

RECORD RETENTION SCHEDULE

<i>Retention Period</i>	<i>Retention Period</i>
Accident reports/claims (settled cases).....	7 years
Accounts payable ledgers and schedules.....	7 years
Accounts receivable ledgers and schedules.....	7 years
Audit reports.....	Permanently
Bank reconciliations.....	3 years
Bank statements	3 years
Cash books	Permanently
Chart of accounts.....	Permanently
Checks (canceled-see exception below).....	3 years
Checks (canceled for important payments, i.e., taxes, purchases of property, special contracts, etc. Checks should be filed with the papers pertaining to the under- lying transaction)	Permanently
Contracts, mortgages, notes and leases (expired).....	7 years
(still in effect).....	Permanently
Correspondences (general).....	2 years
Correspondence (legal and important matters only)	Permanently
Correspondence (routine) with customers and/or vendors	2 years
Deeds, mortgages and bills of sale.....	Permanently
Depreciation schedule	Permanently
Duplicate deposits slips.....	2 years
Employment applications.....	3 years
Expense analyses/expense distribution schedules	7 years
Financial statements (year-end, other optional)	Permanently
Garnishments.....	7 years
General/private ledgers, year-end trial balance	Permanently
Insurance policies (expired).....	3 years
Insurance records, current accident reports, claims, policies, etc.....	Permanently
Internal audit reports (longer retention periods may be desirable).....	3 years
Internal reports (miscellaneous).....	3 years
Inventories of products, materials and supplies	7 years
Invoices (to customers, from vendors)	7 years
Journals.....	Permanently
Magnetic tape and tape cards.....	1 year
Minute books of directors, stockholders, bylaws and charter	Permanently
Notes receivable ledgers and schedules.....	7 years
Option records (expired)	7 years
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated)	7 years
Petty cash vouchers.....	3 years
Physical inventory tags	3 years
Plant cost ledgers.....	7 years
Property appraisals by outside appraisers.....	Permanently
Property records, including costs, depreci- ation reserves, year-end trial balances, depreciation schedules, blueprints, and plans	Permanently
Purchase orders (except purchasing department copy).....	1 year
Purchase orders (purchasing department copy)	7 years
Receiving sheets.....	1 year
Retirement and pension records.....	Permanently
Requisitions	1 year
Sales commission reports.....	3 years
Sales records.....	7 years
Scrap and salvage records (inventories, sales, etc.).....	7 years
Stenographers' notebooks.....	1 year
Stock and bond certificates (canceled)	7 years
Stockroom withdrawal forms.....	1 year
Subsidiary ledgers	7 years
Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability	Permanently
Time books/cards/software files	7 years
Trademark registrations and copyrights	Permanently
Training manuals.....	Permanently
Union agreements.....	Permanently
Voucher register and schedules	7 years
Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc. for travel and entertain- ment expenses).....	7 years
Withholding tax statements.....	7 years

