

Retention of Business Records

The following table provides minimum requirements for a document retention and periodic destruction policy. The policy is intended to eliminate accidental or innocent records destruction and provide administrative personnel knowledge of the length of time records should be retained to be in compliance with the new IFS tax form 990 rules.

Document Description	Retention Period (yrs.)
Accident reports and claims (settled cases)	7
Accounts payable ledger & trial balances	7
Accounts receivable ledgers & trial balances	7
Audit reports of public accountants	Permanent
<u>Automobile logs</u>	<u>7</u>
<u>Bank statement and reconciliations</u>	<u>3</u>
Capital stock & bond records: ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc.	Permanent
Cash books	Permanent
Checks (canceled); see exceptions below	7
Checks (canceled) for important payments: taxes, property purchases, contracts, etc.;	
retain with related papers	Permanent
Commission records	7
Contracts and leases (current)	Permanent
Contracts and leases (expired)	7
Copyrights	Permanent
Correspondence (legal & important matters only)	Permanent
Correspondence (general)	3
<u>Correspondence (routine) with customers or vendors</u>	<u>1</u>
Deeds, mortgages & bills of sale	Permanent
Depreciation schedules	Permanent
<u>Duplicate deposit slips</u>	<u>3</u>
Employee personnel records after termination	7
Employment tax returns	7
<u>Expense analysis & expense distribution schedules</u>	<u>7</u>
<u>Financial statements end of year (other months opt.)</u>	<u>Permanent</u>
<u>General/private ledgers and end-of-year trial balances</u>	<u>Permanent</u>
Information returns	7
Insurance policies & records (current)	Permanent
Insurance policies (expired)	Permanent
Internal audit reports & working papers	3
Internal reports (miscellaneous)	3

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Document Description	Retention Period (yrs)
Inventories of products, materials & supplies	7
Invoices to customers & from vendors	7
Journals	Permanent
Licenses and permits	Permanent
Minute books of directors, including bylaws & charter	Permanent
Notes receivable ledgers & trial balances	7
Option records (expired)	7
Patents	Permanent
Payroll records & summaries, including payment to Pensioners	7
Personnel employment applications	3
Petty cash vouchers	3
Physical inventory tags	3
Property appraisals by outside appraisers	Permanent
Property records, including costs, depreciation reserves, end of year trial balances, blueprints, and plans	Permanent
Purchase orders (except purchasing department copy)	1
Purchase orders (purchasing department copy)	7
Receiving sheets	1
Requisitions	1
Royalty records	7
Sales records	7
Stenographers' notebooks	1
Stock and bond certificates (canceled)	7
Stockroom withdrawal forms	1
Subsidiary ledgers to the general ledger and trial balances	7
Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of tax liability	Permanent
Time books	7
Trademark registrations	Permanent
Boucher register and trial balances	7