



RETENTION SCHEDULE

Suggested Retention Schedule for Business Records

Accounting and Fiscal

Accounts, charged off	7 years
Accounts payable ledger	Permanently
Accounts receivable ledger	10 years
Balance sheets	Permanently
Bank deposit record	7 years
Bank reconciliation papers	7 years
Bank statements	Permanently
Bills of sale of registered bonds	Permanently
Bills of sale of stocks	Permanently
Bonds cancelled	10 years
Bonds registered	Permanently
Bonds, sales or transfer	Permanently
Budget work sheets	4 years
Capital stock certificates	Permanently
Capital stock ledger	Permanently
Capital stock transfer records	Permanently
Cash books	Permanently
Cash receipts & disbursement records	Permanently
Cash sales slips	4 years
Cash slips	4 years
Charge slips	10 years
Check register	Permanently
Checks, paid & cancelled	10 years
Checks, payroll	10 years
Computer disks & magnetic tape	4 years
Correspondence, accounting	7 years
Correspondence, credit & collection	7 years
Cost accounting records	7 years
Customer ledger	10 years
Donations	7 years
Drafts paid	10 years
Entertainment, gifts & gratuities	7 years
Estimates, projections	7 years
Expense reports	7 years

Financial statements, certified	Permanently
Financial statements, periodic	Permanently
General journal	Permanently
General journal supporting papers	Permanently
General ledger	Permanently
Invoices, customer	7 years
Invoices, vendor	7 years
Notes, cancelled	10 years
Note ledgers	Permanently
Payroll register	7 years
Petty cash records	4 years
Property asset summary	Permanently
Royalty ledger	Permanently
Salesman commission reports	7 years
Stock ledger	Permanently
Trial balance, accounts receivable	10 years
Trial balance sheets	Permanently
Uncollectible accounts	10 years
Vendor ledger	Permanently
Workpapers, rough	4 years

Administration

Audit reports, internal	7 years
Audit reports, public & government	Permanently
Audit workpapers, internal	7 years
Classified documents:	
control, inventories, reports	7 years
Correspondence, accounting	7 years
Correspondence, advertising	7 years
Correspondence, credit & collection	7 years
Correspondence, engineering & technical	10 years

Correspondence, general	7 years	Election ballots	20 years
Correspondence, personal	7 years	Election records, corporate	Permanently
Correspondence, production	7 years	General cashbooks	Permanently
Correspondence, purchase	7 years	Incorporation records & certificates	Permanently
Correspondence, sales & service	7 years	Licenses, federal, state, local	Permanently
Correspondence, tax	Permanently	Permits to do business	Permanently
Correspondence, traffic	7 years	Records of mergers, consolidations, acquisitions, dissolutions & reorganizations	Permanently
Forms control	Permanently	Reports to Securities & Exchange Commission	Permanently
Inventory records	Permanently	Securities: documents of issuance, listing & registration	Permanently
Organization charts	Permanently	Stock applications for issuance	Permanently
Requisitions	7 years	Stock certificates, cancelled	Permanently
Research reports	Permanently	Stock, stock transfer & stockholders records	Permanently
System & procedure records	Permanently	Stockholder minute books, resolutions	Permanently
Telegram & cable copies	7 years	Stockholder proxies	10 years
Telephone records	Permanently	Stockholder reports	Permanently
Advertising		Executive	
Activity reports, media schedules	7 years	Correspondence	Permanently
Contracts	Permanently	Policy statements, directives	Permanently
Correspondence	7 years	Projects, ideas, notes	Permanently
Drawings & artwork	7 years	Research reports	Permanently
Estimates	7 years	Speeches, publications	Permanently
House organs	Permanently	Insurance	
Market data & surveys	7 years	Accident reports	Permanently
Non-perishable samples, displays, labels, etc.	Permanently	Appraisals	Permanently
Tear sheets	7 years	Claims, automobile	10 years
Corporate		Claims, group life & hospital	10 years
Annual reports	Permanently	Claims, loss or damage in transit	10 years
Authority to issue securities	Permanently	Claims, plant	Permanently
Authorization & appropriations for expenditures	7 years	Claims, workmen's compensation	10 years
Bonds, surety	Permanently	Expired policies	Permanently
Capital stock certificates, ledger & transfer records	Permanently	Legal	
Charters, constitution, bylaws & amendments	Permanently	Affidavits	10 years
Contracts, advertising	Permanently	Charters	Permanently
Contracts, employee	Permanently	Claim & litigation of torts & breach of contract	Permanently
Contracts, government	Permanently	Copyrights	Permanently
Contracts, labor union	Permanently	Mortgages	Permanently
Contract, vendor	Permanently	Patents & related data	Permanently
Dividend checks	10 years	Trademarks	Permanently
Dividend register	Permanently		
Easements	20 years		

