

Records Retention ^[1]

While departments are responsible for retaining individual employee timesheets, work records and leave records, Employee Services must retain all paycheck and wage information—including the processing and retention of W-2s.

IRS regulations require employers to retain the W-2 for four years. Employees who need W-2 information for a period older than four tax years can submit a request to the IRS via [Form 4506-T](#) ^[2].

Resources for employee records retention include:

- [The Fair Labor Standards Act](#) ^[3]
- [Retention of University Records Policy](#) ^[4]
- Record Retention schedules for:
 - [CU-Boulder](#) ^[5]
 - [CU Colorado Springs](#) ^[6]
 - [CU Denver and CU Anschutz](#) ^[7]
 - [System Administration](#) ^[8]
- [State Archives](#) ^[9]
- [Schedule 8 for Higher Education](#) ^[10]: general record retention schedules for Colorado colleges and universities

Groups audience:

Employee Services

Source URL: <https://www.cu.edu/employee-services/records-retention>

Links

[1] <https://www.cu.edu/employee-services/records-retention>

[2] <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

[3] <https://www.dol.gov/whd/flsa/>

[4] <https://www.cu.edu/ope/aps/2006>

[5] <https://www.cu.edu/sites/default/files/RecordRetentionUCB.pdf>

[6] <https://www.cu.edu/sites/default/files/RecordRetentionUCCS.pdf>

[7] <https://www.cu.edu/sites/default/files/RecordRetentionUCD.pdf>

[8] <https://www.cu.edu/sites/default/files/RecordRetentionSystem.pdf>

[9] <http://www.colorado.gov/dpa/doit/archives/rmfaq.htm>

[10] <http://www.colorado.gov/dpa/doit/archives/rm/rmman/sch8.htm>