

# DAM, SNELL AND TAVEIRNE, LTD.

## Certified Public Accountants

### Records Retention Check List 1 of 2

These rules principally apply to tax related issues. Your business may dictate different retention rules. Please contact your attorney.

*{Please Note: Records Retention Check List is on 2 pages. Please print both pages for information}*

CORRESPONDENCE	YRS	INSURANCE	YRS
<b>General</b>	2	<b>Policies</b> (after expiration)	4
<b>License</b> , traffic, & purchase	6	<b>Accident</b> reports	6
<b>Production</b>	8	<b>Fire</b> Inspection Reports	6
<b>Legal</b> & tax	Perm	<b>Group</b> disability records	8
		<b>Safety</b> reports	8
		<b>Claims</b> (after settlement)	10
PERSONNEL	YRS	PURCHASING & SALES	YRS
<b>Contracts</b> (after expiration)	7	<b>Purchase</b> orders	3
<b>Daily</b> time reports	7	<b>Requisitions</b>	3
<b>Disability</b> & sick benefits records	6	<b>Sales</b> contracts & sales invoices	3
<b>Personnel</b> files (after termination)	7	<b>Receiving</b> & shipping	4
<b>Withholding</b> tax statements	6		
<b>Discrimination</b> charges (after settlement)	4		
<b>Employee</b> medical history (after termination)	6		
<b>INS I-9</b> forms (after termination)	1		
<b>Salary</b> rates and changes (after termination)	3		
Position applications, resumes, or other job advertisements and replies relating to	.		
<b>Nonemployees</b> (after completion)	1		
<b>Job</b> descriptions (after completion)	4		
Job applications, resumes or other forms of employment inquiries whenever submitted in response to advertisements	.		
or notices of existing or anticipated job openings. Plus, any records pertaining to the failure or refusal to hire any	.		
<b>Individual</b> (after completion)	1		

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ACCOUNTING	YRS	CORPORATE/PARTNERSHIP RECORDS	YRS
<b>Bank</b> statements & deposit slips <b>Payroll</b> (time cards) <b>Payroll</b> individual time reports & earnings records <b>Cash</b> receipts & disbursements journals <b>Checks</b> (payroll & general) <b>Cash</b> books <b>Expense</b> reports <b>Subsidiary</b> ledgers (Including A/P & A/R ledgers) <b>Client</b> invoices <b>Monthly</b> trial balances <b>Vouchers</b> for payments to vendors, employees, etc. <b>Auditing</b> reports <b>General</b> ledgers & journals	10 3 8 . 7 8 10 6 7 . 7 7 8 . Perm Perm	<b>Mortgages</b> , notes & leases (after expiration) <b>By-laws</b> , charter, & minute books <b>Contracts</b> & agreements (after termination) <b>Copyrights</b> , trademark & patent registrations <b>Deed</b> & easements <b>Capital</b> stock & bond records (including stock certificates & transfer lists) <b>Checks</b> re. taxes, important contracts & purchase of assets <b>Labor</b> contracts <b>Retirement</b> & pension records <b>Partnership</b> agreements or corporate documents	8 Perm 10 Perm Perm Perm . Perm . Perm Perm Perm
TAX RETURNS & WORKPAPERS	YRS	ADMINISTRATIVE REPORTS	YRS
<b>Income</b> tax returns & workpapers <b>Payroll</b> tax returns & W-2's <b>Depreciation</b> schedules <b>Equipment</b> records (after disposition)	Perm Perm Perm 5	<b>Annual</b> financial reports <b>Monthly/interim</b> financial statements <b>Administrative</b> records - accident reports & claims (after accident or settlement)	Perm 7 6

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