has been deleted. Refer to Manual 210.9, P-79 (OPF/e-OPF).					
STD-322	Exit Information Summary	Agency Personnel	4		P-141
*Records Series P-141 has been deleted. Form STD-322, Exit Information Summary, is now obsolete.					
STD-322.1	Exit Questionnaire	Agency Personnel	4		P-142
*Records Series P-142 has been deleted. Form STD-322.1, Exit Questionnaire, is now obsolete.					
Records Series P-143, Code of Conduct, Statement of Financial Interest has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.002.					
STD-325	Oral Interview	Agency Personnel	4		P-145
*Records Series P-145 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.011.					
STD-330	Request for Leave	Timekeeper Approving Authority Employee	* * -		P-12
*Maintain for seven pay periods into the next calendar year.					
*Records Series P-12 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.062.					
STD-334	Request for Reimbursement of Applicant's Travel Expenses	Agency Personnel	4		P-152
*Records Series P-152 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.011.					



Form Number	Form Title	Distribution	Agency Retention (Years)	State Records Center (Years)	Series Item Number
<b>STD-375</b>	Complement Authorization Request	Agency Personnel Office of Budget OA, Personnel Bur of State Employment	1 4 1 1		P-109
<i>*Records Series P-109 has been deleted. Form STD-375, Complement Authorization Request, is now obsolete.</i>					
<b>STD-377</b>	Report of Maintenance Charges	Agency Personnel	OPF Current		P-6
<i>*Records Series P-6 has been deleted. Refer to Manual 210.9, P-79, (OPF/e-OPF).</i>					
<b>STD-399</b>	Earned Income (Wage) Tax Questionnaire	Agency Personnel	OPF Current		P-81
<i>*Records Series P-81 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.010.</i>					
<b>STD-400</b>	Application for Membership – State Employees' Retirement System	SERS, Acctng Div Agency Personnel	Perm OPF Perm		P-3
<i>*Records Series P-3 has been deleted. Form STD-400 is now obsolete.</i>					
<b>STD-402</b>	Nomination of Beneficiaries – State Employees' Retirement System	Employe SERS	– 1 *	7	P-162
<i>*After one year, maintain on microfilm.</i>					
<i>*Records Series P-162 has been deleted. Form STD-402 is now obsolete.</i>					
<b>STD-402.1</b>	Nomination of Beneficiary(ies) (brief version)	Employe SERS	– 1 *	7	P-163
<i>*After one year, maintain on microfilm.</i>					
<i>*Records Series P-163 has been deleted. Form STD-402.1 is now obsolete.</i>					
<b>STD-404</b>	Invoice – State Share of Group Life Insurance Premiums	Auditor General BCPO Cen Svcs Comptroller Employe	4 * * –	3 6	P-164
<i>*One year or audit and acceptance, whichever is longer.</i>					
<i>*Records Series P-164 has been deleted. Form STD-404 is now obsolete.</i>					
<b>STD-415</b>	Service and Salary Record	Agency Personnel	OPF Perm		P-166
<i>*Records Series P-166 has been deleted. Form STD-415 is now obsolete.</i>					

Form Number	Form Title	Distribution	Agency Retention (Years)	State Records Center (Years)	Series Item Number
<b>STD-421</b>	Notification of Member's Change in Status – State Employees' Retirement System	Employee SERS	– 1 *	7	P-167
	*After one year, maintain on microfilm.				
*Records Series P-167 has been deleted. Form STD-421 is now obsolete.					
<b>STD-430</b>	Report of Incident/Accident	DGS, Risk & Ins Mgmt Agency Personnel	2 4		P-168
*Records Series P-168 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.011.					
<b>STD-431</b>	Disability Information Request	Agency Personnel	OPF *		P-169
	*Retain four years or until case is closed, whichever is longer.				
*Records Series P-169 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.005.					
<b>STD-432</b>	Union Dues Deduction Status	Agency Personnel	OPF Current		P-84
*Records Series P-84 has been deleted. Refer to Manual 210.9, P-79, (OPF/e-OPF).					
<b>STD-439</b>	Request for Salary/Wage Advancement	Treasury BCPO Pay Processing BCPO Advancement Acct Agency Personnel	2 1 * 1	5	P-170
	*One year or audit and acceptance, whichever is longer.				
*Records Series P-170 has been deleted. Form STD-439 is now obsolete.					
<b>STD-441</b>	Authorization for Direct Deposit of Pay	Agency Personnel Employee Financial Instit	OPF Current – –		P-171
*Records Series P-171 has been deleted. Refer to Manual 210.9, P-79, (OPF/e-OPF).					
<b>STD-447</b>	Pa. State Employee Family Care Account Program – Enrollment Form	Agency Personnel Employee Transactions	OPF Current – –		P-223
*Records Series P-223 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.011.					

