

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: February 22, 2002

PAYROLL LETTER # 02-010
CSU ONLY

TO: All Campuses in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief
Personnel/Payroll Services Division

RE: **PAYROLL WARRANT REGISTER**

Please be advised that the requirement to retain the Payroll Warrant Register, Form CD38, for five years is no longer applicable. Effective immediately, it is now at the campus' discretion whether to retain the printed copies or discard after receipt.

Please contact the CSU Telephone Liaison Unit at (916) 322-7980 if there are any questions regarding the above change.

RZ:LMC/PMAB