

## Records Retention Schedule

	Retention Period		Retention Period
Accident reports and claims (settle cases)	7 years	Invoices to Customers	7 years
Accounts payable ledgers and schedules	7 years	Invoices from Vendors	7 years
Accounts receivable ledgers and schedules	7 years	Journals	Permanently
Audit reports of accountants	Permanently	Minute books of directors and Stockholders, including by-laws charter	Permanently
Bank reconciliation's & statements	7 years		
Capital stock and bond records; ledgers, transfer registers, stubs showing issues, record of interest coupons, opinions, etc.	Permanently	Notes receivable ledgers and schedules	7 years
Cash Books	Permanently	Option records (expired)	7 years
Charts of accounts	Permanently	Payroll records and summaries, including payments to pensioners	7 years
Checks (canceled for important payments, i.e., taxes, purchases of property, special contracts, etc. (checks should be filed with the papers pertinent to the underlying transaction)	Permanently	Petty cash vouchers, plant cost ledgers	7 years
Contracts and leases (expired)	7 years	Property appraisals by outside appraisers	Permanently
Contracts and leases still in effect	Permanently	Property records-including costs, depreciation reserves, end-of-year trial balances, depreciation schedules, blueprints and plans	Permanently
Correspondence (routine) with Customers or vendors	1 year		
Correspondence (general)	3 years	Purchase orders (except purchasing department copy)	1 year
Correspondence (legal and important matters only)	Permanently	Purchase orders (purchasing department copy)	7 years
Deeds, mortgages, and bills of sale of house	Permanently	Receiving sheets	1 year
Depreciation Schedule	Permanently	Requisitions	1 year
Duplicate deposit slips	3 years	Sales records	7 years
Employee personnel records (after termination)	3 years	Savings bond registration records of employees	3 years
Employment applications	3 years	Scrap and salvage records of (inventories, sales, etc.)	7 years
Expense analyses and expense distribution schedules (months optional)	Permanently	Stenographer's notebooks 2 years (canceled)	7 years
General and private ledgers (and end-of- year trial balances)	Permanently	Stockroom withdrawal forms	1 year
Insurance policies (expired)	3 years	Subsidiary ledgers	7 years
Insurance records, current accident reports, claims, policies, etc.	Permanently	Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability	Permanently
Internal audit reports (in some situations, longer retention periods may be desirable)	3 years	Time books	7 years
Internal reports (miscellaneous)	3 years	Trademark registrations	Permanently
Inventories or products, materials, and Supplies	7 years	Voucher register and schedules	7 years