Form Number	Form Title	Distribution	Agency Retention (Years)	State Records Center (Years)	Series Item Number
<b>STD-448</b>	Pa. State Employee Family Care Account Program – Family Status Change	Agency Personnel Employee Transactions	OPF Current – –		P-224
*Records Series P-224 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.011.					
<b>STD-449</b>	Pa. State Employee Family Care Account Program – Reimbursement Claim	Agency Personnel Employee Transactions	4 – –		P-225
*Records Series P-225 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.011.					
<b>STD-450</b>	Employee's Request for Additional State Income Tax Withholding	Agency Personnel	OPF Current		P-82
*Records Series P-82 has been deleted. Refer to Manual 210.9, P-79, (OPF/e-OPF).					
<b>STD-473</b>	Grievance/Complaint Record	Agency Personnel	5		P-175
*Records Series P-175 has been deleted. Form STD-473 is now obsolete. Refer to M210.9, G200-HR, G200.023.					
<b>STD-474</b>	Furlough and Reinstatement Report	Agency Personnel	5		P-176
*Records Series P-176 has been deleted. Form STD-475 is now obsolete. Refer to M210.9, G200-HR, G200.028.					
<b>STD-480</b>	Furlough Impact By Race and Sex	Agency Personnel	1		P-182
*Records Series P-182 has been deleted. Form STD-480 is now obsolete. Refer to M210.9, G200-HR, G200.003.					
<b>STD-483</b>	Equal Employment Review Certificate	Agency Personnel	4		P-184
*Records Series P-184 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.011.					
<b>STD-486</b>	Equal Employment Opportunity Discrimination Complaint	Agency Personnel	4		P-226
*Records Series P-226 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.004.					
<b>STD-700</b>	Driver's Acknowledgement of Compliance	Agency Personnel	OPF Current		P-185
*Records Series P-185 has been deleted. Form STD-700, Driver's Acknowledgement of Compliance, is now obsolete.					
<b>STD-701 &amp; STD-701A</b>	Commercial Motor Vehicle Safety Act, Employment Information (Side 1) and Supplementary Information (Side 2)	Agency Personnel	OPF Perm		P-222
*Records Series P-222 has been deleted. Forms STD-701 & STD-701A are now obsolete.					

Form Number	Form Title	Distribution	Agency Retention (Years)	State Records Center (Years)	Series Item Number
• <b>STD-929</b>	Time and Attendance Record	Timekeeper BCPO Employee	7* ** -		P-187
	*Original Copy.				
	**Discard all copies of forms not used in sample post audit process. Only those forms audited will be retained seven years.				
	<i>*Records Series P-187 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.062.</i>				
• <b>STD-932</b>	SERS Employee Share – Manual Payroll Refund Listing	OB, Bur Fin Mgmt SERS BCPO Agency Personnel	1 1 1 Current	6 7 6	P-189
	<i>*Records Series P-189 has been deleted. Form STD-932 is now obsolete.</i>				

