

RECORD KEEPING

This record retention schedule provides general guidelines for you to use. You should speak with your attorney before destroying any records.

Document	Retention Period
Accident reports and claims (settled cases)	7 yrs.
Accounts payable ledgers and schedules	7 yrs.
Accounts receivable ledgers and schedules	7 yrs.
Affirmative Action Documents	Not specified (at least 3 years recommended)
Application for Employment	1 yr.
Audit report of accountants	Permanently
Bank reconciliations	1 yr.
Benefit plan records	6 yrs.
Capital stock and bond records, ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc.	Permanently
Cash books	Permanently
Charts of accounts	Permanently
Checks (cancelled but see exemption below)	7 yrs.
Checks (cancelled for important payments, i.e. taxes, purchases of property, special contracts, etc. (Checks should be filed with the	Permanently

papers pertaining to the underlying transaction	
Contracts and leases (expired)	7 yrs.
Contracts and leases still in effect	Permanently
Correspondence (routine) with customers or vendors	1 yr.
Correspondence (general)	3 yrs.
Correspondence (legal and important matters only)	Permanently
Deeds, mortgages and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	1 yr.
Employee personnel records (after termination)	3 yrs.
Employer's Report of Injury (C-2)	18 yrs.
Employment applications	3 yrs.
Expense analyses and expense distribution schedules	7 yrs.
Financial statements (end-of-year, other months optional)	Permanently
FMLA leave information	3 yrs.
General and private ledgers (and end-of-year trial balances)	Permanently
I-9 Forms	3 years after worker is hired or 1 year after termination, whichever is longer
Insurance policies (expired)	3 yrs.

Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports (in some situations, longer retention periods may be desirable)	3 yrs.
Internal reports (miscellaneous)	3 yrs.
Inventories of products, materials, and supplies	7 yrs.
Invoices to customers	7 yrs.
Job Advertisements	1 yr.
Job Orders to Employment Agencies	1 yr.
Journals	Permanently
Minute books for directors and stockholders, including bylaws and charter	Permanently
Notes receivable ledgers and schedules	7 yrs.
On-the job Injury Records	5 yrs.
Option records (expired)	7 yrs.
Payroll Records	6 yrs.
Payroll records and summaries, including payments to pensioners	7 yrs.
Petty cash vouchers	3 yrs.
Physical exams	1 yr.
Physical inventory tags	3 yrs.
Plant cost ledgers	7 yrs.
Property appraisals by outside	Permanently

appraisers	
Property records-including costs, depreciation reserves, end-of-year trial balances, depreciation schedules, blueprints and plans	Permanently
Purchase orders (except purchasing department copy)	1 yr.
Purchase orders (purchasing department copy)	7 yrs.
Receiving sheets	1 yr.
Records of Employee Exposure to Toxic Substances	30 yrs.
Records of Employees who Handle Toxic Substances	40 yrs.
Requisitions	1 yr.
Resumes and Job Inquiries	1 yr.
Sales records	7 yrs.
Savings bond registration records of employees	3 yrs.
Scrap and salvage records (inventories, sales, etc.)	7 yrs.
Stenographer's notebooks	1 yr.
Stock and bond certificates (cancelled)	7 yrs.
Stockroom withdrawal forms	1 yr.
Subsidiary ledgers	7 yrs.
Tax returns and worksheets, revenue agents' reports and other documents relating to determination of incometax	Permanently

liability	
Terminated Employee Files	3 yrs.
Tests, employment & Aptitude	1 yr.
Time books	7 yrs.
Time Cards / Time Sheets	3 yrs.
Trade mark registrations	Permanently
Voucher register and schedules	7 yrs.
Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursements of employees, officers, etc. for travel and entertainment expenses)	7 yrs.