

Suggested Record Retention List

Type of Record	Suggested Retention Period	On file?		Type of Record	Suggests Retention Period	On File?		Suggested Retention Period	On File?		
		Yes	No			Yes	No		Yes	No	
1. CORRESPONDENCE				III. CORPORATE RECORDS				Safety Reports	8 Yrs.		
General — All	3 Yrs.			Expired Notes, Leases, & Mortgages	6 Yrs.			Settlement Claims	10 Yrs.		
Tax & Legal Communications	•Indef.			All Cash Books	*Indef.			Group Disability Records	8 Yrs.		
Production & Creative	8 Yrs.			Contracts & Agreements	•Indef.			Fire Inspection Reports	6 Yrs.		
License & Traffic	6 Yrs.			Property Deeds & Easements	•Indef.			V. SALES & PURCHASE RECORDS			
Sale & Purchase	6 Yrs.			Registration of Copyrights & Trademarks	*Indef.			Sales Contracts & Invoices	3 Yrs.		
II. ACCOUNTING RECORDS				Patents	•Indef.			Requisition Orders	3 Yrs.		
Bank Statements & Deposit	3 Yrs.			Corp. Charter, By-Laws, & Minute Books	*Indef.			Purchase Orders	3 Yrs.		
Individual Payroll Records	8 Yrs.			Capital Stock & Bond Records	•Indef.			VI. SHIPPING/RECEIVING RECORDS			
Payroll Time Card/Sheets	3 Yrs.			Stock Certificate & Transfer Lists	•Indef.			Export Declarations & Manifests	4 Yrs.		
Canceled Dividend Checks	6 Yrs.			Canceled Checks on Asset Purchases	•Indef.			Freights, Shipping, & Receiving Reports	4 Yrs.		
Expense Reports	6 Yrs.			Canceled Checks for Taxes & Contracts	•Indef.			Bills of Lading Records	4 Yrs.		
A/P & A/R Subsidiary Ledgers	6 Yrs.			Proxies	•Indef.			Way Bills	4 Yrs.		
Other Subsidiary Ledgers	6 Yrs.			Labor Contracts	•Indef.			VII. PERSONNEL RECORDS			
Trial Balance (Monthly)	6 Yrs.			Retirement & Pension Records	•Indef.			Daily Time Reports	6 Yrs.		
Payment Vouchers — All	8 Yrs.			Tax Returns & All Work Papers	•Indef.			Withholding Tax Statements	6 Yrs.		
All Canceled Checks	8 Yrs.			IV. INSURANCE RECORDS				Disability & Sick Benefits Records	6 Yrs.		
Audit Reports	•Indef.			All Expired Policies	4 Yrs.			Expired Contracts	6 Yrs.		
General Ledgers & Journals	•Indef.			Accident Reports	6 Yrs.			Files of Terminated Personnel	6 Yrs.		

***Indef.—Records Must Be Kept Indefinitely**

- (1) The above Suggested Retention Periods for records were developed from IRS and federal regulations.
- (2) It is suggested that because of the size and volume of business records that such records be inventoried periodically and those records that have expired, according to the Retention Period, be destroyed.