

# Records Retention Reference Guide

	Years		Years
	1 2 3 4 5 6 7 8 9 10 ∞		1 2 3 4 5 6 7 8 9 10 ∞
<b>Accounting</b>		<b>Correspondence</b>	
• Bank statements, deposit slips	█ 1-3	• General	█ 1-2
• Payroll (time cards)	█ 1-3	• License, traffic & purchase	█ 1-6
• Dividend checks (canceled)	█ 1-6	• Production	█ 1-8
• Expense reports	█ 1-6	• Legal & tax	█ 1-10
• Subsidiary ledgers	█ 1-8	<b>Insurance</b>	
• Checks	█ 1-8	• Policies (all expired)	█ 1-4
• Monthly trial balances	█ 1-10	• Accident reports	█ 1-6
• Payroll (individual time report and earnings records)	█ 1-10	• Fire inspection reports	█ 1-6
• Vouchers	█ 1-10	• Group disability records	█ 1-8
• Audit Reports	█ 1-10	• Safety reports	█ 1-8
• General ledgers & journals	█ 1-10	• Claims (after settlement)	█ 1-10
<b>Corporate Records</b>		<b>Personnel</b>	
• Mortgages, notes & leases (expired)	█ 1-8	• Contracts (expired)	█ 1-6
• Bylaws, charter & minute books	█ 1-10	• Daily time reports	█ 1-6
• Cash books	█ 1-10	• Disability & sick benefits records	█ 1-6
• Capital stock & bond records	█ 1-10	• Personnel files (terminated)	█ 1-6
• Checks (taxes, property, & fulfillment of important contracts)	█ 1-10	• Withholding tax statements	█ 1-6
• Contracts & agreements	█ 1-10	<b>Purchasing &amp; Sales</b>	
• Copyrights & trademark registrations	█ 1-10	• Purchase orders	█ 1-3
• Deeds & easements	█ 1-10	• Requisitions	█ 1-3
• Labor contracts	█ 1-10	• Sales Contracts	█ 1-3
• Patents	█ 1-10	• Sales invoices	█ 1-6
• Proxies	█ 1-10	<b>Receiving &amp; Shipping</b>	
• Retirement & pension records	█ 1-10	• Export declarations	█ 1-4
• Tax returns & working papers	█ 1-10	• Freight bills	█ 1-4
		• Manifests	█ 1-4
		• Shipping & receiving reports	█ 1-4
		• Waybills & bills of lading	█ 1-4

