

This information is a suggested retention schedule for business records. It will help you establish and maintain consistent standards of retention for your business records. The information is necessarily general in nature and should not be acted on without appropriate professional advice.

	<b>Suggested Retention Period</b>
<b>Accounting and Fiscal</b>	
Accounts, charged off	7 years
Accounts payable ledger	Permanently
Account 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
Bill 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 and disbursement records	Permanently
Cash sales slips	4 years
Cash slips	4 years
Charge slips	10 years
Check register	Permanently
Checks, paid and cancelled	10 years
Checks, payroll	10 years
Computer disk and magnetic tape	4 years
Correspondence, accounting	7 years
Correspondence, credit and collection	7 years
Cost accounting records	7 years
Customer ledger	10 years
Donations	7 years
Drafts paid	10 years
Entertainment, gifts and 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
Notes, ledger	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
<b>Administration</b>	
Audit reports, internal	7 years
Audit reports, public and government	Permanently
Audit workpapers, internal	7 years
Classified documents: control, inventories, reports	7 years
Correspondence, accounting	7 years
Correspondence, advertising	7 years
Correspondence, credit and collection	7 years
Correspondence, engineering and	10 years

technical	
Correspondence, general	7 years
Correspondence, personal	7 years
Correspondence, production	7 years
Correspondence, purchase	7 years
Correspondence, sales and service	7 years
Correspondence, tax	Permanently
Correspondence, traffic	7 years
Forms control	Permanently
Inventory records	Permanently
Organization charts	Permanently
Requisitions	7 years
Research reports	Permanently
System and procedure records	Permanently
Telegram and cable copies	7 years
Telephone records	Permanently
<b>Advertising</b>	
Activity reports, media schedules	7 years
Contracts	Permanently
Correspondence	7 years
Drawings and artwork	7 years
Estimates	7 years
House organs	Permanently
Market data and surveys	7 years
Non-perishable samples, displays, labels, etc.	Permanently
Tear sheets	7 years
<b>Corporate</b>	
Annual reports	Permanently
Authority to issue securities	Permanently
Authorization and appropriations for	7 years

expenditures	
Bonds, surety	Permanently
Capital stock certificates, ledger and transfer records	Permanently
Charters, constitution, bylaws and amendments	Permanently
Contracts, advertising	Permanently
Contracts, employee	Permanently
Contracts, government	Permanently
Contracts, labor union	Permanently
Contracts, vendor	Permanently
Dividend checks	10 years
Dividend register	Permanently
Easements	20 years
Election ballots	20 years
Election records, corporate	Permanently
General cashbooks	Permanently
Incorporation records and certificates	Permanently
Licenses, federal, state, local	Permanently
Permits to do business	Permanently
Records of merger, consolidations, acquisitions, dissolutions and reorganizations	Permanently
Reports to Securities and Exchange Commission	Permanently
Securities: documents of issuance, listing and registration	Permanently
Stock applications for issuance	Permanently
Stock certificates, cancelled	Permanently
Stock, stock transfer and stockholders records	Permanently
Stockholder minute books, resolutions	Permanently
Stockholder proxies	10 years
Stockholder reports	Permanently

<b>Executive</b>	
Correspondence	Permanently
Policy statements, directives	Permanently
Projects, ideas, notes	Permanently
Research reports	Permanently
Speeches, publications	Permanently
<b>Insurance</b>	
Accident reports	Permanently
Appraisals	Permanently
Claims, automobile	10 years
Claims, group life and hospital	10 years
Claims, loss or damage in transit	10 years
Claims, plant	Permanently
Claims, workmen's compensation	Permanently
Expired policies	Permanently
<b>Legal</b>	
Affidavits	10 years
Charters	Permanently
Claim and litigation or torts and breach of contract	Permanently