

GUIDE TO RECORD RETENTION

ACCOUNTING

Accounts Payable Ledger	7 years
Accounts Receivable Ledgers	7 years
Audit Reports	Permanent
Bank Deposits & Statements	3 years
Bank Deposit Tickets - duplicate	1 year
Bank Reconciliations	1 year
Cash Books	Permanent
Chart of Accounts	Permanent
Check Register	7 years
Cancelled Checks (important payments)	Permanent
Cancelled Checks (unimportant payments)	7 years
Credit History	Permanent
Expense Reports	7 years
Financial Statements	Permanent
General Ledgers	Permanent
Internal Audit Reports	5 years
Inventories (of products, materials and supplies)	7 years
Invoices: Customers & Vendors	7 years
Journals	Permanent
Payroll Records	7 years
Petty Cash Records	3 years
Equipment Cost Ledgers	7 years
Property Appraisals	Permanent
Property Records	Permanent
Profit & Loss Statements	Permanent
Royalty Computations	7 years
Sales Records	7 years
Subsidiary Ledgers	7 years
Tax Returns	Permanent
Travel Expense Reports	3 years

CORPORATE RECORDS

Annual Reports	Permanent
Cancelled Stock & Bond Certificates	7 years
Capital Stock & Bond Records	Permanent
Charters, Constitutions, By-Laws, Minutes	Permanent
Contracts, Leases and Agreements	Permanent
Copyrights & Trademark Registrations	Permanent
Correspondence - General	3 years
Correspondence - Legal & Tax	Permanent
Deeds, Mortgages & Easements	Permanent
Expired Option Records	7 years
Incorporation Records	Permanent
Labor Contracts	Permanent
Patents	Permanent
Proxies	Permanent
Stockholders & Transfer List	Permanent

GUIDE TO RECORD RETENTION

GRANTS

Grantee Award Records	3 years
Grantor Award Records	3 years

INSURANCE

Insurance Policies	3 years
Insurance Records: Claims & Policies	Permanent
Insurance Safety Reports: Fire & OSHA	7 years

PERSONNEL

Accident Reports, Claims and Statements	Permanent
Disability & Illness Reports	3 years
Employee Application & Promotion Records	3 years
Employee Termination Documentation	3 years
Employee Time Records	7 years
Retirement & Pension Records	Permanent
Training Manuals	Permanent
W-2's	Permanent

PURCHASING

Bids & Awards	3 years
Contracts	3 years
Purchase Orders	3 years
Requisitions	3 years
Scrap & Salvage Records	7 years

RECEIVING & SHIPPING

Bills of Lading	3 years
Bills of Sale (important purchases)	Permanent
Freight Bills	3 years
Postal Records	1 year
Receiving Documents	3 years
Shipping Documents	3 years

:

:

:
:
:

: