

**REQUEST TO AMEND
RECORDS RETENTION & DESTRUCTION SCHEDULE**

ADD

<u>Financial Records</u>	<u>Legal Requirement</u>	<u>Retention Period</u>
Trial Balance Reports; Trial Balance Detail Reports (working documents)	GC 34090	AU + 5 Years

MOVE FROM FINANCIAL RECORDS SECTION TO:

Human Resources & Payroll

Withholding Allowance Certificates
(W-4 Forms)

Wage & Tax Statements (W-2 Forms)

W-9s; 1099s

AU = Audit