Suite 220

RECORDS RETENTION SCHEDULE

Accident reports/claims (settled cases)	Retention Period	Rei	tention Period
Accounts receivable ledgers & schedules	Accident reports/claims (settled cases)7 yrs.	Minute books of directors,	
Audit report Permanently Part Permanently Part P	Accounts payable ledgers & schedules 7 yrs.	stockholders, bylaws, & charter	Permanently
Bank reconciliations 5 yrs. Patents & related papers 7 yrs. Permanently Bank statements 5 yrs. Payroll records & summaries 7 yrs. Capital stock & bond records; ledgers 7 yrs. Capital stock & bond records; ledgers 8 Personnel files (terminated) 7 yrs. record of interest coupons, options, etc. Permanently 1 Physical inventory tags 3 yrs. record of interest coupons, options, etc. Permanently 1 Physical inventory tags 3 yrs. record of interest coupons, options, etc. Permanently 1 Property appraisals by outside appraisers. Permanently 2 Property appraisals by outside appraisers. Permanently 2 Property appraisals by outside appraisers. Permanently 2 Permanently 3 Sales commission reports 3 yrs. Correspondence (general) 2 yrs. Scrap & salvage records (inventories, sales, etc) 7 yrs. Deeds, mortgages, & bills of sale Permanently 5 Stocks & bonds certificates (cancelled) 7 yrs. Depreciation schedules Permanently 5 Stocks & bonds certificates (cancelled) 7 yrs. Expense analyses/expense distribution schedules 7 yrs. Expense analyses/expense distr	Accounts receivable ledgers & schedules7 yrs.	Notes receivable ledgers & schedules	7 yrs.
Bank statements 5 yrs. Payroll records & summaries 7 yrs. Capital stock & bond records; ledgers transfer registers, stubs showing issues, record of interest coupons, options, etc. Permanently Petty cash vouchers 3 yrs. Cash books Permanently Property appraisals by outside appraisers. Permanently Checks (cancelled for important payments - i.e., taxes, purchases of property, special ci.e., taxes, purchase order (except purchasing department copy). 7 yrs. Contracts, mortgages, notes, & leases (expired). 7 yrs. Contracts, mortgages, notes, & leases (expired). 7 yrs. Contracts, mortgages, notes, & leases (expired). 2 yrs. Correspondence (general). 2 yrs. Correspondence (general). 2 yrs. Correspondence (general). 2 yrs. Correspondence (foutine) with customers and /or vendors. 2 yrs. Deeds, mortgages, & bills of sale. Permanently Depreciation schedules. Permanently Depreciation schedules. Permanently Depreciation schedules. Permanently Stocks & bonds certificates (cancelled). 7 yrs. Duplicate deposit slips. 2 yrs. Expense analyses/expense distribution schedules. 7 yrs. Taxe turns & worksheets, revenue agents' Financial statements (year-end, other optional). Permanently Gernal/private ledgers, year-end trial balance. Permanently Gernal/private ledgers, year-end trial balance. Permanently Internal audit reports (longer retention periods may be desirable). 3 yrs. Insurance policies, etc. — Permanently Internal audit reports (longer retention periods ma	Audit reportPermanently	Option records (expired)	7 yrs.
Capital stock & bond records; ledgers transfer registers, stubs showing issues, record of interest coupons, options, etc. Permanently Cash books Permanently Checks (cancelled - see exception below). 7 yrs. Chart of accounts. Permanently Checks (cancelled - see exception below). 7 yrs. Checks (cancelled - see exception below). 7 yrs. Checks (cancelled for important payments - i.e., taxes, purchases of property, special contracts, etc. Checks should be filed with the papers pertaining to the underlying transaction. Permanently Contracts, mortgages, notes, & leases (expired). 7 yrs. Contracts, mortgages, notes, & leases (still in effect) Permanently Correspondence (general) 2 yrs. Correspondence (legal & important matters only). Permanently Correspondence (routine) with customers and /or vendors Subjusted edposit slips 2 yrs. Cappease, analyses/expense distribution schedules. Permanently Cappease analyses/expense distribution schedules. 7 yrs. Expense analyses/expense distribution schedules. 7 yrs. Correspondence (course) Ayrs. Correspondence (course) Ayrs. Correspondence (course) Ayrs. Cappease analyses/expense distribution schedules. 7 yrs. Cappease analyses/expense distribution schedules. 7 yrs. Cappease analyses/expense distribution schedules. 7 yrs. Correspondence (course) Ayrs. Correspondence (course)	Bank reconciliations	Patents & related papers	Permanently
transfer registers, stubs showing issues, record of interest coupons, options, etc. Permanently Cash books Permanently Chart of accounts. Permanently Checks (cancelled - see exception below)	Bank statements	Payroll records & summaries	7 yrs.
