

Records Retention Schedule

We like to keep our office lean and tidy but also recognize the need to keep important items. It's important to hold onto your business and personal records only as long as they are useful or needed. Retaining records longer than necessary may cause you to exceed the storage space available in your home or business. We recommend establishing a record retention schedule that takes into account state and federal regulations, as well as industry standards, to make sure you aren't wasting that precious storage space. The retention periods shown here are intended as general guidelines only.

Before destroying any business records it is advisable to seek legal counsel.

Retention Period

Accident reports/claims (settled cases)	7 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	8 years
Audit reports	Permanent
Bank statements (and check copies or images)	7 years
Capital stock and bond records	Permanent
Cash books	Permanent
Charts of accounts	Permanent
Check copies or images for very significant purchases (i.e. capital)	Permanent
Contracts and leases	7 years
Contracts and leases still in effect	Permanent
Correspondence (general)	2 years
Correspondence (legal and other important matters)	Permanent
Correspondence (routine with customers and vendors)	2 years
Deeds, mortgages and bills of sale	Permanent
Depreciation schedules	Permanent
Employee personnel records (after termination)	7 years
Employment applications	3 years
Financial statements (annual)	Permanent
General ledgers & year-end trial balances	Permanent

Insurance records, current accident reports, claims, policies, etc.	Permanent
Internal audit reports	3 years
Inventory records	7 years
Invoices to customers from vendors	7 years
IRA and Keogh plan contributions, rollovers and distributions	Permanent
Minute books of directors, stockholders, bylaws, and charter	Permanent
Payroll records, summaries and tax returns	7 years
Petty cash vouchers	3 years
Property records	Permanent
Purchase orders	3 years
Receiving sheets	1 year
Safety records	6 years
Sales records	7 years
Stock and bond certificates (cancelled)	7 years
Tax returns, revenue agents' reports, and other tax documents	Permanent
Time cards and daily reports	7 years
Trademark registrations, patents, and copyrights	Permanent
Voucher register and schedules	7 years
Vouchers for payments to vendors, employees, etc.	7 years



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