

## Guidelines to Record Retention

The suggested retention periods begin at the end of the fiscal year during which the document was created. For records supporting tax returns, the retention period begins on the filing date of the return or its due date (with extensions), whichever is later. Items where a "+" is listed after the holding period indicates that retention periods begin after terminations, expiration, disposal, etc.

Items with "P" beside them indicates that this should be a permanent record.

<i><b>ACCOUNTING</b></i>		<i><b>ACCOUNTING</b></i> (continued)		<i><b>CORPORATE</b></i> (continued)	
Auditors' reports	P	Land options	10+	Correspondence: (continued)	
Bank deposit slips	4	Ledgers:		Legal	
Bank reconciliations	4	General	P	Personnel	P
Bank statements	4	Subsidiary (accounts payable, accounts receivable, etc.)	7	Deeds/titles	7+
Bills of lading	4	Pension /Profit Share		Easements	P
Budgets and projections	2	Actuarial reports	P	Fidelity bonds	20
Cancelled checks	7	Financial statements	P	Licenses	4+
Commission reports	6	IRS approval letter	P	Minutes	1 +
Contracts:		Plan and trust agreements	P	Personnel files	P
Personal property	6+	Petty cash records	4	Property:	4
Real property	10+	Production and sales reports	4	Appraisals	
Cost accounting records	5	Purchase order copies	4	Plans and specifications	P
Credit memos	4	Receiving reports	4	Building permits	P
Delivery receipts	4	Repair receipts:		Deeds/titles	P
Depreciation and fixed asset records	7+	Building	7		P
Dividend register	P	Equipment	5	<i><b>INSURANCE</b></i>	
Employee Expense reports	4	Security/brokerage slips	7+	Accident reports	
Employee payroll records (W-2, W-3, earnings, etc.)	4+	Shipping tickets	5	Fire damage reports	7
Equipment leases	6+	Time cards	4	Fire inspection reports	6
Financial statements:		Uncollectible account records	7	Fire inspection reports	6
Annual	P	Year-end journal entries	P	Group disability records	6
Interim	3			Group disability claims	8
Inventory work orders and requisitions	4	<i><b>CORPORATE</b></i>		Insurance policies	10
Inventory records	4+	Articles of incorporation	P	Safety records	6
Invoices:		Bond records	P	Settled insurance claims	6
Merchandise purchases	4	Capital stock records	P	Accident reports	4
Sales and cash register tapes	4	Contracts and agreements:		Fire damage reports	7
Journals:		Employment	P		6
Cash disbursements	10	Franchise	10+	<i><b>TAXES</b></i>	
Cash receipts	10	Government construct	P	Tax returns	
General	P	Labor	P	Estate	
Payroll	10	Partnership	P	Gift	P
Pension and profit sharing	P	Vendor	7	Income	P
Purchases	10	Copyrights, patents, and trademark registration	P	Payroll	P
Royalty	10	Correspondence:		Pension/Profit sharing	4
Sales	10	Accounting	5	Personal property	P
Journals:		Credit and collection	7	Sales and use	10
Cash disbursements	10	General	4	Receipts for tax deductible expenditures if no IRS assessment made	P
Cash receipts	10				6