**PART TWO: MISCELLANEOUS FORMS**

<b>Form Number</b>	<b>Form Title</b>	<b>Distribution</b>	<b>Agency Retention (Years)</b>	<b>State Records Center (Years)</b>	<b>Series Item Number</b>
<b>SCSC-1</b>	Application for Employment/Promotion	SCSC Agency Personnel	Perm OPF Current*		P-190
	*If retained.				
<u>*Records Series P-190 has been deleted. Refer to the State Civil Service Commission's Agency-Specific Schedule.</u>					
<b>SCSC-6</b>	Request for AEP	SCSC	4		P-191
<b>SCSC-6A</b>	AEP Job Information	Agency Personnel	1		
<b>SCSC-6B</b>	AEP Recruitment Report				
<b>SCSC-6C</b>	AEP Notice of Results				
<u>*Records Series P-191 has been deleted. Refer to the State Civil Service Commission's Agency-Specific Schedule.</u>					
<b>SCSC-90</b>	Request for Certification	SCSC	1	3	P-24
		Agency Personnel	1		
<u>*Records Series P-24 has been deleted. Refer to the State Civil Service Commission's Agency-Specific Schedule.</u>					
<b>SCSC-91</b>	Certification of Eligibles	SCSC	1	3	P-25
		Agency Personnel	1		
<u>*Records Series P-25 has been deleted. Refer to the State Civil Service Commission's Agency-Specific Schedule.</u>					
<b>SCSC-98</b>	Interview Notice/ Availability Survey	SCSC	1	3	P-28
		Agency Personnel	1		
		Applicant	–		
<u>*Records Series P-28 has been deleted. Refer to the State Civil Service Commission's Agency-Specific Schedule.</u>					
<b>SCSC-2550</b>	Request for Evaluation	SCSC	*		P-33
		Agency Personnel	1		
	*Retain with SCSC-1.				
<u>*Records Series P-33 has been deleted. Refer to the State Civil Service Commission's Agency-Specific Schedule.</u>					
<b>SCSC-4112</b>	Appeal Request	Agency Personnel	OPF *		P-192
	*Maintain for four years or until case closed, whichever is longer.				
<u>*Records Series P-192 has been deleted. Refer to the State Civil Service Commission's Agency-Specific Schedule.</u>					
<b>SCSC-5223</b>	Unqualified Recommendation for Promotion	Agency Personnel	OPF 4		P-193
<u>*Records Series P-193 has been deleted. Form SCSC-5223 is now obsolete.</u>					
<b>SCSC-5247</b>	Recruitment and Examination Needs	SCSC	4		P-194
		Agency Personnel	1		
<u>*Records Series P-194 has been deleted. Refer to the State Civil Service Commission's Agency-Specific Schedule.</u>					

Form Number	Form Title	Distribution	Agency Retention (Years)	State Records Center (Years)	Series Item Number
<b>SCSC-5265</b>	RPE Request	SCSC Agency Personnel	4 1		P-195
<i>*Records Series P-195 has been deleted. Form SCSC-5265 is now obsolete.</i>					
<b>SCSC-5274</b>	Request for Selective Certification	SCSC Agency Personnel	4 1		P-196
<i>*Records Series P-196 has been deleted. Refer to the State Civil Service Commission's Agency-Specific Schedule.</i>					
<b>SCSC-5275</b>	Request for Removal of Eligible	SCSC Agency Personnel	2 1	2	P-197
<i>*Records Series P-197 has been deleted. Refer to the State Civil Service Commission's Agency-Specific Schedule.</i>					
<b>SCSC-5280</b>	Delegation of Signatory Authority	SCSC Agency Personnel	Current Current		P-198
<i>*Records Series P-198 has been deleted. Refer to the State Civil Service Commission's Agency-Specific Schedule.</i>					
•	Commercial Driver	Agency Personnel	*		P-231
•	License Referral	OA, SEAP	4		
•	Information Consent Form				
•	*Maintain for length of CDL				
•	Referral in OPF and then in				
•	SEAP Coordinator file for				
•	one year following notification				
•	from SEAP Central Coordinating				
•	Office that the employe				
•	has successfully completed				
•	treatment.				
<i>*Records Series P-231 has been deleted. Refer to M210.9, G200-Human Resources, G200.007.</i>					
	Conditions for Continued Employment Information and Consent Form	Agency Personnel OA, SEAP	* 4		P-221
•	*Maintain for length of COCE				
•	in OPF and then in SEAP				
•	Coordinator file for one year				
	following notification from				
	SEAP Central Coordinating				
	Office that the employe				
	has successfully completed				
	treatment.				
<i>*Records Series P-221 has been deleted. Refer to M210.9, G200-Human Resources, G200.007.</i>					



