

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

