

Recommended Record Retention Schedule.

One Year

Duplicate Deposit Slips
Receiving Sheets
Requisitions
Routine Correspondence (Vendors & Customers)
Stenographer's Notebooks
Stockroom Withdrawal Forms

Seven Years

Accident Reports & Claims (Settled)
Accounts Payable Ledgers & Schedules
Accounts Receivable Ledgers & Schedules
Bank Statements and Reconciliations
Cancelled Checks
(See Permanent Retention)
Contracts & Leases (Expired)
Expense Analysis & Distribution Schedules
Inventories:
 Products, Materials & Supplies
Invoices: Customer & Vendor
Notes Receivable Ledgers & Schedules
Option Records (Expired)
Payroll Records,
 Summaries incl. Pensioners
Plant Cost Ledgers
Purchase Orders
(Except Purchasing Dept. Copy)
Sales Records
Scrap & Salvage Records
(Inventories, Sales, Etc.)
Stock & Bond Certificates (Cancelled)
Subsidiary Ledgers
Time Books
Voucher Register & Schedules
Vouchers: Payments to Vendors &
 Employees (Incl. Allowances, Travel
 Reimbursement, Entertainment)

Three Years

Employee Personnel Records
(after termination)
Employment Applications
General Correspondence
Internal Audit Reports
(Sometimes longer is desirable)
Internal Reports (Miscellaneous)
Petty Cash Vouchers
Physical Inventory Tags
Savings Bond Registration Records (Employee)

Permanently

Audit Report of Accountants
Capital Stock & Bond Records:
 Ledgers, Transfer registers, stubs showing issues,
 record of interest coupons, options, etc.
Cash Books
Charts of Accounts
Checks: important payments, taxes, property purchase.
 File under transaction
Contracts & Leases (in effect)
Correspondence: Legal & Important Matters
Deeds, Mortgages, Bill of Sale
Depreciation Schedules
Financial Statements (end of year)
General & Private Ledgers (incl. trial balances)
Insurance: Current Accident Reports, Claims, Policies
Journals
Minute Books for Directors & Stockholders
(Incl. By-laws & Charters)
Property Appraisal (by Outside Appraisers)
Property Records (costs, depreciation reserves, end-of-year
 trial balances, depreciation schedules, blueprints, plans)
Tax: Returns, Worksheets, Revenue agents' reports,
 income tax liability documents
Trademark Registration

** Certain business entities may have specific industry requirements for document retention.*

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