



HINDSMAN, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

<u>Retention Period</u>	<u>Retention Period</u>
Accident reports/claims (settled cases).....7yrs.	Minute books of directors, Stockholders, bylaws, & charter.....Permanently
Accounts payable ledgers & schedules.....7yrs.	Notes receivable ledgers & schedules.....7 yrs.
Accounts receivable ledgers & schedules.....7yrs.	Option records (expired).....7 yrs.
Audit reports.....Permanently	Patents & related papers.....Permanently
Bank reconciliations.....2 yrs.	Payroll records & summaries.....7 yrs.
Bank statements.....3 yrs.	Personnel files (terminated).....7 yrs.
Capital stock & bond records: ledgers	Petty cash vouchers.....3 yrs.
Transfer registers, stubs showing issues,	Physical inventory tags.....3 yrs.
Records of interest coupons, options, etc.....Permanently	Plant cost ledgers.....7 yrs.
Cash books.....Permanently	Property appraisals by outside appraisers.....Permanently
Charts of accounts.....Permanently	Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, & plans.....Permanently
Check (canceled-see exception below).....7 yrs.	Purchase orders(except purchasing Department copy).....1 yr.
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	Purchase orders (purchasing department copy).....7 yrs.
Contracts, mortgages, notes & leases (expired).....7 yrs.	Receiving sheets.....1 yr.
Contracts, mortgages, notes, & leases (still in effect).....Permanently	Retirement & pension records.....Permanently
Correspondence (general).....2 yrs.	Requisitions.....1 yr.
Correspondence (legal & important matters only).....Permanently	Sales commission reports.....3 yrs.
Correspondence (routine) with customers and/or vendors.....2 yrs.	Sales records.....7 yrs.
Deeds, mortgages, & bills of sale.....Permanently	Scrap & salvage records (inventories, sales, etc.).....7 yrs.
Depreciation schedules.....Permanently	Stenographers' notebooks.....1 yr.
Duplicate deposit slips.....2 yrs.	Stocks & bonds certificates (canceled).....7 yrs.
Employment applications.....3 yrs.	Stockroom withdrawal forms.....1 yr.
Expense analyses/expense distribution schedules..7 yrs.	Subsidiary ledgers.....7 yrs.
Financial statements (year-end, other optional).....Permanently	Tax returns & worksheets, revenue agents' reports, & other documents relating to determination of income tax liability.....Permanently
Garnishments.....7 yrs.	Time books/cards.....7 yrs.
General/private ledgers, year-end trial balance.....Permanently	Trademark registrations & copyrights.....Permanently
Insurance policies (expired).....3 yrs.	Training manuals.....Permanently
Insurance records, current accident reports, claims, policies, etc.....Permanently	Union agreements.....Permanently
Internal audit reports (longer retention periods may be desirable).....3 yrs.	Voucher register & schedules.....7 yrs.
Internal reports (miscellaneous).....3 yrs.	Vouchers for payments to vendors, employees, etc. (includes allowances & reimbursement of employees, officers, etc., for travel & entertainment expenses).....7 yrs.
Inventories of products, materials, & supplies.....7 yrs.	Withholding tax statements.....7 yrs.
Invoices (to customers, from vendors).....7 yrs.	
Journals.....Permanently	