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Chart of accounts. Permanently Checks (cancelled - see exception below). 7 yrs. Checks (cancelled for important payments - i.e., taxes, purchases of property, special contracts, etc. Checks should be filed with the papers pertaining to the underlying transaction. Permanently Contracts, mortgages, notes, & leases (expired) . 7 yrs. Contracts, mortgages, notes, & leases (expired) . 7 yrs. Contracts, mortgages, notes, & leases (expired) Permanently Correspondence (general)	record of interest coupons, options, etc Permanently	Physical inventory tags	3 yrs.
Checks (cancelled - see exception below)	Cash booksPermanently	Plant cost ledgers	7 yrs.
Checks (cancelled for important payments - i.e., taxes, purchases of property, special contracts, etc. Checks should be filed with the papers pertaining to the underlying transaction Permanently Contracts, mortgages, notes, & leases (expired) 7 yrs. Purchase orders (purchasing department copy) 7 yrs. Contracts, mortgages, notes, & leases (expired) 7 yrs. Purchase orders (purchasing department copy) 7 yrs. Contracts, mortgages, notes, & leases (expired) 2 yrs. Requisitions 1 yr. Correspondence (general) 2 yrs. Requisitions 1 yr. Correspondence (legal & important matters only) Permanently Sales commission reports 3 yrs. Correspondence (routine) with customers and/or vendors 2 yrs. Scrap & salvage records (inventories, sales, etc) 7 yrs. Deeds, mortgages, & bills of sale Permanently Stocks & bonds certificates (cancelled) 7 yrs. Duplicate deposit slips 2 yrs. Stockroom withdrawal forms 1 yr. Expense analyses/expense distribution schedules 7 yrs. Tax returns & worksheets, revenue agents' reports, & other documents relating to determination of income tax liability Permanently General/private ledgers, year-end trial balance Permanently Claims, policies, etc Permanently claims, policies, etc Permanently claims, policies, etc Permanently claims, policies, etc Permanently Internal audit reports (longer retention periods may be desirable) 3 yrs. Vouchers for payments to vendors, employees, etc. (includes allowances & reimbursements of employees, officers, etc., Invoices (to customers, from vendors) 7 yrs. for travel & entertainment expenses) 7 yrs.	Chart of accounts	Property appraisals by outside appraisers	Permanently
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contracts, etc. Checks should be filed with the papers pertaining to the underlying transaction Permanently Contracts, mortgages, notes, & leases (expired) 7 yrs. Contracts, mortgages, notes, & leases Contracts, mortgages, notes, & leases Contracts, mortgages, notes, & leases Correspondence (general) Permanently Correspondence (legal & important matters only) Permanently Correspondence (routine) with customers and /or vendors 2 yrs. Deeds, mortgages, & bills of sale Permanently Depreciation schedules Permanently Exployment applications 3 yrs. Expense analyses/expense distribution schedules 7 yrs. Expense analyses/expense distribution schedules 7 yrs. Financial statements (year-end, other optional) Permanently General/private ledgers, year-end trial balance Permanently Insurance policies (expired) 3 yrs. Insurance policies (expired) 3 yrs. Insurance records, current accident reports, claims, policies, etc Permanently Internal audit reports (longer retention periods may be desirable) 3 yrs. Inventories of products, materials, & supplies 7 yrs. Inventories of products, materials, & supplies 7 yrs. Inventories of products, materials, & supplies 7 yrs. Permanently & for travel & entertainment expenses) 7 yrs. Permanents of department copy) 1 yr. Permanently department copy) 7 yrs. Permanently Permanently Permanently Sales records (inventories, sales, etc.) 7 yrs. Stenographers' notebooks 1 yr. Stocks & bonds certificates (cancelled) 7 yrs. Expense analyses/expense distribution schedules 7 yrs. Expense analyses/expense distribution schedules 7 yrs. Tax returns & worksheets, revenue agents' reports, & other documents relating to determination of income tax liability Permanently Time books/cards 7 yrs. Trademark registration & copyrights Permanently Training manuals Permanently Voucher register & schedules 7 yrs. Internal reports (miscellaneous) 3 yrs. Permanently Vouchers for	Checks (cancelled for important payments -	reserves, year-end trial balances, depreciation	
