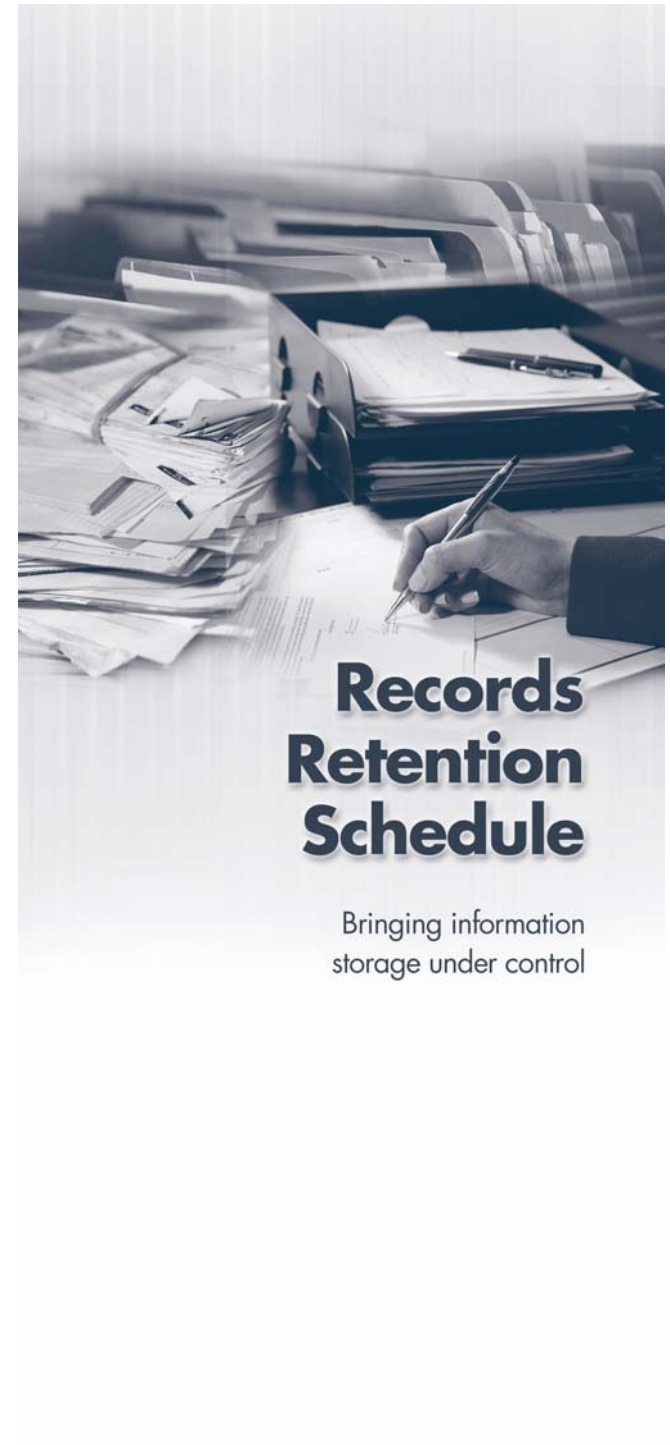


	<b>Retention Period</b>		<b>Retention Period</b>		<b>Retention Period</b>
Abstracts, deeds, mortgages, bills of sale, and other papers pertaining to the sale of real estate .....	Permanently	Depreciation schedules.....	Permanently	Property records including costs, depreciation reserves, end-of-year trial balances, depreciation schedules, blueprints and plans .....	Permanently
Accident reports and claims (settled cases) .....	7 yrs.	Duplicate deposit slips .....	1 yr.	Purchase orders (except purchasing department copy) .....	1 yr.
Accounts payable ledgers and schedules .....	7 yrs.	Employee personnel records (after termination) .....	7 yrs.	Purchase orders (purchasing department copy) .....	7 yrs.
Accounts receivable ledgers and schedules .....	7 yrs.	Employment applications (Present employees) .....	Permanently	Receiving sheets.....	1 yr.
Appointment records .....	7 yrs.	Employment applications (Rejected).....	1 yr.	Requisitions .....	1 yr.
Audit reports of accountants .....	Permanently	Expense analyses and expense distribution schedules.....	7 yrs.	Royalty statements or computations.....	7 yrs.
Bank reconciliations .....	1 yr.	Financial statements (annual).....	Permanently	Sales records .....	7 yrs.
Bank statements and cancelled checks .....	7 yrs.	Financial statements (interim).....	4 yrs.	Savings bond registration records of employees.....	7 yrs.
Books of original entry (i.e., cash receipts and disbursements including general journal entries).....	Permanently	General and private ledgers (and end-of-year trial balances) .....	Permanently	Scrap and salvage records (inventories, sales, etc.).....	7 yrs.
Capital stock and bond records; ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc. ....	Permanently	Insurance policies (expired) .....	7 yrs.	Stenographer's notebooks.....	1 yr.
Cash books .....	Permanently	Insurance records, current accident reports, claims, policies, etc. ....	Permanently	Stock and bond certificates (cancelled) .....	7 yrs.
Charge tickets (encounter forms or super bills) .....	7 yrs.	Internal audit reports (in some situations, longer retention periods may be desirable).....	7 yrs.	Stockroom withdrawal forms.....	1 yr.
Charts of accounts .....	Permanently	Internal reports (miscellaneous).....	3 yrs.	Subsidiary ledgers .....	7 yrs.
Checks (cancelled but see exception below) .....	7 yrs.	Inventories of products, materials, and supplies .....	7 yrs.	Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability .....	Permanently
Checks (cancelled for important payments, i.e., taxes, purchases of property, special contracts, etc. [checks should be filed with the papers pertaining to the underlying transaction]).....	Permanently	Invoices to customers .....	7 yrs.	Time books .....	7 yrs.
Contracts and leases (expired) .....	7 yrs.	Invoices from vendors.....	7 yrs.	Time cards .....	3 yrs.
Contracts and leases still in effect.....	Permanently	IRS audit reports .....	Permanently	Titles.....	Permanently
Correspondence (routine) with customers or vendors.....	1 yr.	Journals.....	Permanently	Trademark registrations .....	Permanently
Correspondence (general) .....	3 yrs.	Minute books for directors and stockholders including by-laws and charters .....	Permanently	Voucher register and schedules .....	7 yrs.
Correspondence (legal and important matters only).....	Permanently	Notes receivable ledgers and schedules .....	7 yrs.	Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc. for travel and entertainment expenses) .....	7 yrs.
		Option records (expired) .....	7 yrs.		
		Payroll records and summaries including payments to pensioners.....	7 yrs.		
		Petty cash vouchers.....	7 yrs.		
		Physical inventory tags .....	3 yrs.		
		Plant cost ledgers.....	7 yrs.		
		Property appraisals by outside appraisers .....	Permanently		

*DISCLAIMER: These recommendations on Document Retention are strictly general guidelines and should not be solely relied upon. Please contact us for specific advice. (2010)*



# Records Retention Schedule

Bringing information  
storage under control

Independent Member

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INTERNATIONAL

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