

Records Retention Guide



Pittman & Brooks
CERTIFIED PUBLIC ACCOUNTANTS



It's a fact, everyone must keep records.

The questions of which records to keep and for how long to retain them are very common. To help answer these questions, please refer to the following suggested guidelines for records retention. We have listed both business and individual records. Take note of the records that should be kept permanently in a safe place. Many other records, however, can be disposed of after a defined period of time. Generally, both paper and electronic kept records have the same required retention period.

As always, please feel free to call if you have any questions.

Records Retention Guide - Individual Records

<u>Individual Records</u>	<u>Retention Period</u>
Bank Statements — including reconciliations and deposit slips	7 Years
Checks (canceled — see exception below)	
Garnishments	
Notes receivable ledgers and schedule	
Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of income tax liability	
Checks: <ul style="list-style-type: none"> • Canceled for important payments, i.e. taxes, purchases of property, special contracts • Checks should be filed with paper pertaining to the underlying transaction 	Permanently
Contracts, mortgages, notes and leases	
Deeds and bills of sale	
Insurance records, current accident reports, claims, etc.	
Property records, including costs, depreciation schedules, year-end trial balance, and blueprints & plans	
Retirement and pension records	

Records Retention Guide - Business Records

<u>Business Records</u>	<u>Retention Period</u>
Employment applications (non-hires)	3 Years
OSHA training documentation	
Petty cash vouchers	
Employment applications (non-hires)	
OSHA training documentation	
Form I-9	1 year after termination
OSHA logs (employers must maintain a log that records workers' job-related injuries, illnesses, dates, and nature of incidents)	5 years from end of calendar year
Expense reports	6 years
COBRA records	6 years after applicable period
HIPPA records	6 years after created or last in effect, whichever is later

Records Retention Guide - Business Records cont'd

<u>Business Records</u>	<u>Retention Period</u>
Accident reports/claims (settled cases) Accounts payable and accounts receivable schedules Attendance records Bank statements, including reconciliations and deposit slips Checks (canceled—see exception on page 4) Garnishments Invoices to customers and from vendors Notes receivable schedules Payroll records and summaries Purchase orders (purchasing department copy) Sales records Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of income tax liability Employee time records Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursements of employees, officers, etc., for travel and entertainment expenses)	7 Years
Contracts, mortgages, notes, and leases	7 years after expiration
Personnel files	7 years after termination
Investment records	Ownership period plus 7 years

Records Retention Guide - Business Records cont'd

<u>Business Records</u>	<u>Retention Period</u>
<p>Checks:</p> <ul style="list-style-type: none"> • Canceled for important payments, i.e. purchases of property, special contracts, etc. • Checks should be filed with paper pertaining to the underlying transaction 	Permanently
Corporate stock records	
Deeds and bills of sale	
Financial statements for year-end (others optional)	
General and subsidiary ledgers, year-end trial balance	
Insurance records, current accident reports, claims, etc.	
Labor contracts and Union agreements	
Minute books of directors, stockholders, bylaws, and charter	
Property records, including costs, depreciation schedules, year-end trial balance, and blueprints and plans	
Retirement and pension records	
Trademark registration and copyrights, patents and related papers	
Training manuals	