

RECORD RETENTION GUIDELINES

The following chart provides a general guideline for the retention of many records. The specific holding periods for any record retention policy should be given careful scrutiny by management and legal advisors in light of any pending investigations, regulated industry requirements or contract covenants. In addition to these general guidelines, each business should consider any industry standards that may affect the holding period of records due to unusual legal circumstances.

Accounting Records

Auditors' report and annual financial statements	Permanently
Bank statements and deposit slips	7 years
Cancelled checks: (for the following)	
• Fixed assets	Permanently
• General	7 years
• Payroll	7 years
• Taxes (payroll related)	7 years
• Taxes (income)	Permanently
Cash disbursements journal	Permanently
Cash receipts journal	Permanently
Chart of accounts.	Permanently
Deeds, mortgages, bills of sale	Permanently
Electronic payment records	7 years
Employee expense reports	7 years
Fixed asset records (invoices, depreciation schedules)	Permanently
Freight bills and bills of lading	7 years
General journal	Permanently
General ledger	Permanently
Inventory listings and tags	7 years
Invoices: Sales to customers/credit memos	7 years
Patent/Trademark and related papers	Permanently
Payroll journal	Permanently

Production and sales reports	7 years	Purchases	7 years
Purchase journal.	Permanently	Purchase orders	7 years
Sales or work orders	7 years		
Subsidiary ledgers (accounts receivable, accounts payable, equipment)	7 years		
Time cards and daily time reports	7 years	Training manuals	Permanently
Trial balance – year-end	Permanently		

Insurance Records

Accident reports and settled claims	6 years after settlement		
Fire inspection and safety reports	7 years	Insurance policies (after expiration)	7 years

Legal Documents

Articles of incorporation and bylaws	Permanently	Amendments to above	Permanently
Buy-sell agreements	Permanently	Contracts and leases (after expiration)	7 years
Employment agreements	7 years	Legal correspondence	Permanently
Minutes	Permanently	Partnership agreements	Permanently
Stock certificates and ledgers	Permanently		

Tax Records

IRS or FTB adjustments	Permanently	Payroll tax returns.	Permanently
Property basis records	Permanently	Sales and use tax returns	Permanently
Tax returns & cancelled checks for tax payments.	Permanently		