

## BUSINESS RECORD RETENTION GUIDE

### PERMANENT RECORDS:

Benefit, Pension & Profit Sharing Plan Documents  
Bills of Sale  
Bookkeeping/Financial Records  
    Audit Reports  
    Canceled Checks (major purchases/payments)  
    Chart of Accounts  
    Financial Statements (year end)  
    Fixed Assets & Depreciation Records  
Business Licenses & Permits  
Business Organizational Documents  
    Corporate Articles & Bylaws  
    Corporate Minutes, Resolutions & Consents  
    (Directors & Shareholders)  
    Corporate Stock(s) & Shareholder Records  
    Corporation Bureau Filings  
        LLP Registration  
        LLC Certificate of Organization  
    Fictitious Name Registration  
    Partnership Agreements  
    Operating Agreements  
Contracts & Leases (current)  
Correspondence - Significant (e.g. Legal, Tax)  
Insurance Records & Policies (current/in force)  
Loan Documents  
Patent & Copyright Filings  
Personnel Files (active employees)  
Real Estate & Building Records  
    Appraisals  
    Blueprints & Plans  
    Building/Zoning/Occupancy Permits  
    Deeds  
    Mortgages  
Tax Records & Information  
    EIN/TIN Applications  
    Income Tax Returns & Schedules  
    Informational Returns & IRS Filings  
    Subchapter "S" Election Forms  
    Tax Examinations Reports  
    W-2 Forms  
Trademark & Service Mark Registrations

### 7 YEAR RECORDS:

Accounting Journals  
Accounts Payable & Receivable Ledgers  
Bank Statements  
Canceled Checks (general purchases/payments)  
Charitable Donation Information  
Contracts & Leases (canceled/terminated)  
Customer & Vendor Records  
    Invoices  
    Purchase Orders & Vouchers  
Detailed General Ledger  
Electronic Payment Records  
Employment Tax Returns  
Employee Records  
    Expense Report  
    Personnel Files (terminated employees)  
    Safety Records  
    Time Records & Payroll Summaries  
    Wage Garnishment Reports  
    Workers' Compensation Reports  
Expense Documentation (e.g. Travel/Entertainment)  
Insurance Records & Policies (expired/settled claims)  
Inventory Records  
Loan Documents (canceled/paid off)  
Sales & Use Tax Returns  
Sales/Revenue Records

### 3 YEAR RECORDS:

Employment Applications  
Correspondence - General  
Internal Audit Reports  
Petty Cash Records

### 1-2 YEAR RECORDS:

Bank Reconciliations  
Business Notes & Memoranda  
Deposit Slips  
Shipping/Receiving Reports  
Material Purchase Records