



HINDSMAN-DAVIS, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

	<u>Retention Period</u>
Accident reports/claims (settled cases).....	7yrs.
Accounts payable ledgers & schedules.....	7yrs.
Accounts receivable ledgers & schedules.....	7yrs.
Audit reports.....	Permanently
Bank reconciliations.....	2 yrs.
Bank statements.....	3 yrs.
Capital stock & bond records: ledgers	
Transfer registers, stubs showing issues,	
Records of interest coupons, options, etc.....	Permanently
Cash books.....	Permanently
Charts of accounts.....	Permanently
Check (canceled-see exception below).....	7 yrs.
Checks (canceled for important payments-	
i.e., taxes, purchases of property, special contracts	
etc. Checks should be filed with the papers	
pertaining to the underlying transaction.).....	Permanently
Contracts, mortgages, notes & leases (expired).....	7 yrs.
Contracts, mortgages, notes, & leases	
(still in effect).....	Permanently
Correspondence (general).....	2 yrs.
Correspondence (legal & important matters only).....	Permanently
Correspondence (routine) with customers	
and/or vendors.....	2 yrs.
Deeds, mortgages, & bills of sale.....	Permanently
Depreciation schedules.....	Permanently
Duplicate deposit slips.....	2 yrs.
Employment applications.....	3 yrs.
Expense analyses/expense distribution schedules..	7 yrs.
Financial statements (year-end, other optional).....	Permanently
Garnishments.....	7 yrs.
General/private ledgers, year-end trial balance.....	Permanently
Insurance policies (expired).....	3 yrs.
Insurance records, current accident reports,	
claims, policies, etc.....	Permanently
Internal audit reports (longer retention	
periods may be desirable).....	3 yrs.
Internal reports (miscellaneous).....	3 yrs.
Inventories of products, materials, & supplies.....	7 yrs.
Invoices (to customers, from vendors).....	7 yrs.
Journals.....	Permanently

	<u>Retention Period</u>
Minute books of directors,	
Stockholders, bylaws, & charter.....	Permanently
Notes receivable ledgers & schedules.....	7 yrs.
Option records (expired).....	7 yrs.
Patents & related papers.....	Permanently
Payroll records & summaries.....	7 yrs.
Personnel files (terminated).....	7 yrs.
Petty cash vouchers.....	3 yrs.
Physical inventory tags.....	3 yrs.
Plant cost ledgers.....	7 yrs.
Property appraisals by outside appraisers.....	Permanently
Property records, including costs, depreciation	
reserves, year-end trial balances, depreciation	
schedules, blueprints, & plans.....	Permanently
Purchase orders(except purchasing	
Department copy).....	1 yr.
Purchase orders (purchasing department copy).....	7 yrs.
Receiving sheets.....	1 yr.
Retirement & pension records.....	Permanently
Requisitions.....	1 yr.
Sales commission reports.....	3 yrs.
Sales records.....	7 yrs.
Scrap & salvage records (inventories, sales, etc.).....	7 yrs.
Stenographers' notebooks.....	1 yr.
Stocks & bonds certificates (canceled).....	7 yrs.
Stockroom withdrawal forms.....	1 yr.
Subsidiary ledgers.....	7 yrs.
Tax returns & worksheets, revenue agents'	
reports, & other documents relating to	
determination of income tax liability.....	Permanently
Time books/cards.....	7 yrs.
Trademark registrations & copyrights.....	Permanently
Training manuals.....	Permanently
Union agreements.....	Permanently
Voucher register & schedules.....	7 yrs.
Vouchers for payments to vendors,	
employees, etc. (includes allowances &	
reimbursement of employees, officers, etc.,	
for travel & entertainment expenses).....	7 yrs.
Withholding tax statements.....	7 yrs.