

	<u>Retention Period</u>
Accident reports and claims (settled cases) . . .	6 years
Accounts payable ledgers and schedules	6 years
Accounts receivable ledgers and schedules . . .	6 years
Audit reports of accountants	Permanently
Bank statements	3 years
Capital stock and bond records; ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc. . .	Permanently
Cash books	Permanently
Charts of accounts	Permanently
Checks (cancelled but see exception below) . .	3 years
Checks (cancelled for important payments, i.e., taxes, purchases of property, special contracts, etc. [checks should be filed with the papers pertaining to the under- lying transaction])	Permanently
Contracts and leases (expired)	Permanently
Contracts and leases still in effect	Permanently
Correspondence (routine) with customers or vendors	1 year
Correspondence (general)	3 years
Correspondence (legal and important matters only)	Permanently
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	1 year
Employee personnel records (after termination)	3 years
Employment applications	3 years
Financial statements (end-of-year, other months optional)	Permanently
General and private ledgers (and end-of-year trial balances)	Permanently
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently

	<u>Retention Period</u>
Internal reports (miscellaneous)	3 years
Inventories of products, materials, and supplies	3 years
Invoices to customers	3 years
Invoices from vendors	3 years
Journals	Permanently
Legal correspondence	Permanently
Minute books of directors and stock- holders, including by-laws and charter . . .	Permanently
Payroll records, summaries and tax returns	4 years
Petty cash vouchers	3 years
Property records - including costs, depreciation schedules, blueprints and plans	Permanently
Purchase orders (except purchasing department copy)	3 years
Receiving sheets	1 year
Safety records	6 years
Sales records	3 years
Scrap and salvage records (inventories, sales, etc.)	7 years
Stock and bond certificates (cancelled)	7 years
Subsidiary ledgers	6 years
Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability	Permanently
Time cards and daily reports	4 years
Trade mark registrations, patents and copyrights	Permanently
Voucher register and schedules	6 years
Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses)	6 years

The retention periods above are intended to be general guidelines. In most cases, no legislation or rulings are available to rely on. All specific concerns should be reviewed with legal counsel before any records are destroyed.