

RECORD RETENTION SCHEDULE

When Can I Throw This Away?

| RECORD OR DOCUMENT TYPE | RETENTION PERIOD |
|---|---|
| ACCIDENT REPORTS/CLAIMS (SETTLED CASES) | 7 yrs |
| ACCOUNTS PAYABLE LEDGERS AND SCHEDULES | 7 yrs |
| ACCOUNTS RECEIVABLE LEDGERS AND SCHEDULES | 7 yrs |
| AUDIT REPORTS | Indefinitely |
| BANK RECONCILIATION AND STATEMENTS | 7 yrs |
| CAPITAL STOCK AND BOND RECORDS; LEDGERS, TRANSFER REGISTERS, STUBS SHOWING ISSUES, RECORD OF INTEREST COUPONS, OPTIONS, ETC. | Indefinitely |
| CHARTS OF ACCOUNTS | Indefinitely |
| CHECKS (CANCELED - SEE EXCEPTION BELOW) | 7 yrs |
| CHECKS - CANCELED FOR IMPORTANT PAYMENTS (I.E., TAXES, PURCHASES OF PROPERTY, SPECIAL CONTRACTS, ETC). CHECKS SHOULD BE FILED WITH THE PAPERS PERTAINING TO THE UNDERLYING TRANSACTION. | Indefinitely |
| CONTRACTS, MORTGAGES, NOTES AND LEASES (EXPIRED) | 7 yrs |
| CONTRACTS, MORTGAGES, NOTES AND LEASES (STILL IN EFFECT) | Indefinitely |
| CORRESPONDENCE (ROUTINE) WITH CUSTOMERS AND/OR VENDORS | 1 yrs |
| CORRESPONDENCE (GENERAL) | 3 yrs |
| CORRESPONDENCE (LEGAL AND IMPORTANT MATTERS ONLY) | Indefinitely |
| DEEDS, MORTGAGES AND BILLS OF SALE | Indefinitely |
| DEPRECIATION SCHEDULES | Indefinitely |
| DUPLICATE DEPOSIT SLIPS | 1 yrs |
| EMPLOYEE APPLICATIONS | 3 yrs |
| EMPLOYEE PERSONNEL RECORDS (AFTER TERMINATION) | 7 yrs |
| EXPENSE ANALYSIS/EXPENSE DISTRIBUTION SCHEDULES | 7 yrs |
| FINANCIAL STATEMENTS (YEAR-END, OTHER MONTHS OPTIONAL) | Indefinitely |
| GARNISHMENTS | 7 yrs |
| GENERAL LEDGERS (YEAR-END, TRIAL BALANCE) | Indefinitely |
| I-9 FORMS | 3 yrs after date of hire or 1 yr following termination (whichever is later) |
| INSURANCE POLICIES (EXPIRED) | 3 yrs |
| INSURANCE RECORDS, CURRENT ACCIDENT REPORTS, CLAIMS, POLICIES, ETC. | Indefinitely |
| INTERNAL AUDIT REPORTS (IN SOME SITUATIONS, LONGER RETENTION PERIODS MAY BE DESIRABLE) | 3 yrs |
| INTERNAL REPORTS | 3 yrs |
| INVENTORIES OF PRODUCTS, MATERIALS AND SUPPLIES | 7 yrs |
| INVOICES (TO CUSTOMERS, FROM VENDORS) | 7 yrs |



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|---|---|
| MINUTE BOOK OF DIRECTORS, STOCKHOLDERS, BY-LAWS AND CHARTER | Indefinitely |
| NOTES RECEIVABLE LEDGERS AND SCHEDULES | 7 yrs |
| OPTION RECORDS (EXPIRED) | 7 yrs |
| OSHA EXPOSURE RECORDS | 30 yrs |
| PATENTS AND RELATED PAPERS | Indefinitely |
| PAYROLL RECORDS AND SUMMARIES | 7 yrs |
| PETTY CASH VOUCHERS | 3 yrs |
| PHYSICAL INVENTORY TAGS | 3 yrs |
| PROPERTY APPRAISALS BY OUTSIDE APPRAISERS | Indefinitely |
| PROPERTY RECORDS, INCLUDING COSTS, DEPRECIATION RESERVES, YEAR-END TRIAL BALANCES, DEPRECIATION SCHEDULES, BLUEPRINTS AND PLANS | Indefinitely |
| PURCHASE ORDERS (EXCEPT PURCHASING DEPARTMENT COPY) | 1 yr |
| PURCHASE ORDERS (PURCHASING DEPARTMENT COPY) | 7 yrs |
| RECEIVING SHEETS | 1 yr |
| RETIREMENT AND PENSION RECORDS | Indefinitely |
| REQUISITIONS | 1 yr |
| SALES COMMISSION REPORTS | 3 yrs |
| SALES RECORDS | 7 yrs |
| SCRAP AND SALVAGE RECORDS (INVENTORIES, SALES, ETC.) | 7 yrs |
| STOCK AND BOND CERTIFICATES (CANCELED) | 7 yrs |
| STOCKROOM WITHDRAWAL FORMS | 1 yr |
| SUBSIDIARY LEDGERS | 7 yrs |
| TAX RETURNS AND WORKSHEETS, REVENUE AGENTS; REPORTS AND OTHER DOCUMENTS RELATING TO DETERMINATION OF INCOME TAX LIABILITY | Minimum of 3 years or up to 10 years in certain circumstances |
| TIMECARDS | 7 yrs |
| TRADEMARK REGISTRATIONS AND COPYRIGHTS | Indefinitely |
| TRAINING MANUALS | Indefinitely |
| UNION AGREEMENTS | Indefinitely |
| VOUCHERS FOR PAYMENT TO VENDORS, EMPLOYEES, ETC. (INCLUDES ALLOWANCES AND REIMBURSEMENT OF EMPLOYEES, OFFICERS, ETC. FOR TRAVEL AND ENTERTAINMENT EXPENSES) | 7 yrs |
| WITHHOLDING TAX STATEMENTS (W-2'S, ETC) | 7 yrs |

