

RECORD RETENTION SCHEDULE

BUSINESS RECORDS

ONE (1) YR

- Correspondence with Customers & Vendors
- Duplicate Deposit Slips
- Purchase Orders (other than purchasing dept copy)
- Receiving Sheets
- Requisitions
- Stenographer's Notebooks
- Stockroom Withdrawal Forms

THREE (3) YRS

- Employee Personnel Records (after termination)
- Employment Applications
- Expired Insurance Policies
- General Correspondence
- Internal Audit Reports
- Internal Reports
- Petty Cash Vouchers
- Physical Inventory Tags
- Savings Bond Registration Records of Employees
- Time Cards for Hourly Employees

SIX (6) YRS

- Accident Reports, Claims
- Accounts Payable Ledgers & Schedules
- Accounts Receivable Ledgers & Schedules
- Bank Stmts & Reconciliations
- Cancelled Checks
- Cancelled Stock & Bond Certificates
- Employment Tax Records
- Expense Analysis & Expense Distribution Schedules
- Expired Contracts, Leases
- Expired Option Records
- Inventories of Products, Materials, Supplies
- Invoices to Customers
- Notes Receivable Ledgers, Schedules
- Payroll Records & Summaries, Including Pmt to Pensioners
- Plant Cost Ledgers
- Purchasing Department Copies of Purchase Orders
- Sales Records
- Subsidiary Ledgers
- Time Books
- Travel & Entertainment Records
- Vouchers for Pmts to Vendors, Employees, etc.
- Voucher Register, Schedules

PERMANENTLY

- Audit Reports from CPAs/Accountants
- Cancelled Checks for Important Pmts (especially tax pmts)
- Cash Books, Charts of Accounts
- Contracts, Leases Currently in Effect

PERMANENTLY (cont')

- Corporate Documents (incorporation, charter, by-laws, etc.)
- Documents substantiating fixed asset additions
- Deeds
- Depreciation Schedules
- Financial Stmts (Year End)
- General & Private Ledgers, Year End Trial Balances
- Insurance Records, Current Accident Reports, Claims, Policies
- Investment Trade Confirmations
- IRS Revenue Agents' Reports
- Journals
- Legal Records, Correspondence & Other Important Matters
- Minute Books of Directors & Stockholders
- Mortgages, Bills of Sale
- Property Appraisals by Outside Appraisers
- Property Records
- Retirement & Pension Records
- Tax Returns & Worksheets
- Trademark & Patent Registrations

PERSONAL RECORDS

ONE (1) YR

- Bank Stmts
- Paycheck Stubs (reconcile with W-2)
- Canceled checks
- Monthly & quarterly mutual fund & retirement contribution stmts (reconcile with year end stmt)

THREE (3) YRS

- Credit Card Stmts
- Medical Bills (in case of insurance disputes)
- Utility Records
- Expired Insurance Policies

SIX (6) YRS

- Supporting Documents For Tax Returns
- Accident Reports & Claims
- Medical Bills (if tax-related)
- Property Records/Improvement Receipts
- Sales Receipts
- Wage Garnishments
- Other Tax-Related Bills

PERMANENTLY

- CPA Audit Reports
- Legal Records
- Important Correspondence
- Income Tax Returns & Tax Pmt Checks
- Investment Trade Confirmations
- Retirement & Pension Records

RECORD RETENTION SCHEDULE

SPECIAL CIRCUMSTANCES

Car Records	Keep until the car is sold
Credit Card Receipts	Keep with credit card stmt
Insurance Policies	Keep for the life of the policy
Mortgages/Deeds/Leases	Keep 6 years beyond the agreement
Pay Stubs	Keep until reconciled with your W-2
Property Records & Improvement Receipts	Keep until property sold
Sales Receipts	Keep for life of the warranty
Stock & Bond Records	Keep for 6 years beyond selling
Warranties & Instructions	Keep for the life of the product
Other Bills	Keep until pmt is verified on the next bill
Depreciation Schedules & Other Capital Asset Records	Keep for 3 years after the tax life of the asset