



Business Record Retention Schedule

ACCOUNTING AND FISCAL		CORPORATE	
Accounts Payable Records	5	Annual Reports	P
Accounts Receivables Records	5	Bonds	P
Audit Reports	P	Budgets	3
Audit Reports (Internal)	3	Contracts (After Expiration)	7
Bank Statements & Reconciliations	3	Copyrights	P
Canceled Checks	7	Correspondence (General)	3
Check Registers	P	Correspondence (Legal)	P
Deposit Slip Duplicates	2	Insurance Policies (After Expiration)	5
Expense Analysis & Distribution Schedules	7	Inventories	7
Financial Statements	P	Leases (After Expiration)	6
Fixed Assets Records	P	Legal Briefs	P
General Ledgers	P	Licenses	P
Invoices	7	Merger Acquisition Records	P
Journals/Cash Books	7	Minutes	P
Payroll Records	5	Office Equipment Records	6
		Patents	P
		Profit & Loss Statements	P
		Property Records	P
		Trademark Records	P
Contracts (After Termination)	5		
Earnings Records	6		
Employee Personnel Files	3		
Employment Applications	5		
Insurance Records	P	ANNUITY OR DEFERRED PAYMENT PLAN	P
Retirement & Pension Plans	P	DEPRECIATION SCHEDULES	P
Time Cards	2	EMPLOYEE WITHHOLDING STATEMENTS	7
Training Manuals	P	TAX BILLS & STATEMENTS	P
Travel Records	1	TAX RETURNS & WORK PAPERS	P

Legal requirements may vary, so your accountant or lawyer should be consulted for specific needs. (Numerals indicate number of years records should be stored, P = Permanently)