



Record Retention Schedule

The following Retention Schedule was developed as a guideline and is not intended as a final authority, but as a suggested outline for establishing a record retention program.

If you have any questions or concerns, please contact our office.

Item	Retention Period
Accident/Injury Reports	7 years
Accounts Receivable Ledger	7 years
Accounts - Charged Off	7 years
Accounts Payable Ledgers	7 years
Advertising	5 years
Annual Reports (Audit Reports)	Permanent
Articles of Incorporation	Permanent
Attendance	7 years
Authority to Issue Securities	Permanent
Automobile Expense Reports	7 years
Bank Reconciliations	3 years
Bank Statements	3 years
Bank Deposit/Receipts	7 years
Blueprints/Architectural Drawings	Permanent
Board Minutes	Permanent
Bonds, Securities	7 years
Bonds Records	Permanent
Budget Projections	3 years
Business Plans	3 years
Business Licenses	Permanent
Bylaws	Permanent
Cash Receipts	7 years
Charge Receipts	7 years
Chart of Accounts	Permanent
Check Register	Permanent
Checks - Canceled, Payroll	7 years
Checks (for taxes, purchases of property, contracts, etc.)	Permanent
Checks - Canceled	7 years

Item	Retention Period
Garnishments	8 years
General Ledgers (and end of year trial balance)	7 years
Insurance Reports	Permanent
Insurance Policies (expired)	3 years
Internal Reports (Miscellaneous)	3 years
Inventory Records	7 years
Invoices to Customers	7 years
Invoices from Vendor	7 years
Journals	Permanent
Lease Payment Records	4 years
Leasehold Improvements	Permanent
Licenses (Federal, State & Local)	Permanent
Loan Documents, Notes (expired)	7 years
Minute Book	Permanent
Notes Receivable Documents & Schedules	7 years
Notes, Cancelled	7 years
Option Records (expired)	7 years
Patents and Trademarks	Permanent
Payroll Records	7 years
Property Appraisers by Outside Appraisers	Permanent
Purchase Orders (Except Purchasing Dept.)	1 year
Purchase Orders (Purchasing Dept.)	7 years
Record of Mergers, Consolidation Acquisitions, Dissolutions & Reorganizations	Permanent
Retirement & Pension Records	
Plan Document	Permanent
Form 5500	Permanent
Deposit Spreadsheets	7 years
Sales, and Use Tax Returns	7 years

Construction Documents	Permanent
Contracts (purchase and sales)	4 years
Contracts and Leases (expired)	7 years
Copyrights	Permanent
Correspondence, General	2 years
Correspondence (executive, legal & tax)	Permanent
Cost Accounting	6 years
Credit Memos	7 years
Deeds, Mortgages, Bills of Sale, Titles	Permanent
Depreciation Schedules	Permanent
Discount Rates	7 years
Dividend Checks	7 years
Dividend Register	Permanent
Duplicate Deposit Slips	1 year
Electronic Payment Records	7 years
Employee Files (ex-employees)	7 years
Employee Lawsuits Statue of Limitations	7 years
Employee Contracts (after termination)	5 years
Employee Personnel Records (after termination)	7 years
Employment Applications	3 years
Financial Statements (end of year, monthly optional)	Permanent
Fixed Asset Purchases	Permanent

Sales Records	7 years
Scrap and Salvage Records (inventories, sales, etc.)	7 years
Stock Certificates	Permanent
Stock Certificates (cancelled)	7 years
Stock Transactions	Permanent
Stock Registers	Permanent
Stock Ledger	Permanent
Subsidiary Records	7 years
Tax Exempt Forms (after completion)	7 years
Tax Returns, Worksheets & Records Relating to Income Taxes	Permanent
Time Cards	7 years
Training Manuals	Permanent
Travel & Entertainment Records (including allowances & reimbursements)	7 years
Unemployment Claims	7 years
Union Agreements	Permanent
Vouchers for Payments to Vendors, Employees, Etc.	7 years
W-2 Forms	7 years
Withholding & Exemption Certificates	7 years
Workers Compensation Records	10 years