

## SUGGESTED SCHEDULE FOR RETENTION OF BUSINESS RECORDS

KEY: "P" means that the records should be retained permanently. Figures represent the number of years for retaining the records. "AT" means after termination and "AD" means after disposal of the underlying asset.

TYPE OF RECORD	Suggested Retention Period	TYPE OF RECORD	Suggested Retention Period
Accident Reports (settled)	7	—	
Annual Financial Reports	P	Labor Records:	
Articles of Incorporation	P	Applications (employees)	7 AT
Audit Reports	P	Contracts	7 AT
Bank Deposit Slips	5	Daily Time Reports	5
Bank Reconciliations	10	Disability Claims	7 AT
Bank Statements	10	Earnings Records	7
Bonds (records of issuance)	P	Employee Service Records	7 AT
Budgets	5-10	Pay Checks	7
Check Register	10	Personnel Files	7 AT
*Checks (paid and canceled)	10(gen)	Salary and Wage Rate Changes	7 AT
Contracts:		Salary Receipts	7 AT
Corporate	20 AT	Time Cards, Tickets, Clock Records	5
Employee	7 AT	Withholding Exemption Certificates	7 AT
Vendor	7	Worker's Comp. Records	10
Correspondence:		Leases	7 AT
Accounting	5	Ledgers and Journals:	
Credit and Collection	7	Accounts Payable Ledger	10
General	3	Accounts Receivable Ledger	10
Personnel	7 AT	Cash Journal	10
Deeds	P	Customer Ledger	7
Delivery Receipts	3	General Journal	10
Deposit Slip Copies	3	General Ledger	P
Depreciation Schedules	7 AD	Journal Entries - year-end	P
Equipment Leases (after expiration)	6	Payroll Journal	10
Equipment Repair Records	3	Purchases Journal	10
Expense Reports:		Voucher Journal	10
Departmental	5	Licenses	1 AT
Employee	5	Maintenance and Repair Records:	
Fidelity Bonds	3 AT	Buildings	7
Financial Reports:		Machinery	5
Audited	P	Minute Books	P
Annual	P	Mortgages	7 AT
Interim	3	Notes (canceled)	7
Fire Damage Reports	6	Note Register	P
Fixed Asset Records	7 AD	Pension Records	P
Garnishments	3 AT	Petty Cash Records	5
Insurance Policies (after expiration)	5	Plant Acquisition Records	7 AD
Inventory Records	7 AD	Property Records:	
Invoices (issued or received)	10	Account Ledgers	P
Invoices - Fixed Assets	7 AD	Appraisals	P
		Damage Reports	7

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TYPE OF RECORD	Suggested Retention Period
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Deeds and Titles	P
Depreciation	7 AD
Plans and Specifications	P
Purchases	P
Sales	P
Taxes	10
Purchase Order Copies	5
Purchase Invoices	10
Remittance Statements	5
Sales Invoices	7
Surety Bonds	3 AT
Tax Records (including worksheets, bills and statements, and Agents' reports)	10
Tax Returns (copies):	
Estate	P
Gift	P
Income	P
Payroll	7
Personal Property	10
Sales and Use	10
Social Security	7
Title Papers	P
Uncollectible Accounts Records	7
Vouchers (copies)	10
Voucher Register	10
Wage Rate Records	7
Warrants	P
Withholding and Exemption Certificates	7 AT
W-2 Forms	7

\* Relating to acquisitions of investment, property and other important items.