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Contracts, mortgages, notes, & leases (expired) 7 yrs. Contracts, mortgages, notes, & leases Contracts, mortgages, notes, & leases Receiving sheets 1 yr. (still in effect) Permanently Correspondence (general) 2 yrs. Correspondence (legal & important matters only) Permanently Correspondence (routine) with customers and /or vendors 2 yrs. Deeds, mortgages, & bills of sale Permanently Depreciation schedules Permanently Exponse analyses/expense distribution schedules 7 yrs. Expense analyrivate ledgers, year-end trial balance Permanently Insurance policies (expired) 3 yrs. Insurance policies (expired) 3 yrs. Permanently Internal audit reports (longer retention periods may be desirable) 3 yrs. Internal reports (miscellaneous) 3 yrs. Inventories of products, materials, & supplies 7 yrs. Inventories (to customers, from vendors) 7 yrs. Pour has equisitions 1 yr. Retriement & pension records 1 yr. Requisitions 1 yr. Requisitions 1 yr. Sales commission reports 3 yrs. Sales records 1 yr. Sales records 1 yr. Sales commission reports 3 yrs. Scrap & salvage records (inventories, sales, etc.) 7 yrs. Stenographers' notebooks 1 yr. Stocks & bonds certificates (cancelled) 7 yrs. Stockroom withdrawal forms 1 yr. Expense analyses/expense distribution schedules 7 yrs. Tax returns & worksheets, revenue agents' reports, & other documents relating to determination of income tax liability Permanently Internal policies (expired) 3 yrs. Trademark registration & copyrights Permanently Line books/cards 7 yrs. Permanently Union agreements Permanently Voucher register & schedules 7 yrs. Internal reports (miscellaneous) 3 yrs. employees, etc. (includes allowances & includes allowances &	contracts, etc. Checks should be filed with the	Purchase order (except purchasing	
Contracts, mortgages, notes, & leases (expired) 7 yrs. Contracts, mortgages, notes, & leases (still in effect)	papers pertaining to the underlying transactionPermanently	department copy)	1 yr.
Contracts, mortgages, notes, & leases (still in effect)	Contracts, mortgages, notes, & leases (expired)7 yrs.		
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Correspondence (legal & important matters only). Permanently Correspondence (routine) with customers and /or vendors	(still in effect) Permanently	Retirement & pension records	Permanently
Correspondence (routine) with customers and /or vendors	Correspondence (general)	Requisitions	1 yr.
and /or vendors	Correspondence (legal & important matters only)Permanently	Sales commission reports	3 yrs.
Deeds, mortgages, & bills of sale. Permanently Depreciation schedules Permanently Duplicate deposit slips 2 yrs. Stockroom withdrawal forms 1 yr. Employment applications 3 yrs. Subsidiary ledgers 7 yrs. Expense analyses/expense distribution schedules 7 yrs. Expense analyses/expense distribution schedules 7 yrs. Financial statements (year-end, other optional) Permanently Garnishments 7 yrs. determination of income tax liability Permanently General/private ledgers, year-end trial balance Permanently Insurance policies (expired) 3 yrs. Trademark registration & copyrights Permanently Insurance records, current accident reports, Training manuals Permanently claims, policies, etc Permanently Internal audit reports (longer retention Voucher register & schedules 7 yrs. Internal reports (miscellaneous) 3 yrs. Vouchers for payments to vendors, Internal reports (miscellaneous) 7 yrs. Invoices (to customers, from vendors) 7 yrs.	Correspondence (routine) with customers	Sales records	7 yrs.
Depreciation schedules Permanently Stocks & bonds certificates (cancelled)	and /or vendors2 yrs.	Scrap & salvage records (inventories, sales, etc)	7 yrs.
