

DOCUMENT RETENTION

<u>Document Type</u>	<u>Years of Retention</u>
<u>Business Documents</u>	
Contracts	6*
Correspondence, general	6*
Deeds	Permanently
License, traffic and purchase correspondence	6
Mortgage and note agreements	6*
Patents	Permanently
Production correspondence	8
<u>Financial Documents</u>	
Auditors Reports	Permanent
Bank deposit slips, reconciliations and statements	4
Bank debt deduction	7
Bills of lading	4
Budgets	2
Cancelled Checks	4
Contracts - purchase and sales	4*
Credit memos	4
Depreciation records	4*
Employee expense reports	4
Employee payroll records	6*
Financial Statements - Annual	Permanent
Financial Statements - Interim	4
Freight bills	4
Internal Reports - work orders, sales and production reports	4
Inventory lists	4
Invoices - sales and cash register receipts, merchandise purchases	4
Invoices - purchases (permanent assets)	4*
General ledger	Permanent
General, cash receipts, cash disbursements and purchase journals	Permanent
Payroll Journal	4
Subsidiary Ledgers (accounts receivable, accounts payable, etc.)	6
Time Cards	4
Worthless Securities	7

Insurance Documents

Accident reports	6
Claims - after settlement	10
Fire inspection reports	6
Group disability reports	8
Policies - all types - expired	4
Insurance policies	6*
Safety reports	8
Settled insurance claims	4*

Personnel

Attendance records	7
COBRA records	4
Contracts - expired	6
Dental benefits	5
Daily time reports	6
Disability and sick benefits records	6
Employment applications - not hired	3
Employee benefits plans	2*
Employee medical history	7
Medical benefits	7
OSHA logs	6
Performance record - after termination	7
Personnel files - terminated	7*
Withholding tax statements	6

Purchasing and Sales

Purchase orders	7
Requisitions	3
Sales contracts	3
Sales invoices	3

Tax Documents

Payroll tax returns	4
Pension/profit sharing informational returns	Permanent
Sales and use tax returns	Permanent
Tax returns and cancelled checks (federal, state and local)	7

*** RETENTION PERIOD BEGINS AFTER THE TERMINATION, EXPIRATION, DISPOSAL, ETC. OF THE ITEM**

THESE RECOMMENDATIONS ON DOCUMENT RETENTION ARE GUIDELINES ONLY. PLEASE REVIEW WITH YOUR ATTORNEY BEFORE IMPLEMENTATION.