

# RECORDS RETENTION SCHEDULE

<b>Document(s)</b>	<b>Retention Period</b>
Accident claims, documents	Permanently
Accounts payable and receiveable records	7 years
Audit reports	Permanently
Bank Statements	3 years
Canceled checks	7 years
Capital stock records	Permanently
Cash books	Permanently
Chart of accounts	Permanently
Checks (important payments, ie tax)	Permanently
Contracts, notes, leases (expired)	7 years
Contracts, notes, leases (still in effect)	Permanently
Correspondence (legal)	Permanently
Deeds, mortgages, bills of sale	Permanently
Deposit slips	3 years
Depreciation schedules	Permanently
Employment application/resumes	3 years
Financial statements (interim)	3 years
Financial statements (year end)	Permanently
Garnishments	7 years
General ledgers, year end trial balances	Permanently
Insurance policies (expired)	3 years
Insurance policies (still in effect)	Permanently
Internal audit reports	3 years
Inventories of products and materials	7 years
Investment statements	3 years
Journals	Permanently
Media tapes (computer back-ups)	1 year
Minute books of shareholders, bylaws	Permanently
Notes receiveable ledgers	7 years
Partnership or corporation agreements	Permanently
Patents, trademarks, copyrights	Permanently
Payroll records, time cards and personnel files (terminated)	7 years
Property appraisals and records	Permanently
Retirement and pension records	Permanently
Sale commission reports	3 years
Sales records	7 years
Scrap and salvage records	7 years
Stock and bond certificates(canceled)	7 years
Subsidiary ledgers	7 years
Tax returns and supporting documents (ie.Form 1099, W-2, check copies)	Permanently
Taxing authorities approval (business)	Permanently
Training Manuals	Permanently
Union agreements	Permanently
Withholding tax statements	7 years
Worker compensation claims	7 years