

Records Retention

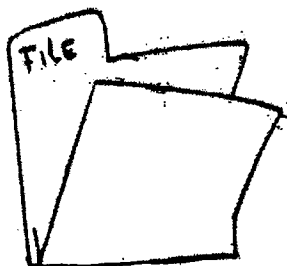
How long should you save your records?



515-274-4730
800-344-5155

PERMANENTLY

General and private ledgers
Insurance records (existing)
Internal audit reports
Journals
Military records
Minute books
Property appraisals and records
Retirement plan information (IRA, 401(k), etc.)
Savings bond registration
Tax returns
Training manuals
Union agreements
W-2/s/proof of income



1 YEAR

Copies (misc.)
Correspondence (routine) with customers or vendors
Duplicate deposit slips
Stenographer's notebooks

3 YEARS

Appointment books
Correspondence (general) with customers or vendors
Employee personnel records (after termination)
Insurance policies (expired)
Internal reports (misc.)
Petty cash vouchers

5 YEARS

Invoices to customers
Invoices from vendors
Loan documents
Notes receivable ledgers and schedules
Purchase orders

PERMANENTLY

Adoption papers
Articles of incorporation
Audit reports of accountants
Birth certificates
Bylaws
Capital stock and bond records
Cancelled checks (important payments)
Cash books
Charts of accounts
Citizenship papers
Contracts and leases (expired)
Contracts and leases (existing)



7 YEARS

Accident reports and claims (settled)
Accounts payable ledgers and schedules
Accounts receivable ledgers and schedules
Bank statements
Brokerage statements
Cancelled checks (misc.)
Employee expense reports
Employee payroll records
Inventory of products, materials and supplies
Safety records
Sales records
Scrap and salvage records
Stock and bond certificates (cancelled)
Subsidiary ledgers
Time cards and daily reports
Voucher register and schedules
Voucher for payments made



PERMANENTLY

Copyright, patent and trademark registration
Death certificates
Deeds, mortgages and bills of sale
Depreciation schedules
Divorce decrees, alimony and child custody agreements
Financial statements

