

Sample Guidelines for the Retention of Records

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