# Records 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

### 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
- Vehicle Operating and Maintenance

## Keep for 2 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 there-of may become material in the administration of any Internal Revenue Law)

### Taxes
- FUTA/FICA/Income Tax Withholding

## 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 there-of may become material in the administration of any Internal Revenue Law)

### Taxes
- FUTA/FICA/Income Tax Withholding

## Keep for 4 Years

### Human Resources
- Sick Pay
- Vacation Files

### Payroll
- Payroll Register
- Vacation/Sick Pay

### Taxes
- FUTA/FICA/Income Tax Withholding
<table>
<thead>
<tr>
<th>Keep for 5 Years</th>
<th>Keep for 7 Years</th>
<th>Keep for 10 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounting</strong></td>
<td></td>
<td><strong>Accounting</strong></td>
</tr>
<tr>
<td>* Authorization - Accounting</td>
<td>* Accounts Payable Ledger</td>
<td>* Canceled Checks</td>
</tr>
<tr>
<td><strong>Corporate Records</strong></td>
<td></td>
<td><strong>Human Resources</strong></td>
</tr>
<tr>
<td>* Correspondence - Accounting</td>
<td>* Accounts Receivable Aging Reports</td>
<td>* Workers’ Compensation Benefits</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td></td>
<td><strong>Insurance</strong></td>
</tr>
<tr>
<td>* Dental Benefits</td>
<td>* Accounts Receivable Invoices</td>
<td>* Automobile Insurance Claims</td>
</tr>
<tr>
<td>* Garnishments</td>
<td>* Accounts Receivable Ledger</td>
<td>* Expired Insurance Policies</td>
</tr>
<tr>
<td>* Life Insurance Benefits</td>
<td>* Accounts Written-off</td>
<td><strong>Legal</strong></td>
</tr>
<tr>
<td>* Safety Reports</td>
<td>* Bank Reconciliations</td>
<td>* Leases - Canceled</td>
</tr>
<tr>
<td><strong>Corporate Records</strong></td>
<td></td>
<td><strong>Payroll</strong></td>
</tr>
<tr>
<td><strong>Payroll</strong></td>
<td></td>
<td><strong>Miscellaneous</strong></td>
</tr>
<tr>
<td>* Commission Reports - Salesperson</td>
<td>* Bank Statements</td>
<td>* Receiving Documents</td>
</tr>
</tbody>
</table>

**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

Source: AICPA Guide to Small Business Recordkeeping 2017. Content is for general purpose only. Consult sources for your particular business or industry for additional information.