

RECORDS RETENTION GUIDELINES

Business records, especially those that are voluminous and bulky, should be disposed of as soon as they outlive their usefulness. To help our clients determine which records they should keep and for how long, we have printed the following schedule. (This schedule is only a guide. Special circumstances can alter the retention period.)

<p>A</p> <p>Accident reports and claims (settled cases) 7</p> <p>Accounts payable ledgers and schedules 7</p> <p>Accounts receivable ledgers and schedules 7</p> <p>Articles of Incorporation Perm</p> <p>Audit reports of accountants Perm</p> <p>Auto mileage logs 6</p> <p>B</p> <p>Bank deposit slips 3</p> <p>Bank statements and reconciliations 3</p> <p>Bills of lading 6</p> <p>Brokerage statements (annual) Perm</p> <p>By-laws Perm</p> <p>C</p> <p>Canceled Checks (expense, payroll, dividend) 7</p> <p>Canceled Checks (important payments, i.e., taxes, purchases of property, special contracts-filed with the papers pertaining to the underlying transaction) Perm</p> <p>Cash receipts journal 3</p> <p>Chart of Accounts Perm</p> <p>Contracts and agreements (expired) 20</p> <p>(still in effect) Perm</p> <p>Copyrights, trademark registrations and applications Perm</p> <p>Correspondence (routine customer or vendors) 3</p> <p>Correspondence (general) 3</p> <p>Correspondence (legal and audit matters) Perm</p> <p>D</p> <p>Deeds, mortgages, and bills of sale Perm</p> <p>Depreciation schedules Perm</p> <p>E</p> <p>Employees 3</p> <p>applications 3</p> <p>deduction authorizations, garnishments 3</p> <p>employee contracts (expired) 6</p>	<p>E</p> <p>Employees 6</p> <p>OSHA, disability and sick benefits records expense reports 3</p> <p>payroll government reports 7</p> <p>payroll records inc payments to pensioners 7</p> <p>payroll tax returns 4</p> <p>personnel records (after term) 4</p> <p>retirement plan records Perm</p> <p>time cards 7</p> <p>Estate & Gift Tax Returns Perm</p> <p>F</p> <p>Financial statements (end-of-year) Perm</p> <p>Financial statements (monthly or quarterly) 2</p> <p>Franchise agreements Perm</p> <p>G</p> <p>General ledger Perm</p> <p>Gifts, record of gifts Perm</p> <p>Group insurance records 6</p> <p>I</p> <p>Insurance policies (expired) 3</p> <p>Insurance records, current accident reports, claims, policies, etc. Perm</p> <p>Internal audit reports 3</p> <p>Inventories 7</p> <p>Invoices 3</p> <p>Invoices for capital asset purchases Perm</p> <p>J</p> <p>Journals (assuming no audits are pending) Perm</p> <p>M</p> <p>Minutes Perm</p> <p>Mortgages, notes, leases (after settlement) 6</p> <p>N</p> <p>Notes receivable ledgers and schedules 7</p>	<p>P</p> <p>Patents Perm</p> <p>Petty cash vouchers 3</p> <p>Production and shrinkage reports 3</p> <p>Property appraisals by outside appraisers Perm</p> <p>Purchase orders 3</p> <p>S</p> <p>Sales records 7</p> <p>Service contracts/ext warranties 10</p> <p>Stock certificates (canceled) Perm</p> <p>Stock transfer and stockholders' records Perm</p> <p>T</p> <p>Tax returns and worksheets, revenue agent's reports and other docs relating to determination of income tax liability Perm</p> <p>Training manuals Perm</p> <p>Trial Balance (year end) Perm</p> <p>V</p> <p>Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc. for travel and entertainment expenses) 7</p> <p>W</p> <p>Withholding tax statements 7</p>
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**SPECIAL RULES REGARDING
COMPUTERIZED RECORD**

Generally, record-retention periods are the same for computerized records as for hard-copy documents. However, retrievability is crucial. Not only must certain records be maintained, the IRS must be able to access those records. In other words, if your computerized records are stored in a format that is becoming, or has become obsolete, you need to upgrade those records to more current media.