

## Records Retention Schedule

### Accounting:

Bank statements .....	3 years
Expense reports .....	5 years
Checks (cancelled) .....	7 years
Monthly trial balances .....	7 years
Payroll (time reports/earnings records) ...	7 years
Financial statements .....	permanently
General ledgers and journals .....	permanently

### Correspondence:

Routine .....	2 years
Important .....	3 years
Legal and tax .....	permanently

### Insurance:

Policies (all expired) .....	3 years
Accident reports .....	7 years
Fire inspection reports .....	5 years
Group disability records .....	7 years
Safety reports .....	7 years
Claims (after settlement) .....	10 years

### Personnel:

Applications .....	4 years
Contracts (expired) .....	10 years
Personnel files (terminated) .....	7 years
Withholding tax statements .....	7 years

### Purchasing and Sales:

Purchase orders .....	3 years
Invoices from vendors .....	3 years
Sales contracts .....	3 years
Invoices to customers .....	3 years

### Corporate Records:

Mortgages, notes, and leases (expired) .....	7 years
Bylaws, charter and minute books ..	permanently
Capital stock and bond records .....	permanently
Contracts and leases .....	permanently
Copyright and trademark Registrations .....	permanently
Deeds and easements .....	permanently
Labor contracts .....	permanently
Patents .....	permanently
Proxies .....	permanently
Retirement and pension records .....	permanently
Tax returns and working papers .....	permanently

