



HINDSMAN, HALL & STOREY, P.C.
Certified Public Accountants

| | <u>Retention Period</u> |
|---|-------------------------|
| Accident reports/claims (settled cases)..... | 7yrs. |
| Accounts payable ledgers & schedules | 7yrs. |
| Accounts receivable ledgers & schedules | 7yrs. |
| Audit reports | Permanently |
| Bank reconciliations | 2 yrs. |
| Bank statements | 3 yrs. |
| Capital stock & bond records: ledgers | |
| Transfer registers, stubs showing issues, | |
| Records of interest coupons, options, etc..... | Permanently |
| Cash books | Permanently |
| Charts of accounts | Permanently |
| Check (canceled-see exception below)..... | 7 yrs. |
| Checks (canceled for important payments - | |
| i.e., taxes, purchases of property, special contracts | |
| etc. Checks should be filed with the papers | |
| pertaining to the underlying transaction.) | Permanently |
| Contracts, mortgages, notes & leases (expired) | 7 yrs. |
| Contracts, mortgages, notes, & leases | |
| (still in effect) | Permanently |
| Correspondence (general) | 2 yrs. |
| Correspondence (legal & important matters only)..... | Permanently |
| Correspondence (routine) with customers | |
| and/or vendors | 2 yrs. |
| Deeds, mortgages, & bills of sale | Permanently |
| Depreciation schedules | Permanently |
| Duplicate deposit slips | 2 yrs. |
| Employment applications | 3 yrs. |
| Expense analyses/expense distribution schedules.. | 7 yrs. |
| Financial statements (year-end, other optional) | Permanently |
| Garnishments | 7 yrs. |
| General/private ledgers, year-end trial balance | Permanently |
| Insurance policies (expired) | 3 yrs. |
| Insurance records, current accident reports, | |
| claims, policies, etc..... | Permanently |
| Internal audit reports (longer retention | |
| periods may be desirable) | 3 yrs. |
| Internal reports (miscellaneous) | 3 yrs. |
| Inventories of products, materials, & supplies | 7 yrs. |
| Invoices (to customers, from vendors) | 7 yrs. |
| Journals | Permanently |

| | <u>Retention Period</u> |
|---|-------------------------|
| Minute books of directors, | |
| Stockholders, bylaws, & charter..... | Permanently |
| Notes receivable ledgers & schedules..... | 7 yrs. |
| Option records (expired)..... | 7 yrs. |
| Patents & related papers..... | Permanently |
| Payroll records & summaries..... | 7 yrs. |
| Personnel files (terminated)..... | 7 yrs. |
| Petty cash vouchers..... | 3 yrs. |
| Physical inventory tags..... | 3 yrs. |
| Plant cost ledgers..... | 7 yrs. |
| Property appraisals by outside appraisers..... | Permanently |
| Property records, including costs, depreciation | |
| reserves, year-end trial balances, depreciation | |
| schedules, blueprints, & plans..... | Permanently |
| Purchase orders(except purchasing | |
| Department copy)..... | 1 yr. |
| Purchase orders (purchasing department copy)..... | 7 yrs. |
| Receiving sheets..... | 1 yr. |
| Retirement & pension records..... | Permanently |
| Requisitions..... | 1 yr. |
| Sales commission reports..... | 3 yrs. |
| Sales records..... | 7 yrs. |
| Scrap & salvage records (inventories, sales, etc.)..... | 7 yrs. |
| Stenographers' notebooks..... | 1 yr. |
| Stocks & bonds certificates (canceled)..... | 7 yrs. |
| Stockroom withdrawal forms..... | 1 yr. |
| Subsidiary ledgers..... | 7 yrs. |
| Tax returns & worksheets, revenue agents' | |
| reports, & other documents relating to | |
| determination of income tax liability..... | Permanently |
| Time books/cards..... | 7 yrs. |
| Trademark registrations & copyrights..... | Permanently |
| Training manuals..... | Permanently |
| Union agreements..... | Permanently |
| Voucher register & schedules..... | 7 yrs. |
| Vouchers for payments to vendors, | |
| employees, etc. (includes allowances & | |
| reimbursement of employees, officers, etc., | |
| for travel & entertainment expenses)..... | 7 yrs. |
| Withholding tax statements..... | 7 yrs. |