

# BUSINESS RECORD RETENTION SCHEDULE

## PERMANENT FILES

### Accounting

- \* Balance Sheets
- \* Canceled Dividend Checks
- \* Cash Book
- \* Cash Disbursement & Receipt Record
- \* Charts of Accounts
- \* Check Register
- \* Financial Statements
- \* General Ledger
- \* Investment - Sales/Purchases
- \* Journal Entries
- \* Profit/Loss Statements
- \* Subsidiary Ledger
- \* Trial Balance

### Corporate Records

- \* Amendments
- \* Annual Reports
- \* Articles of Incorporation
- \* Audit Reports - Public
- \* Board of Directors - Committee
- \* Board of Directors - Minute Book
- \* Bylaws
- \* Capital Stock Certificates
- \* Capital Stock Ledger
- \* Capital Stock Transactions
- \* Charter
- \* Contracts - After Termination
- \* Correspondence - General
- \* Dividend Register and Canceled Dividend Checks
- \* Election Records
- \* Financial Statements
- \* Organizational Charts
- \* Partnership Agreement
- \* Stockholders - Minute Book
- \* Stock Transfer Records

### Payroll

- \* W-2 Forms

### Fixed Assets

- \* Depreciation Schedule
- \* Inventory Records
- \* Plans and Blueprints
- \* Plant Cost Ledger
- \* Property Appraisals
- \* Property Register
- \* Records for Property Subject to Depletion

### Human Resources

- \* Pension Plan Agreement
- \* Personnel Files - Current Employees
- \* Profit Sharing Agreement

### Legal

- \* Bill of Sale
- \* Business Permits
- \* Claims and Litigation
- \* Contracts
- \* Copyrights
- \* Correspondence - Legal
- \* Deeds/Titles
- \* Licenses
- \* Mortgages
- \* Patents
- \* Stock and Bond Record
- \* Trademarks - Registered

### Taxes

- \* Canceled Checks - Tax Payments
- \* Correspondence - Tax
- \* Depreciation Schedules
- \* Income Tax Returns
- \* Inventory Reports
- \* Payroll Tax Returns
- \* Sales Tax Returns

### Miscellaneous

- \* Title Papers

## HOW LONG SHOULD YOU KEEP BUSINESS RECORDS?

Record retention for business and tax documents depends on the nature of the information and any applicable legal, regulatory, or industry requirements.

This schedule is intended as general guidance, so consult legal counsel before destroying records if you're uncertain. It applies to both paper and electronic records. Your organization's policy should address secure disposal when records are no longer needed.

## KEEP FOR 2 YEARS

### Miscellaneous

- \* Vehicle Operating and Maintenance

## KEEP FOR 3 YEARS

### Accounting

- \* Bank Deposit Slips
- \* Budgets

### Human Resources

- \* Employment Application - Not Hired
- \* Family & Medical Leave

### Payroll

- \* Contractors - From Date of Completion of Contract
- \* Employee Tip Substantiation (As long as the contents thereof may become material in the administration of any Internal Revenue Law)

**KEEP FOR 4 YEARS**

**Human Resources**

- \* Sick Pay
- \* Vacation Files

**Payroll**

- \* Payroll Register
- \* Vacation/Sick Pay

**Taxes**

- \* FUTA/FICA/Income Tax Withholding

**KEEP FOR 5 YEARS**

**Accounting**

- \* Authorization - Accounting

**Corporate Records**

- \* Correspondence - Accounting

**Human Resources**

- \* Dental Benefits
- \* Garnishments
- \* Life Insurance Benefits
- \* Safety Reports

**KEEP FOR 6 YEARS**

**Corporate Records**

- \* Audit - Internal

**Insurance**

- \* Fire Inspection Reports
- \* Insurance Appraisals
- \* Safety Records

**Payroll**

- \* Commission Reports - Salesperson

**KEEP FOR 7 YEARS**

**Accounting**

- \* Accounts Payable Ledger
- \* Accounts Receivable Aging Reports
- \* Accounts Receivable Invoices
- \* Accounts Receivable Ledger
- \* Accounts Written-off
- \* Bank Reconciliations
- \* Bank Statements
- \* Cash Sales Slips
- \* Charge Slips
- \* Expense Reports
- \* Petty Cash Records
- \* Purchase Order
- \* Vendor Invoices
- \* Voucher Check Copies

**Corporate Records**

- \* Contributions

**Human Resources**

- \* Accident Reports - Settled
- \* Attendance Records
- \* Disability Benefits - After Expiration/ Settlement
- \* Employee Medical History
- \* Medical Benefits
- \* Performance Record - After Termination
- \* Personnel Files - After Termination

**Insurance**

- \* Disability Insurance Claims Contract - After Termination

**Payroll**

- \* Checks - Payroll
- \* Time Reports

**KEEP FOR 10 YEARS**

**Accounting**

- \* Canceled Checks

**Human Resources**

- \* Workers' Compensation Benefits

**Insurance**

- \* Automobile Insurance Claims
- \* Expired Insurance Policies

**Legal**

- \* Leases - Canceled
- \* Notes Receivable - Canceled

**Payroll**

- \* Employee Withholding Exemption Certificates
- \* Payroll Records - After Termination

**Miscellaneous**

- \* Receiving Documents

**Have questions?  
Contact us for assistance!**