

RECORD RETENTION SCHEDULE

This Record Retention Schedule includes estimates of the minimum amount of time specific records should be retained. The actual amount of time can vary depending on the circumstances or the contents of the documents.

The retention periods are appropriate for printed documents as well as documents in electronic formats.

Accident reports & claims (settled cases)	7 years
Accounts payable ledgers & schedules	7 years
Accounts receivable ledgers & schedule	7 years
Articles of Incorporation	Permanently
Appointment books.....	3 years
Audit reports of accountants.....	Permanently
Bank statements	7 years
Brokerage statements.....	7 years
Bylaws.....	Permanently
Capital stock & bond records.....	Permanently
(ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc.)	
Cash books.....	Permanently
Charts of accounts.....	Permanently
Checks (cancelled, see exception below)	10 years
Checks (cancelled, for important payments, i.e., taxes, purchases of property, etc.).....	Permanently
Contracts & leases expired	Permanently
still in effect	Permanently
Copyright registration	Permanently
Correspondence routine (with customers or vendors)	1 year
general.....	Permanently
legal & important.....	Permanently
Deeds, mortgages, & bills of sale	Permanently
Depreciation schedules.....	Permanently
Duplicate deposit slips.....	3 years

Employee expense reports.....	7 years
Employee payroll records.....	10 years
Employee personnel records	7 years
(after termination)	
Employment applications.....	3 years
Financial statements	Permanently
(end-of-year, other months optional)	
General & private ledgers & end-of-year trial balances	Permanently
Insurance policies (expired)	10 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports.....	Permanently
Internal reports (miscellaneous).....	3 years
Inventories	7 years
(products, materials, & supplies)	
Invoices to customers	5 years
from vendors	7 years
Journals.....	Permanently
Legal correspondence	Permanently
Minute books	Permanently
(directors & stockholders, including by-laws and charter)	
Notes receivable ledgers & schedules	5 years
Patents & related papers.....	Permanently
Payroll records, summaries & tax returns	10 years
Pension/Profit sharing, retirement plan tax information, returns, & correspondence.....	Permanently
Petty cash vouchers.....	7 years
Property appraisals	Permanently
Property records-including costs, depreciation schedules, blueprints & plans	Permanently
Purchase orders Purchasing Department copy.....	7 years
Other copies	1 year

Safety record.....	6 years
Sales records	7 years
Savings bond registration.....	Permanently
Scrap & salvage records (inventories, sales, etc.)	7 years
Stenographers notebooks.....	1 year
Stock & bond certificates (cancelled).....	7 years
Subsidiary ledgers.....	7 years

Tax returns & worksheets, revenue agents' reports & other documents relating to determination of income, tax liability	Permanently
Time cards & daily reports	7 years
Trademark registrations, patents & copyrights	Permanently
Training manuals.....	Permanently

Union agreements	Permanently
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Voucher register & schedules.....	7 years
Voucher for payments to vendors, employees, etc.	7 years
(includes allowances & reimbursements of employees, officers, etc., for travel & entertainment expenses)	



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