

## 7.9.1.1 RECORD-RETENTION SCHEDULE

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Record	Retention Schedule
Accident reports and claims (settled cases)	30 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	7 years
Capital stock and bond records; ledgers; transfer registers; stubs showing issues; record of interest coupons; options; and so forth	Permanently
Cash books	Permanently
Charts of accounts	Permanently
Checks (canceled; see exception below)	4 years
Checks (canceled; for important payments such as taxes, purchases of property, special contracts, and so forth, checks should be filed with the papers pertaining to the underlying transaction)	Permanently
Contracts and leases (expired)	7 years
Contracts and leases still in effect	Permanently
Correspondence (routine) with customers or vendors	1 year
Correspondence (general)	3 years
Correspondence (legal and important matters only)	Permanently
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently

Record	Retention Schedule
Dividend checks/records (canceled)	Permanently
Duplicate deposit slips	7 years
Employee personnel records (after termination)	3 years
Employment applications	3 years
Expense analyses and expense distribution schedules	7 years
Financial statements (end-of-year other months optional)	Permanently
General and private ledgers (and end-of-year trial balances)	Permanently
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, and so forth	Permanently
Internal audit reports	7 years
Inventories of products, materials, and supplies	7 years
Invoices to customers	7 years
Invoices from vendors	7 years
Journals	Permanently
Minute books of directors and stockholders, including bylaws and charter	Permanently
Notes receivable ledgers and schedules	7 years
Occupational injury and illness records	5 years
Payroll records and summaries including payments to pensioners	3 years
Petty cash vouchers	7 years

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Professional Standards		Tax returns and worksheets,.....	Permanently
Ethics.....	Permanently	revenue agents' reports, and	
Original decision in Permanent Ethics File with a		other documents relating to	
copy in the member's file. Remainder of file		determination of income tax	
destroyed one year after any discipline has been		liability	
complied with absent a threat of litigation.		Tax records (affiliated .....	Permanently
Arbitration.....	1 year	group)	
Remainder of file destroyed one year after the		Tax records (bad debts or .....	7 years
award has been paid absent a threat of litigation.		losses on securities)	
Property appraisals by outside appraisers		Time Books.....	7
Permanently		years	
Property records including.....	Permanently	Trademark registrations.....	Permanently
costs, depreciation reserves,		Voucher register and .....	7 years
end-of-year trial balances,		schedules	
blueprints and plans		Vouchers for payments to .....	7 years
Reorganization records .....	Permanently	vendors, employees, and so	
Sales records .....	Permanently	forth (includes allowances and	
Stenographer's notebooks .....	1 year	reimbursements of employees,	
Stock and bond certificates.....	6 years	officers, and so forth for	
(canceled)		travel and entertainment	
Subsidiary ledgers	7 year	expenses	

Bylaws & Policy Approved: 8/26/08  
Board of Directors Approved: 8/28/08