Form Number	Form Title	Distribution	Agency Retention (Years)	State Records Center (Years)	Series Item Number
<b>LG-6047f</b>	Notice of Right to Convert Group Life Insurance	Agency Personnel	Perm		P-202
<i>*Records Series P-202 has been deleted. Form is obsolete. Records are now maintained solely by the insurance carrier.</i>					
<b>LG-6090</b>	Request for Installment Option	Agency Personnel	Current		P-203
<i>*Records Series P-203 has been deleted. Form is obsolete. Records are now maintained solely by the insurance carrier.</i>					
<b>LM-1381b</b>	Commonwealth of Pa. Beneficiary Designation Form	Bur of Risk & Ins Mgmt Agency Personnel Employee	Perm OPF Current -		P-204
<i>*Records Series P-204 has been deleted. Form is obsolete. Records are now maintained solely by the insurance carrier.</i>					
• <b>LM-600742</b>	Application for Disability Life Insurance	Agency Personnel	OPF Perm		P-200
<i>*Records Series P-200 has been deleted. Form is obsolete. Records are now maintained solely by the insurance carrier.</i>					
• <b>PEBTF-2</b>	Employee Enrollment/Change Form	Pa. Benefit Trust Fund Payroll/Retirement Bd Drug Administrator Agency Personnel Employee	- - - OPF Perm -		P-207
<i>*Records Series P-207 has been deleted. Refer to Manual 210.9, P-79, (OPF/e-OPF).</i>					
• <b>PET80601</b>	Emp POS transaction processing audit trail (Enterprise storage and retrieval system for report information)	CTC	On-line for 60 days then CD storage in OA, Bur of Pers, Information Systems Support Division		P-230
<i>*Records Series P-230 has been deleted. This functionality no longer exists and was not replaced when we moved to SAP in 2004.</i>					
<b>REV-420</b>	Employee Statement of Non-Residence in Pa.	Agency Personnel	OPF Current		P-205
<i>*Records Series P-205 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.010.</i>					
<b>SEC-1</b>	Statement of Financial Interest ( <i>State Ethics Act: Act 170</i> )	Agency Personnel Employee	5 -		P-206
<i>*Records Series P-206 has been deleted. Refer to OA's and the State Ethics Commission's Agency-Specific Schedules.</i>					
<b>SERS-251</b>	Application for Refund of Member's Contributions and Interest	Employee SERS	- 1 *	7	P-165
<i>*After one year, maintain on microfilm.</i>					
<i>*Records Series P-165 has been deleted. Refer to the State Employee Retirement System's Agency-Specific Schedule.</i>					

Form Number	Form Title	Distribution	Agency Retention (Years)	State Records Center (Years)	Series Item Number
<b>SP4-164</b>	Request for Criminal History Record Information	Agency Personnel	OPF Perm		P-208
<i>*Records Series P-208 has been deleted. Refer to Manual 210.9, P-79, (OPF/e-OPF).</i>					
<b>UC-44F</b>	Notice of Financial Determination	Agency Personnel BCPO	3 –		P-209 • •
<i>*Records Series P-209 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.064.</i>					
<b>UC-45</b>	Notice of Application and Employer's Statement	Agency Personnel	3		P-210 •
<i>*Records Series P-210 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.064.</i>					
<b>UC-46</b>	Petition for Appeal	Agency Personnel	3		P-211 •
<i>*Records Series P-211 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.064.</i>					
<b>UC-53</b> <b>UC-53E</b>	Notice of Hearing on Original/Board Appeal	Agency Personnel	1		P-212 •
<i>*Records Series P-212 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.064.</i>					
<b>UC-59</b>	Pa. Unemployment Compensation Board of Review Referee's Decision	Agency Personnel	3		P-213 •
<i>*Records Series P-213 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.064.</i>					
<b>UC-150</b>	Notice of Amount Due for Compensation Paid	Agency Personnel BCPO	3 –		P-214 • •
<i>*Records Series P-214 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.064.</i>					
<b>UC-483</b>	Subsequent Benefit Year Information	Agency Personnel	3		P-215 •
<i>*Records Series P-215 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.064.</i>					
<b>UC-494</b>	Employer's Statement – Credit Weeks	Agency Personnel	3		P-216
<i>*Records Series P-216 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.064.</i>					
<b>UC-640</b> <b>UC-640A</b>	Monthly Notice of Compensation Charged/Report on Conflict Wages and Benefits	Agency Personnel BCPO	1		P-217
<i>*Records Series P-217 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.064.</i>					
<b>UC-785</b>	Low Earnings Report	Agency Personnel	4		P-218
<i>*Records Series P-218 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.064.</i>					

Form Number	Form Title	Distribution	Agency Retention (Years)	State Records Center (Years)	Series Item Number
<b>UC-1609</b>	Location of Records for Unemployment Compensation	Agency Personnel	Current		P-219
<i>*Records Series P-219 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.064.</i>					
<b>W-4</b>	Employee's Withholding Exemption Certification	Agency Personnel	OPF Current		P-89
<i>*Records Series P-89 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.010.</i>					
<ul style="list-style-type: none"> <li>• <b>JPA-797 or</b></li> <li>• <b>CWC-119 or</b></li> <li>• <b>PIM-119</b></li> </ul>	Workers' Compensation Claim Report	Agency Personnel WC Administrator	4 –		P-227
<i>*Records Series P-227 has been deleted. Refer to Manual 210.9, G200-Human Resources, G200.067.</i>					