Duplicate deposit slips 2 yrs. Stockroom withdrawal forms 1 yr. Employment applications 3 yrs. Subsidiary ledgers 7 yrs. Expense analyses/expense distribution schedules. 7 yrs. Tax returns & worksheets, revenue agents' Financial statements (year-end, other optional). Permanently Garnishments 7 yrs. determination of income tax liability. Permanently General/private ledgers, year-end trial balance. Permanently Insurance policies (expired). 3 yrs. Trademark registration & copyrights. Permanently Insurance records, current accident reports, claims, policies, etc. Permanently Internal audit reports (longer retention Voucher register & schedules 7 yrs. Internal reports (miscellaneous). 3 yrs. Vouchers for payments to vendors, Internal reports (miscellaneous). 3 yrs. employees, etc. (includes allowances & Inventories of products, materials, & supplies. 7 yrs. Invoices (to customers, from vendors). 7 yrs. for travel & entertainment expenses). 7 yrs.	Deeds, mortgages, & bills of sale	Stenographers' notebooks	1 yr.
Employment applications 3 yrs. Subsidiary ledgers 7 yrs. Expense analyses/expense distribution schedules 7 yrs. Tax returns & worksheets, revenue agents' Financial statements (year-end, other optional) Permanently Garnishments 7 yrs. determination of income tax liability Permanently General/private ledgers, year-end trial balance Permanently Insurance policies (expired) 3 yrs. Trademark registration & copyrights Permanently Insurance records, current accident reports, claims, policies, etc Permanently Internal audit reports (longer retention	Depreciation schedules	Stocks & bonds certificates (cancelled)	7 yrs.
Expense analyses/expense distribution schedules 7 yrs. Financial statements (year-end, other optional) Permanently Garnishments 7 yrs. General/private ledgers, year-end trial balance Permanently Insurance policies (expired) 3 yrs. Insurance records, current accident reports, claims, policies, etc Permanently Internal audit reports (longer retention periods may be desirable) 3 yrs. Internal reports (miscellaneous) 3 yrs. Internal reports (miscellaneous) 3 yrs. Inventories of products, materials, & supplies 7 yrs. Tax returns & worksheets, revenue agents' reports, & other documents relating to determination of income tax liability Permanently Time books/cards 7 yrs. Trademark registration & copyrights Permanently Union agreements Permanently Union agreements Permanently Voucher register & schedules 7 yrs. Vouchers for payments to vendors, employees, etc. (includes allowances & reimbursements of employees, officers, etc., Invoices (to customers, from vendors) 7 yrs. for travel & entertainment expenses) 7 yrs.	Duplicate deposit slips	Stockroom withdrawal forms	1 yr.
Financial statements (year-end, other optional)Permanently Garnishments	Employment applications	Subsidiary ledgers	7 yrs.
Garnishments 7 yrs. determination of income tax liability Permanently General/private ledgers, year-end trial balance Permanently Insurance policies (expired) 3 yrs. Trademark registration & copyrights Permanently Insurance records, current accident reports, claims, policies, etc. Permanently Internal audit reports (longer retention periods may be desirable) 3 yrs. Vouchers for payments to vendors, Internal reports (miscellaneous) 3 yrs. employees, etc. (includes allowances & Inventories of products, materials, & supplies 7 yrs. Invoices (to customers, from vendors) 7 yrs. for travel & entertainment expenses) 7 yrs.	Expense analyses/expense distribution schedules 7 yrs.	Tax returns & worksheets, revenue agents'	
General/private ledgers, year-end trial balance. Permanently Insurance policies (expired)	Financial statements (year-end, other optional)Permanently	reports, & other documents relating to	
Insurance policies (expired)	Garnishments	determination of income tax liability	Permanently
Insurance records, current accident reports, claims, policies, etc	General/private ledgers, year-end trial balance Permanently	Time books/cards	7 yrs.
claims, policies, etc	Insurance policies (expired)	Trademark registration & copyrights	Permanently
Internal audit reports (longer retention Voucher register & schedules	Insurance records, current accident reports,	Training manuals	Permanently
periods may be desirable)	claims, policies, etcPermanently	Union agreements	Permanently
periods may be desirable)		Voucher register & schedules	7 yrs.
Internal reports (miscellaneous)	periods may be desirable)		
Inventories of products, materials, & supplies7 yrs. reimbursements of employees, officers, etc., Invoices (to customers, from vendors)			
Invoices (to customers, from vendors)			
			7 yrs.

The retention period is the number of years from the date the tax return was filed.

All material presented is for general information only

and should not be acted upon without professional assistance.