Sample Guidelines for the Retention of Records

- Accident Reports/Claims: 7 Yrs
- Annual Reports: Permanently
- Articles of Incorporation: Permanently
- Auditor’s Reports: Permanently
- Audits, Internal: 5 Yrs
- Bank Reconciliations: 2 Yrs
- Bank Statements: 3 Yrs
- Bond & Stock Statements, canceled: 7 Yrs
- Budgets & Cash Projections: 5 Yrs
- By-Laws: Permanently
- Camper Registrations: 7 Yrs
- Canceled Stock Certificates: 7 Yrs
- Canceled Checks (regular): 7 Yrs
- Capital Stock & Bond Records: Permanently
- Computer Back-up: 1 Yr
- Contracts & Agreements: Permanently
- Contracts, Notes & Leases (expired): 7 Yrs
- Copyright Registrations: Permanently
- Correspondence: 1 Yr
  - Internal Office: 1 Yr
  - Routine w/customers: 2 Yrs
  - General: 3 Yrs
- Depreciation Schedules: Permanently
- Delivery Receipts: 3 Yrs
- Employee I-9 Forms After Termination: 3 Yrs
- Employee Applications of Unsuccessful Candidates: 1 Yr
  (7 Yrs if Entity is Subject to EEO Reporting Obligations)
- Employee Files:
  (Including Job Application, References or Background Checks, Performance Reviews, Discipline Matters).... 7 Yrs After Termination
- Employee Payroll Records & Summaries:
  (Including Overtime, Earnings, W-2, W-4, etc)................ 7 Yrs
  (unless under audit, and then 3 after audit conclusion)
- Employee Handbooks and Personnel Manuals: Permanently
- Employee Log of Occupational Injuries and Illnesses: 20 Yrs
  (30 yrs if Blood Borne Pathogens incident)
- Engineering Reports: Permanently
- Expense Reports & Receipts: 7 Yrs
- Facilities Surveys: Permanently
- Financial Statements (yr-end; others are optional): Permanently
- Freight Bills, Drafts & Expired Claims: 4 Yrs
- Garnishments: 7 Yrs
- Insurance Policies: 3 Yrs After Expiration
- Insurance Records, Policies, Claims:
  - Reports, etc: Permanently
  - Internal Reports: 3 Yrs
  - Inventory Records: 7 Yrs
- Invoices (to customers, from vendors): 7 Yrs
- Job Descriptions: Permanently
- Ledgers & Journals:
  - (Customer, General, & Private, Notes Receivable, Payroll, Purchase, Royalty, Stock) Permanently
- Liability Documents (Federal, State & Local): Permanently
- Internal Reports: Permanently
- Minutes (Board, Committee & Member Meetings): Permanently
- Patents & Related Papers: Permanently
- Payroll Records & Summaries:
  (Including Bonus, General, Part Time & Temporary): 7 Yrs
- Pension, Retirement, & Profit Sharing:
  - Records: Permanently
- Pension/Profit Sharing Informational Returns: Permanently
- Petty Cash Vouchers: 3 Yrs
- Price Lists: 7 Yrs
- Property Records for Disposed Property: 6 Yrs After Disposal
- Property Appraisals: Permanently
- Property Records (Including: Costs, Depreciation Reserves, Yr-end Trial Balances, Blueprints, etc): Permanently
- Proxies: Permanently With Minutes
- Requisitions: 1 Yr
- Securities Registration Documents: Permanently
- Service Reports: 4 Yrs
- Stockholder Lists: 6 Yrs
- Subsidiary Ledgers: 7 Yrs
- Tariffs: 4 Yrs
- Tax Returns & Worksheets:
  Canceled Checks from Tax Payments, & Other Tax Liability Documents (Federal, State & Local): Permanently
- Taxes, Withholding Statements: 7 Yrs
- Taxes, Sales & Use Tax Returns: Permanently
- Telephone Message Logs: 1 Yr
- Time Cards/Time Books: 2 Yrs
- Trademark Registrations: Permanently
- Training Manuals: Permanently
- Voucher Register & Schedules (for payments to vendors, employees, etc): 7 Yrs

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