



Bateman • Larkin  
 Certified Public Accountants, P.C.

### Records Retention Schedule

	<u>Retention Period</u>		<u>Retention Period</u>
Accident report/claims (settled cases).....	6 years	Insurance records, current accident reports, claims, policies, etc.....	Permanently
Accounts payable ledgers and schedules.....	6 years	Inventories of products, materials, and supplies.....	6 years
Accounts receivable ledgers and schedules.....	6 years	Invoices to customers and from vendors.....	3 years*
Audit reports.....	Permanently	Minute books of directors, stockholders, bylaws, and charter.....	Permanently
Bank reconciliations.....	3 years*	Notes receivable ledgers and schedules.....	6 years
Bank statements.....	3 years*	Option records (expired).....	6 years
Cancelled checks.....	3 years*	Patents and related papers.....	Permanently
Capital stock and bond records: ledgers transfer registers, stubs showing issues, options, etc.....	Permanently	Payroll records and summaries.....	3 years*
Chart of accounts.....	3 years	Personnel files (terminated).....	6 years
Checks (canceled - see next line).....	3 years	Petty cash vouchers.....	3 years
Checks (canceled for important payments, i.e. taxes, purchases of property, special contracts, etc. Checks should be filed with the papers pertaining to the underlying transactions).....	Permanently	Property appraisals by outside appraisers.....	Permanently
Computer backups.....	6 years	Property records, including costs, depreciation schedules, blueprints, and plans.....	Permanently
Contracts, mortgages, notes and leases.....	Permanently	Purchase orders.....	1 year
Correspondence (legal and important matters).....	Permanently	Receiving sheets.....	1 year
Correspondence (general) with customers and/or vendors.....	3 years	Retirement and pension records.....	Permanently
Credit card statements.....	3 years*	Sales commission reports.....	3 years
Deeds, mortgages and bills of sale.....	Permanently	Sales records.....	6 years
Deposit slips.....	3 years*	Stock and bond certificates (canceled).....	6 years
Employee expense reimbursement records.....	6 years*	Subsidiary ledgers.....	6 years
Employment applications.....	1 year	Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of income tax liability.....	Permanently
Financial statements - year end.....	Permanently	Time cards.....	3 years
Garnishments.....	3 years	Trademark registrations and copyrights.....	Permanently
General ledgers, year-end trial balance.....	Permanently	Training manuals.....	Permanently
		Union agreements.....	Permanently
		Written medical expense reimbursement plan..	Permanently

\* From the later of: (1) tax return due date, or (2) tax return filing date.

Please be advised that, to the extent this communication contains any advice or opinions concerning federal tax matters, it is not intended to be, and may not be, used or relied upon by any taxpayer for the purpose of avoiding penalties under federal tax law.