



RECORD RETENTION SCHEDULE

DOCUMENT	RETENTION PERIOD			
	1 YEAR	3 YEARS	7 YEARS	PERMANENTLY
Accounts Payable – ledgers & schedules			●	
Accounts Receivable – ledgers & schedules			●	
Audit reports (of accountants)				●
Bank reconciliations		●		
Bank statements			●	
Capital stock and bond records: ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc.				●
Cash books				●
Checks (cancelled but see exception below)			●	
Checks (cancelled for important payments, taxes, purchases of property, special contracts, etc.) Checks should be filed with the papers pertaining to the underlying transaction.				●
Contracts and leases (expired)			●	
Contracts and leases (still in effect)				●
Correspondence (routine) with customers or vendors	●			
Correspondence (general)		●		
Correspondence (legal and important matters only)				●
Deeds, mortgages, and bills of sale				●
Depreciation schedules				●
Duplicate deposit slips		●		
Employee personnel records (after termination)			●	
Employment applications		●		
Financial statement (end of year, other months optional)				●
Garnishments			●	
General ledgers				●
Insurance policies (expired)			●	
Insurance records, current accident reports, claims, policies, etc.				●
Inventories of products, materials and supplies			●	
Invoices to customers			●	
Invoices to vendors			●	
Journals				●
Minute books of directors and stockholders, including bylaws and charter				●
Notes receivable ledgers and schedules			●	
Payroll records, summaries and returns (including payments to pensioners)			●	
Petty cash vouchers		●		
Physical inventory tags		●		
Property appraisals by outside appraisers				●



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Property records including costs, depreciation reserves, end of year trial balances, depreciations schedules, blueprints and plans				●
Purchase orders (except purchasing department copy)	●			
Purchase orders (purchasing department copy)			●	
Receiving sheets	●			
Retirement and pension records				●
Requisitions	●			
Sales commission reports		●		
Sales records			●	
Sales tax returns			●	
Scrap and salvage records (inventories, sales, etc.)			●	
Stock and bond certification (cancelled)			●	
Subsidiary ledgers			●	
Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability				●
Trade mark registrations				●
Training manuals				●
Union agreements				●
Voucher register and schedules			●	
Vouchers for payment to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc. For travel and entertainment expenses)			●	
Withholding tax statements			●	

