


[Knowledge Center](#)
[Resource Center](#)
[Shopping Center](#)
[Organizer's Center](#)
[Interactive Center](#)
[Press Center](#)
[Advertise](#)

## Reports

### Knowledge

# Retention Schedule

[Articles](#)
[Reports](#)
[Checklists](#)
[Briefs](#)
[References](#)
[FAQ's](#)
[Industry Terms](#)
[Newsletter](#)

This is a general guide to a records retention program.

<b>FILE TYPE</b>	<b>RETENTION PERIOD</b>
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	2 years
Bank statements	3 years
Capital stock and bond records, stubs showing issues record of interest coupons, options, etc.	Permanently
Cash books	Permanently
Charts of accounts	Permanently
Checks (cancelled - see exception)	7 years
Checks (cancelled - important payments such as taxes, property purchases, special contracts)	Permanently
Contracts (mortgage, notes, leases still in effect)	7 years
Correspondence (general)	2 years
Correspondence (legal and important matters only)	Permanently
Correspondence (customers and/or vendors)	2 years
Deeds, mortgages, bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment application	3 years
Expense analysis/expense distribution schedules	7 years
Financial statements (year-end)	Permanently
Garnishments	7 years
General private ledgers, year-end trial balance	Permanently
Insurance policies (expired)	3 years

Insurance records, accident reports, claims, policies	Permanently
Internal reports (audits)	3 years
Internal reports (misc.)	3 years
Inventories or products, materials, supplies	7 years
Invoices	7 years
Journals	Permanently
Magnetic tape and tab cards	1 year
Minute books of directors, stockholders, by-laws, 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	Permanently
Property records (costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, plans)	Permanently
Purchase orders (purchasing dept)	7 years
Purchase orders (other)	1 year
Receiving sheets	1 year
Retirement and pension plans	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 certificate (canceled)	7 years
Stockroom withdrawal forms	1 year
Susidiary ledgers	7 years
Tax returns, worksheets, revenue agents' reports	Permanently
Time books/cards	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 (for travel and entertainment expenses)	7 years

Withholding tax statements

7 years

[www.organized-living.com](http://www.organized-living.com)

[Go to other reference to check specific records](#)

This Web Site is brought to you by:



3727 W. Magnolia Blvd. #134, Burbank, CA 91510  
Phone: (818) 508-1555 Internet Fax: (213) 330-0221  
[Email contacts](#)

Web Site Designed by:  
[Seidler Development & Designs](#)

Copyright © 1997-2001 HandyGirl. All Rights Reserved.

---

[HOME](#) | [Site Map](#) | [Guestbook](#) | [Contacts](#) | [Submit Site](#) | [Link with us](#)