

Recommended Retention Schedule

Description	Retention period in Years*	Description	Retention period in Years*
ACCOUNTING RECORDS		Annual Financial Reports	
General ledger	Permanent	Tax returns, annual statements, and	
Accounts receivable	10 (3 in office; 7 in storage)	work papers-operating offices and	
Accounts payable	10 (3 in office; 7 in storage)	consolidated	Permanent
Clients' invoices	7		
Payroll records (journals, ledgers, W-2s, 940s, 941s, etc.)	Permanent	Monthly or Periodic Financial Reports	
Data transmittal (in central processing system)	7	Monthly statements-operating offices	7
Expense reports	7	Interim statements-consolidated	7
Time reports	7	Other periodic financial reports	3
Other charges to clients' voucher	7	Supplemental Accounting Data	
Bill draft	7	Daily cash reports, remittance advices, and bank deposit slips	1
Voucher check copies	7	Vendors' invoices and petty cash slips	7
Canceled checks, bank statements, and deposit slips	10 (3 in office; 7 in storage)	Current Legal Documents	
Journal voucher	Permanent	Partnership agreements or corporate documents	Permanent
Interoffice client charges	7	Special contracts	Permanent
Client coding form-masters	1 + current	Noncurrent Legal Documents	
Payroll data and authorization	7	Partnership agreements or corporate documents-superseded	Permanent
Correspondence	1 + current	Personnel: Post-Employment	
Cash receipts and disbursements journals	Permanent	Counseling records	7 (after termination)
Billed accounts receivable aged trial balance	7	Disability benefits	6 (after expiration/settlement)
Client unbilled receivables ledger	7	Discrimination charges	3-4 (after settlement)
Unbilled accounts receivable status	7	Education, training, and CPE records	7 (after termination)
Employee time analysis	7	Employee contracts	7 (after termination)
Analysis of billing adjustments	7	Employee medical history	6 (after termination)
Client charges and billing report	7	INS 1-9 forms. Complies with Immigration Reform & Control Act	3 from date of filing or 1 year after termination, whichever is longer.
Analysis of gross and net fees by service classification	7	Performance reviews	7 (after termination)
Depreciation schedules	Permanent	Personnel data, applications, and contracts - present employees	Permanent
ADMINISTRATIVE RECORDS		Personnel data, applications, and contracts - former employees	7 (after termination)
Accident reports and claims	6 (after accident or settlement)	Salary rates and changes	3 (after termination)
Partnership or corporate records, including local, state and federal Licenses, annual reports, capital stock and bond ledger, canceled stock and bond certificates, articles of incorporation, bylaws, and minutes from partner meetings or stockholder and director meetings	Permanent	Personnel: Pre-Employment	
Legal correspondence, including those pertaining to copyrights, permits, and bills of sale	Permanent	Position applications, resumes, tests, or other job advertisements and replies relating to employees	7 (after termination)
Equipment records	5 (after disposition)	Position applications, resumes or other job advertisements and replies relating to non-employees	1 (after completion)
Warranties and service agreements	1 (after expiration)	Promotion, demotion, layoff, or discharge of an employee	7 (after completion)
User's manuals (until disposition)	Permanent	Miscellaneous	
Insurance documents, including policies, reports, claims, and coverage information	3-10 (after expiration or settlement)	Meetings files (annual and special meetings)	7
Leases and contracts	10 (after termination)	Attendance records	7 (after termination)
Property records, including blueprints, appraisal, and permits	Permanent	New business reports	7
		Interoffice correspondence	7
		Bulletins to clients, executives, and staff	7
		Publications, including promotional and recruiting brochures, personnel guide, and client newsletter	7

* Ordinarily, cancelled checks and paid vendors' invoices are destroyed after seven years. However, checks and invoices for purchase of assets where the determination basis might be important in the future, are retained indefinitely.