

RECORD RETENTION PERIODS

1	Accident reports and claims (settled cases)	7 years
2	Accounts payable ledgers and schedules	7 years
3	Accounts receivable ledgers and schedules	7 years
4	Audit reports of accountants	Permanently
5	Bank reconciliations	1 year
6	Cash books	Permanently
7	Charts of accounts	Permanently
8	Checks (canceled but see exception below)	7 years
9	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)	Permanently
10	Contracts and leases (expired)	7 years
11	Contracts and leases still in effect	Permanently
12	Correspondence (routine) with customers or vendors	1 year
13	Correspondence (general)	3 years
14	Correspondence (legal and important matters only)	Permanently
15	Deeds, mortgages, and bills of sale	Permanently
16	Depreciation schedules	Permanently
17	Duplicate deposit slips	1 year
18	Electronic Mail	2 weeks

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APPENDICES

19	Employee personnel records (after termination)	3 years
20	Employment applications	3 years
21	Expense analyses and expense distribution schedules	7 years

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APPENDICES

22	Financial statements (end-of-year, other months optional)	Permanently
23	General and private ledgers (and end-of-year trial balance)	Permanently
24	Insurance policies (expired)	3 years
25	Insurance records, current accident reports, claims, policies, etc.	Permanently
26	Internal audit reports (in some situations, longer retention periods may be desirable)	3 years
27	Internal reports (miscellaneous)	3 years
28	Inventories of products, materials, supplies	7 years
29	Invoices to customers	7 years
30	Invoices from vendors	7 years
31	Journals	Permanently
32	Minute books of directors and stockholders, including by-laws and charter	Permanently
33	Notes receivable ledgers and schedules	7 years
34	Option records (expired)	7 years
35	Payroll records and summaries, including payments to pensioners	7 years
36	Petty cash vouchers	3 years
37	Physical inventory tags	3 years
38	Plant cost ledgers	7 years
39	Property appraisals by outside appraisers	Permanently
40	Property records including costs, depreciation reserves, end-of-year trial balances, depreciation schedules, blueprints and plans	Permanently
41	Purchase orders (except purchasing department copy)	1 year
42	Purchase orders (purchasing department copy)	7 years
43	Receiving sheets	1 year
44	Requisitions	1 year
45	Sales records	7 years
46	Savings bond registration records of employees	3 years
47	Scrap and salvage records (inventories, sales, etc.)	7 years.
48	Stenographer's notebooks	1 year
49	Stock and bond certificates (canceled)	7 years
50	Stockroom withdrawal forms	1 year
51	Subsidiary ledgers	7 years
52	Tax filings	Permanently

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53	Time books	7 years
54	Trade mark registrations	Permanently
55	Voucher register and schedules	7 years
56	Vouchers for payments to vendors, employees. etc. (includes allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses)	7 years