



Document Retention Schedule

This Retention Schedule was determined by a nationwide survey of record retention schedules recommended by leading authorities on records storage and by the practices of businesses with established procedures. This schedule reflects standard business practices.

A word of caution: Although much study has gone into the preparation of this schedule, the retention periods shown are not offered as final authority, but as guideposts against which to check your company needs. Statutes of limitations for your State, as well as regulations of government agencies pertaining to your business and specific industry must be considered. Because state retention statutes vary widely on tax, unemployment, and worker's compensation records, check with your CPA or attorney to approve your records retention timetable in its final form. Also, there may be very good reasons to keep records than legally required, for historical reference purposes.

Key:

"P" means Permanently, otherwise the figures represent the suggested number of years for retaining the records.

ACCOUNTING

Accounts, charged off	7	Correspondence, credit & collection	7
Accounts payable ledger	P	Cost account records	7
Accounts receivable	10	Customer ledger	P
Accounts receivable ledger	10	Donations	7
Balance sheets	5	Drafts paid	8
Bank deposit records	6	Earnings register	3
Bank reconciliation papers	8	Entertainment, gifts & gratuities	3
Bank statements	8	Estimates, projections	7
Bills collectible	7	Expense reports, departmental	7
Bills of sale of registered bonds	3	Expense reports, employees	7
Bill stubs	7	Financial statements, certified	P
Bonds canceled	3	Financial statements, periodic	P
Bonds registered	P	Fixed capital records	P
Bonds, sales or transfer	15	General cashbook	2
Budget work sheets	3	General journal	P
Building permits	20	General journal supporting papers	P
Capital stock bills of sale	P	General ledger	P
Capital stock certificates	P	Notes, canceled	10
Capital stock ledger	P	Note ledgers	P
Capital stock transfer records	P	Payroll register	7
Cashbooks	25	Petty cash records	3
Cash receipts & disbursement records	10	Plant ledger	P
Cash sales slips	3	Profit & loss statements	P
Cash slips	3	Property asset summary	10
Charge slips	10	Royalty ledger	P
Check records	7	Salespeople commission reports	3
Check register	10	Stock ledger	P
Checks, dividend	10	Tabulating cards & magnetic tape	1
Checks, expense	10	Traveling auditor reports	15
Checks, paid & canceled	9	Trial balance, accounts receivable	3
Checks, payroll	7	Trial balance sheets	P
Checks, voucher	6	Uncollectible accounts	7
Checks warrants	P	Work papers, rough	2

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ADMINISTRATIVE

Audit reports, internal	10	Correspondence, purchase	5
Audit reports, public & government	P	Correspondence, sales & service	1
Audit work papers, internal	6	Correspondence, tax	15
Classified documents: control, inventories, reports	5	Correspondence, traffic	6
Correspondence, accounting	5	Forms control	5
Correspondence, advertising	3	Inventory cards	3
Correspondence, credit & collection	7	Inventory, plant records	P
Correspondence, engineering & technical	10	Organized charts	P
Correspondence, general	3	Requisitions	3
Correspondence, personal	6	Research reports	20
Correspondence, production	2	System & procedure records	P
		Telegram & cable copies	3
		Telephone records	P

ADVERTISING

Activity reports, media schedules	5	Estimates	2
Contracts (after termination)	10	House organs	P
Contracts, advertising (after term)	7	Market data & surveys	5
Correspondence	5	Samples, displays, labels, etc.	P
Drawings & artwork	P	Tear sheets	3

CORPORATE

Annual reports	P	Incorporation records & certificates	P
Authority to issue securities	P	Licenses, federal, state, local	P
Authorization & appropriations for expenditures	6	Permits to do business	P
Bonds, surety	10	Records of mergers, consolidations, acquisitions, dissolutions & reorganizations	P
Capital stock certificates	P	Reports to Securities and Exchange Commission	P
Capital stock ledger	P	Securities: documents of issuance, listing & registration	P
Capital stock transfer records	P	Stock applications for issuance	P
Charters, constitution, bylaws & amendments	P	Stock certificates, canceled	P
Contracts, employee (after term)	P	Stock, stock transfer & stockholders' records	P
Contracts, government (after term)	P	Stockholder minute books, resolutions	P
Contracts, labor union (after term)	P	Stockholder proxies	10
Contracts, vendor (after term)	10	Stockholder reports	P
Dividend checks	10	Voter proxies	15
Dividend register	P		
Easements	P		
Election ballots	20		
Election records, corporate	10		
General cashbooks, treasurers' & auditors'	25		

