

Records Retention Schedule

Accident reports		Minute books of directors, stockholders and charter.....	permanently
claims.....	7 years	Notes receivable ledgers and schedules.....	7 years
Accounts payable		Option records (expired).....	7 years
ledgers and schedules	7 years	Patents and related papers.....	permanently
Accounts receivable		Payroll records and summaries.....	7 years
ledgers/schedules	7 years	Personal files (terminated).....	7 years
Audit reports	permanently	Petty cash vouchers.....	3 years
Bank Reconciliations.....	2 years	Physical inventory tags.....	3 years
Bank Statements.....	3 years	Plant cost ledgers.....	7 years
Capital stocks and bonds.....	permanently	Property appraisals by outside appraisers....	permanently
Cash books.....	permanently	Property records, including cost year end balances	permanently
Chart of Accounts.....	permanently	Purchase orders (except purchasing department copy).....	1 year
Checks-canceled.....	7 years	Purchase orders (purchasing department copy).....	7 years
Checks-canceled for taxes, property, special.....	permanently	Receiving sheets.....	1 year
Contracts, mortgages notes and so on (expired).....	7 years	Retirement and pension records.....	permanently
Contracts, mortgages notes and so on (still in effect)	permanently	Requisitions.....	1 year
Correspondence(general)	2 years	Sales commission reports.....	3 years
Correspondence (legal and important matters)	permanently	Sales records.....	7 years
Correspondence (routine)	2 years	Scrap and salvage records.....	7 years
Deeds, mortgages and bills of sale	permanently	Stenographers' notebooks.....	1 year
Depreciation schedule	permanently	Stock and bond certificates (canceled).....	7 years
Duplicate deposit slips.....	2 years	Stockroom withdrawal forms.....	1 year
Employment applications	3 years	Subsidiary ledgers.....	7 years
Expense analyses/expense distribution.....	7 years	Tax return and worksheets/income tax liability	permanently
Financial statements.....	permanently	Time books/cards.....	7 years
Garnishments.....	7 years	Trademark registrations and copyrights.....	permanently
General/private ledgers		Training manuals	permanently
yr. end trial balance	permanently	Union agreements.....	permanently
Insurance policies (expired)	3 years	Voucher register and schedules.....	7 years
Insurance records, claims, policies.....	permanently	Voucher for payments to vendors, reimbursement.....	7 years
Internal audit reports.....	3 years	Withholding tax	7 years
Internal reports (miscellaneous)	3 years		
Inventories of products, material and supplies	7 years		
Invoices (to customers, from vendors)	7 years		
Journals	permanently		
Magnetic tape and tab cards.....	1 year		