



DOCUMENT RETENTION GUIDELINES

ACCOUNTING RECORDS

Accounts Payable/Receivable Journals – 7 years
Check Register – 10 years
Cancelled Checks – Permanent
Bank Reconciliation and Deposit Slips – 3 years
Bank Statements – 7 years
General Ledgers – Permanent
Inventory Records – 7 years
Invoices (Sales and Purchases) – 7 years
Journals (Payroll, Purchases, Sales, Vouchers) – 10 years
Purchase Order Copies – 3 years

CORPORATE RECORDS

Annual Financial Reports – Permanent
Applications for Authorization and Issuance of Stock – Permanent
Articles of Incorporation and Bylaws – Permanent
Certificates (Cancelled) – Permanent
Minute Books – Permanent
Stock Ledger – Permanent
Transfer Records - Permanent

TAX RECORDS

Individual, Corp., and Part. Tax Returns – Permanent
Payroll Tax Returns – 7 years
Personal Property Returns – 10 years
Sales and Use Tax Returns – 10 years
Tax Bills and Statements – Permanent
Penalty and Interest Notices – Permanent
Revenue Agents' Reports - Permanent

PERSONNEL RECORDS – 7 years

MISCELLANEOUS

Insurance Policies (Expired) – 3 years
Leases (Expired) – 7 years
Partnership and Buyout Agreements – Permanent
Petty Cash Records – 3 years