

Suggested Record Retention List

** Before you delete or destroy any documents, please discuss with your Tax Professional.*

Type of Record	Suggested Retention List	On file?		Type of Record	Suggested Retention List	On file?	
		Yes	No			Yes	No
I. Correspondence				III. Corporate Records			
General - All	3 years			Expired Notes, Leases, & Mortgages	6 years		
Tax & Legal Communications	7 Years			All Cash Books	7 Years		
Production & Creative	7 years			Contracts & Agreements	Indefinitely		
License & Traffic	6 years			Property Deed & Easements	Indefinitely		
Sale & Purchase	6 years			Registration of Copyrights & TM	Indefinitely		
				Patents	Indefinitely		
II. Accounting Records				Corp. Charter, By-Laws & Minute Books	Indefinitely		
				Capital Stock & Bond Records	Indefinitely		
Bank Statements & Deposit	3 years			Stock Certificate & Transfer Lists	Indefinitely		
Individual Payroll Records	8 years			Canceled Checks on Asset Purchases	Indefinitely		
Payroll Time Card/Sheets	3 years			Canceled Checks for Taxes & Contracts	7 Years		
Canceled Dividend Checks	6 years			Proxies	Indefinitely		
Expense Reports	6 years			Labor Contracts	7 Years		
A/P & A/R Subsidiary Ledgers	6 years			Retirement & Pension Records	7 Years		
Other Subsidiary Ledgers	6 years			Tax Returns & All Work Papers	7 Years		
Trial Balance (Monthly)	6 years						
Payment Vouchers - All	8 years			IV. Insurance Records			
All Canceled Checks	8 years			All Expired Policies	4 years		
Audit Reports	7 Years			Accident Reports	6 years		
General Ledgers & Journals	7 Years			Safety Reports	8 years		
				Settlement Claims	10 years		
				Group Disability Records	8 years		
				Fire Inspection Reports	6 years		

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Type of Record	Suggested Retention List	On file?	
		Yes	No
V. Sales & Purchase Records			
Sales Contracts & Invoices	3 years		
Requisition Orders	3 years		
Purchase Orders	3 years		
VI. Shipping/Receiving Records			
Export Declaration & Manifests	4 years		
Freights, Shipping, & Receiving Reports	4 years		
Bills of Lading Records	4 years		
Way Bills	4 years		
VII. Personnel Records			
Daily Time Reports	6 years		
Withholding Tax Statements	6 years		
Disability & Sick Benefits Records	6 years		
Expired Contracts	6 years		
Files of Terminated Personnel	6 years		