

## RECORDS RETENTION SCHEDULE

	<i>Retention Period</i>		<i>Retention Period</i>
Accident reports/claims (settled cases)	7 years	Magnetic tape and tab cards	1 year
Accounts payable ledgers and schedules	7 years	Minute books of directors, stockholders, bylaws and charter	<i>Permanently</i>
Accounts receivable ledgers and schedules	7 years	Notes receivable ledgers and schedules	7 years
Audit reports	<i>Permanently</i>	Option records (expired)	7 years
Bank reconciliations	2 years	Patents and related papers	<i>Permanently</i>
Bank statements	3 years	Payroll records and summaries	7 years
Capital stock and bond records: ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc.	<i>Permanently</i>	Personnel files (terminated)	7 years
Cash books	<i>Permanently</i>	Petty cash vouchers	3 years
Charts of accounts	<i>Permanently</i>	Physical inventory tags	3 years
Checks (canceled for important payments i.e. taxes, purchases of property, special contracts, etc.)	<i>Permanently</i>	Plant cost ledgers	7 years
File checks with papers pertaining to transaction)	<i>Permanently</i>	Property appraisals by outside appraisers	<i>Permanently</i>
Checks (other canceled)	7 years	Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints and plans	<i>Permanently</i>
Contracts, mortgages, notes, leases:		Purchase orders:	
Expired	7 years	Purchasing department copy	7 years
Still in effect	<i>Permanently</i>	All others	1 year
Correspondence:		Receiving sheets	4 years
General	2 years	Retirement and pension records	<i>Permanently</i>
Legal and important matters	<i>Permanently</i>	Requisitions	1 year
Routine with customers and/or vendors	2 years	Sales commission reports	3 years
Deeds, mortgages, and bills of sale	<i>Permanently</i>	Sales records	7 years
Depreciation schedules	<i>Permanently</i>	Scrap and salvage records (inventories, sales, etc.)	7 years
Duplicate deposit slips	2 years	Shipping	4 years
Employment applications	3 years	Stenographers notebooks	1 year
Expense analyses/expense distribution schedules	7 years	Stock and bond certificates (canceled)	7 years
Financial statements (year-end, other optional)	<i>Permanently</i>	Stockroom withdrawal forms	1 year
Garnishments	7 years	Subsidiary ledgers	7 years
General/private ledgers, year-end trial balance	<i>Permanently</i>	Tax returns and worksheets, revenue agents reports, and other documents relating to determination of income tax liability	<i>Permanently</i>
Insurance:		Time books/cards	7 years
Policies (expired)	3 years	Trademark registrations and copyrights	<i>Permanently</i>
Records, accident reports, claims, policies etc.	<i>Permanently</i>	Training manuals	<i>Permanently</i>
Fire inspection reports	6 years	Trial balances (monthly)	2 years
Group disability records	7 years	Union agreements	<i>Permanently</i>
Safety reports	7 years	Voucher register and schedules	7 years
Claims (after settlement)	9 years	Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses)	7 years
Internal audit reports (a longer period may be desirable)	3 years	Withholding tax statements	7 years
Internal reports (miscellaneous)	3 years		
Inventories of products, materials and supplies	7 years		
Invoices (to customers, from vendors)	7 years		
Journals	<i>Permanently</i>		

