

Accident reports and claims (settled cases).....	7 years
Accounts payable ledgers and schedules.....	7 years
Accounts receivable ledgers and schedules.....	7 years
Articles of Incorporation.....	Permanently
Audit reports of accountants.....	Permanently
Bank deposit slips.....	3 years
Bank reconciliation.....	1 year
Bank statements (not including cancelled checks)	Permanently
Bills of lading.....	6 years
Brokerage statements (annual).....	Permanently
Budgets.....	2 years
Capital stock and bond records: ledgers, transfer registers, stubs showing issues, record of interest coupons, etc.....	Permanently
Cash books.....	Permanently
Cash projections.....	2 years
Checks (cancelled, exemption below).....	7 years
Checks, cancelled for important payments (file with the papers pertaining to underlying transaction).....	Permanently
Contracts, mortgages, notes and leases (expired).....	7 years
(still in effect).....	Permanently
Copyright registration.....	Permanently
Correspondence (routine) with customers or vendors.....	1 year
Correspondence (general).....	3 years
Correspondence (legal and important matters).....	Permanently
Credit memos.....	3 years
Deeds, mortgages, bills of sale.....	Permanently
Depreciation schedules.....	Permanently
Duplicate deposit slips.....	2 years
Employee expense reports.....	3 years
Employee payroll records (W-2, W-4, annual earnings, etc.)	4 years
Employee personnel records (after termination).....	6 years

Employment applications.....	3 years
Expense analyses and expense distribution schedules.....	7 years
Financial statements (<i>end-of-year</i>).....	Permanently
Freight bills.....	4 years
Garnishments.....	7 years
General and private ledgers (<i>and end-of-year trial balances</i>).....	Permanently
Insurance policies (<i>expired</i>).....	6 years
Insurance records, current accident reports, claims, policies, etc.....	Permanently
Internal audit reports (<i>longer periods may be desirable in some situations</i>).....	3 years
Internal reports (<i>miscellaneous</i>).....	3 years
Internal work orders.....	3 years
Inventories of products, materials and supplies.....	7 years
Invoices to customers.....	8 years
Invoices from vendors.....	8 years
Journals.....	Permanently
Magnetic tape and tab cards.....	1 year
Minute books for director and stock- holder (<i>including bylaws and charter</i>)....	Permanently
Notes receivable ledgers and schedules.....	7 years
Option records (<i>expired</i>).....	7 years
Patents and related papers.....	Permanently
Payroll records and summaries (<i>including payments to pensioners</i>).....	8 years
Petty cash vouchers.....	3 years
Physical inventory tags.....	3 years
Plant cost ledgers.....	7 years
Production and sales reports.....	3 years
Property appraisals by outside appraisers.....	Permanently
Property records (<i>including costs, depreciation reserves, end-of-year trial balances, depreciation schedules, blueprints and plans</i>).....	Permanently

Purchase journals.....	Permanently
Purchase orders (<i>except purchasing department copy</i>).....	1 year
Purchase orders (<i>purchasing department copy</i>).....	7 years
Receiving sheets.....	1 year
Requisitions.....	1 year
Retirement and pension records.....	Permanently
Sales commission reports.....	3 years
Sales records.....	7 years
Savings bond registration (<i>records of employees</i>).....	3 years
Scrap, salvage and records (<i>inventories, sales, etc.</i>).....	7 years
Stenographer's notebook.....	1 year
Stock and bond certificates (<i>cancelled</i>).....	7 years
Stockroom withdrawal forms.....	1 year
Subsidiary ledgers.....	7 years
Tax returns and worksheets, revenue agent's reports and other documents relating to determination of income tax liability.....	Permanently
Telephone logs/message book duplicates.....	7 years
Time books/cards.....	7 years
Trade mark registrations.....	Permanently
Training manuals.....	Permanently
Union agreements.....	Permanently
Voucher register and schedules.....	7 years
Voucher for payments to vendors, employees, etc. (<i>includes allowances and reimbursement of employees, officers, etc. for travel and entertainment expenses</i>).....	7 years
Withholding tax statements.....	7 years

The retention periods contained in this schedule are our best estimates of the minimum time a business should keep certain documents. The actual amount of time to keep a specific document may be longer depending on the circumstances of your business or the contents of the document. We invite your questions about retaining records. Contact Clark & Anderson for more information about your particular situation.