

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 documents. We invite your questions about retaining records and ask that you contact your Rea & Associates office for more information about your particular situation.