

RECOMMENDED RECORD RETENTION SCHEDULE

	<u>Years</u>		<u>Years</u>
Accident reports & claims	7	Inventory records	7
Accounts payable ledgers	7	Investment records	7
Accounts receivable ledgers	7	Invoices to/from vendors,	
Asset & depreciation schedules	Permanently	suppliers, customers	7
Audit reports	Permanently	Journals - general	7
Bank reconciliations	1	Lease agreements	Permanently
Budgets	3	Mileage, travel &	
Bonds	Permanently	entertainment records	7
Cash journals	Permanently	Notes receivable ledgers	7
Charts of accounts	Permanently	Options	7
Checks	7	Patent information	Permanently
Checks-major purchases	Permanently	Payroll records	7
Contracts & leases (expired)	7	Pension records	Permanently
Contracts & leases in effect	Permanently	Petty cash vouchers	3
Corporate stock	Permanently	Plant cost records	7
Corporate minutes, records	Permanently	Property records	Permanently
Correspondence-customers	3	Purchase orders	3
Correspondence-general	3	Real estate records	Permanently
Correspondence-legal	Permanently	Receiving sheets	3
Deeds, mortgages	Permanently	Requisitions	3
Duplicate deposit slips	1	Sales records	7
Employee records-terminated	3	Subsidiary ledgers	7
Employee records-current	7	Tax returns (copies)	Permanently
Expense reports	7	Tax return documents	
Financial statements (annual)	Permanently	relating to tax liability	10
General ledgers	Permanently	Trademark registration	Permanently
Insurance policies (expired)	3	Vouchers for payment	
Insurance records (open)	Permanently	to vendors, employees	7
Internal audit reports	3	Withholding and exemption	
Internal reports	3	certificates	7