

## Retain Permanently

Audit reports  
Capital stock and bond records; ledgers, transfer registers, stubs showing issues, record of interest coupons  
Cash books  
Charts of accounts  
Checks (canceled for important payments, i.e., taxes, property purchases, special contracts, etc., should be filed with the underlying documentation)  
Contracts, mortgages, notes, and leases still in effect (expired - 7 years)  
Correspondence (legal and important matters only)  
Deeds, mortgages, and bills of sale  
Depreciation schedules  
Financial statements (year-end, other optional)  
General/private ledgers, year-end trial balances  
Insurance records, current accident reports, claims, policies, etc.  
Journals  
Minute books of directors, stockholders, bylaws, and charter  
Patents and related papers  
Property appraisals by outside appraisers  
Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints and plans  
Retirement and pension records  
Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of income tax liability  
Trademark registrations and copyrights  
Training manuals  
Union agreements

## Retain for Seven Years

Accident reports/claims(settled)  
Accounts payable ledgers and schedules  
Accounts receivable ledgers and schedules  
Checks (canceled - also see permanent section)  
Expense analyses/expense distribution schedules  
Garnishments  
Inventories of products, materials and supplies  
Invoices (to customers, and/or from vendors)  
Notes receivable ledgers and schedules  
Optional records (expired)  
Payroll records and summaries  
Personnel files (terminated)  
Plant cost ledgers  
Purchase orders (purchasing department copy)  
Sales records  
Scrap and salvage records (inventories, sales, etc.)  
Stock and bond certificates (canceled)  
Subsidiary ledgers  
Time books/cards  
Voucher registers and schedules  
Vouchers for payment to vendors, employees, etc. (including allowances and reimbursements of employees, officers, etc., for travel and entertainment)  
Withholding tax statements

## Retain for Three Years

Bank statements  
Employment applications  
Insurance policies (expired)  
Internal audit reports (longer periods may be desired)  
Internal reports (miscellaneous)  
Petty cash vouchers  
Physical inventory tags  
Sales commission reports

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## Retain for Two Years

Bank reconciliations  
Correspondence (general)  
Correspondence (routine) with customers and/or vendors  
Duplicate deposit slips

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## Retain for One Year

Magnetic tape and tab cards  
Purchase orders (except purchasing department copy)  
Receiving sheets  
Requisitions  
Stenographers' notebooks  
Stockroom withdrawal forms