Manufacturing

Authorities for sale of scrap	4 years
Bills of material	7 years
Blueprints	Permanently
Correspondence, engineering & technical	10 years
Correspondence, production	7 years
Credit memoranda	7 years
Credit ratings & classification	7 years
Drafting records	Permanently
Drawings & tracings, original	Permanently
Inspection records	7 years
Inventory records	7 years
Invoice copies	7 years
Invoices, received	7 years
Job records	Permanently
Journals	Permanently
Ledgers	Permanently
Operating reports	Permanently
Order register	Permanently
Production reports	7 years
Quality control reports	7 years
Receipts, delivery	7 years
Reliability records	Permanently
Specifications, customer	Permanently
Stores issue records	7 years
Time & motion studies	Permanently
Tool control	7 years
Work orders	7 years

Personnel

Accident reports, injury claims, settlements	Permanently
Applications, changes, terminations	Permanently
Attendance records	7 years
Correspondence	6 years
Daily time reports	7 years
Disability & sick benefits records	7 years
Earnings records	Permanently
Employee service records	Permanently
Employee contracts	Permanently
Fidelity bonds	10 years
File, individual employee, after separation	10 years
Garnishments	7 years
Health & safety bulletins	Permanently

Injury frequency charts	Permanently
Insurance records: group, employee	10 years
Medical folders, employee	10 years
Pay checks	10 years
Payroll records, after termination	10 years
Pension plan, applications, claims & correspondence	Permanently
Rating cards	7 years
Salary and rate changes	10 years
Salesperson auto records	7 years
Salesperson expense accounts	7 years
Salesperson performance records	Permanently
Time cards	7 years
Time tickets	7 years
Time tickets, receipted	Permanently
Training manuals	Permanently
Union (collective bargaining) agreements after termination	Permanently
Withholding, exemption certificates	10 years
Workmen's compensation reports	10 years

Plant and Property

Appraisals	Permanently
Damage reports	10 years
Deeds, titles	Permanently
Depreciation schedules	Permanently
Inventory records	Permanently
Leases	Permanently
Maintenance & repair, buildings	10 years
Maintenance & repair, machinery	10 years
Plans & specifications	Permanently
Plant account cards, equipment records, historical folders	Permanently
Purchase, lease records	Permanently
Sales	Permanently
Taxes	Permanently
Water rights	Permanently

Purchasing

Acknowledgements	7 years
Bids, awards	7 years
Contracts	Permanently
Correspondence	7 years
Exception notices	7 years
Purchase orders	7 years
Purchase requisitions	7 years
Quotations	7 years
Receiving reports	7 years
Receiving slips	7 years
Vendor contracts	Permanently

Sales and Marketing

Claims (loss or damage)	7 years
Complaints	7 years
Contract progress reports	7 years
Contracts, customers	Permanently
Contracts, representatives, agents, distributors, etc.	Permanently
Correspondence	7 years
Discount rates	Permanently
Guarantees, warranties	Permanently
Invoices, customers	7 years
Invoices, vendors	7 years
Mailing & prospect lists	Permanently
Market research studies & analysis	Permanently
Market surveys	Permanently
Orders acknowledgment	7 years
Orders filled	7 years
Price lists	Permanently
Shipping notices & reports	7 years
Tax - exempt sales	Permanently

Taxation

Agent's reports	Permanently
Annuity or deferred payment plan	Permanently
Correspondence	Permanently
Depreciation schedules	Permanently
Dividend register	Permanently
Employee withholding certificates	10 years
Exemption status	Permanently
Excise reports	Permanently
Inventory reports	Permanently
Real estate	Permanently
Sales & use	Permanently
Social security	Permanently
Tax bills & statements	Permanently
Tax returns & working papers	Permanently

Traffic

Aircraft operating & maintenance	Permanently
Bills of lading	7 years
Delivery reports	7 years
Employee travel	7 years
Export declarations	7 years
Freight bills	7 years
Freight claims	7 years
Leases	Permanently
Manifests	7 years
Receiving documents	7 years
Routing records	7 years
Shipping instructions	7 years
Shipping tickets	7 years
Title papers	Permanently
Tonnage summaries	Permanently
Tracer reports	Permanently
Vehicle operating & maintenance	7 years