EXECUTIVE

Correspondence	2	Research reports	20
Policy statements, directives	P	Speeches, publications	10
Projects, ideas, notes	P		



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INSURANCE

Accident reports	11	Expired policy, group	7
Appraisals	P	Expired policy, hospital	6
Claims, automobile	10	Expired policy, inspection certificates	7
Claims, group life & hospital	4	Expired policy, liability	7
Claims, loss or damage in transit	7	Expired policy, life	7
Claims, plant	P	Expired policy, marine	7
Claims, workers' compensation	10	Expired policy, property	8
Expired policy, accident	7	Expired policy, surety	10
Expired policy, fidelity	7	Expired policy, workers' comp	30
Expired policy, fire	6		

LEGAL

Affidavits	10	Copyrights	P
Charters	P	Mortgages	P
Claims & litigation of torts & breach of contract	P	Patents & related data	P
		Trademarks	P

MANUFACTURING

Authorities for sale of scrap	3	Journals	P
Bills of material	5	Ledgers	P
Blueprints	30	Operating reports	10
Correspondence, engineering & technical	10	Order register	6
Correspondence, production	2	Production reports	6
Credit memoranda	5	Quality control reports	5
Credit ratings & classifications	2	Receipts, delivery	3
Drafting records	8	Reliability records	P
Draftings & tracings, original	P	Specifications, customer	P
Inspection records	5	Stores' issue records	3
Inventory records	16	Time & motion studies	P
Invoice copies	7	Tool control	5
Invoices, received	7	Work orders	5
Job records	10		

PLANT AND PROPERTY

Appraisals	P	Plans & specifications	P
Damage reports	7	Plant account cards, equipment records, historical folders	P
Deeds, titles	P	Purchase, lease records	1
Depreciation schedules	P	Sales	7
Inventory records	16	Space allocation records	2
Leases	P	Taxes	P
Maintenance & repair, buildings	10	Water rights	P
Maintenance & repair, machinery	5		



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PURCHASING

Acknowledgments	3	Purchase orders	3
Bids, awards	3	Purchase requisitions	1
Contracts (after termination)	6	Quotations	3
Correspondence	5	Receiving reports	6
Exception notices	6	Receiving slips	4
Orders	7	Vendors' contracts	P

PERSONNEL

Accident reports, injury claims & settlements	11	Health & safety bulletins	4
Applications, changes, terminations	3	Injury frequency charts	10
Attendance records	6	Insurance records: group, employee	6
Clock records	4	Medical folders (after termination)	30
Correspondence	6	Paychecks	P
Contracts, employee (after term)	6	Payroll records, (after termination)	P
Daily time reports	5	Pension plan	P
Disability & sick benefits records	8	Pension plan, applications	P
Earnings records	P	Pension plan, claims	P
Employee contracts	7	Pension plan, correspondence	P
Expense reports	7	Rating cards	5
Employee service records	P	Salary & rate changes	10
Employee travel	1	Salespeople auto records	2
Employee withholding certificates	8	Salespeople expense accounts	4
Fidelity bonds	3	Salespeople performance records	P
File, individual employee	3	Time cards	7
Garnishments	7	Time tickets	7

SALES AND MARKETING

Claims (loss or damage)	5	Invoices received	7
Complaints	5	Mailing & prospect lists	2
Contract progress reports	6	Market research studies & analysis	P
Contracts, customer	6	Market surveys	5
Contracts, representatives, agents, distributors	6	Orders acknowledgment	4
Correspondence	3	Orders filled	8
Discount rates	5	Price lists	P
Guarantees, warrantees	6	Shipping notices & reports	4
Invoices, copies	6	Tax-exempt sales	5

TAXATION

Agent's reports	P	Exemption status	P
Annuity or deferred payment plan	P	Inventory reports	16
Correspondence	20	Real estate	15
Depreciation schedules	3	Sales & use	P
Dividend register	P	Social Security	P
Employee withholding certificates	8	Tax bills & statements	P
Excise reports	5	Tax returns & working papers	P

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TRAFFIC

Aircraft operating & maintenance	10	Manifests	1
Bills of lading	3	Receiving documents	5
Delivery reports	3	Routing records	1
Drive vehicle inspection reports	1	Shipping instructions	6
Employee travel	1	Shipping tickets	6
Export declarations	4	Title papers	P
Freight bills	5	Tonnage summaries	P
Freight claims	5	Tracer reports	P
Leases	6	Vehicle operation & maintenance	4

