Walker & Company, CPAs, P.C.
Certified Public Accountants

Records Retention Schedule for Businesses

It is important to hold onto your business records in case of an IRS audit or other examination. Retaining unnecessary records will soon exceed storage space available for most businesses. Therefore, you may wish to establish a retention schedule that takes into account state and federal regulations, as well as industry standards. The retention periods are intended as a general guideline only. If you have questions about destroying any tax or accounting records, please contact a Walker & Company CPAs professional immediately.

Document	Retention Period	Document	Retention Period
Accident reports/claims (settled cases)	7 years	Insurance policies (expired)	3 years
Accounts payable ledgers & schedules	7 years	Insurance records, accident reports, claims, policies (active), etc.	Permanently
Accounts receivable ledgers & schedules	8 years	Internal audit reports (miscellaneous)	3 years
Audit reports	Permanently	Inventory records	7 years
Bank statements	3 years	Invoices to customers or from vendors	7 years
Capital stock & bond records	Permanently	IRA/Keogh plan contributions, rollovers, transfers & distributions	Permanently
Cash books	Permanently	Minute books of directors, stockholders, bylaws & charter	Permanently
Charts of accounts	Permanently	Payroll records, summaries & tax returns	7 years
Checks (canceled checks for important payments, special contracts, purchase of assets, payment of taxes, etc. Checks should be filed with the papers pertaining to the underlying transaction.)	Permanently	Petty cash vouchers	3 years
Contracts & leases (expired)	7 years	Receiving sheets	1 year
Correspondence, general	2 years	Retirement plan monthly statements	6 years
Correspondence (legal & tax related)	Permanently	Retirement plan records and year-end statements	Permanently
Deeds, mortgages & bills of sale	Permanently	Safety records	7 years
Deposit slips	3 years	Sales records	7 years
Depreciation schedules	Permanently	Subsidiary ledgers	Not required but recommend keeping permanently
Employee applications	3 years	Tax returns, revenue agents' reports and other documents relating to determination of income tax liability	7 years
Employee personnel records (after termination)	7 years	Time card and daily reports	7 years
Expense reports	7 years	Trademark registration, patents, and copyrights	Permanently
Financial statements (year-end)	Permanently	Trial balances (monthly)	3 years
General ledgers, year-end trial balance	Permanently	W-2 forms	7 years