

Patterson Accounting

Records Retention List

The following list summarizes the practices of a large number of companies developed from federal and state regulations.

<u>ACCOUNTING</u>	Years	<u>CORPORATE CONTINUED</u>	Years	<u>PERSONNEL</u>	Years
BANK STATEMENTS & DEPOSITS	3	PATENTS	P	CONTRACTS (EXPIRED)	6
PAYROLL (TIME CARDS)	3	PROXIES	P	DAILY TIME REPORTS	6
PAYROLL TIME & EARNING RECORDS	8	RETIREMENT & PENSION RECORDS	P	DISABILITY & SICK BENEFITS RECORDS	6
DIVIDEND CHECKS (CANCELLED)	6	CHARTER (ARTICLES OF INCORPORATION)	P	PERSONNEL FILES (TERMINATED)	6
CHECKS (PAYROLL & GENERAL)	8	CERTIFICATE OF INCORPORATION	P	WITHHOLDING TAX STATEMENTS	6
EXPENSE REPORTS	6	CERTIFICATE OF GOOD STANDING	P	<u>PURCHASING & SALES</u>	
ACCOUNTS PAYABLE & RECEIVABLE LEDGERS	6	MINUTES	P	PURCHASE ORDERS	3
MONTHLY TRIAL BALANCES	6	ANNUAL CORPORATE REPORTS	P	REQUISITIONS	3
PAID BILLS	8	<u>CORRESPONDENCE</u>		SALES CONTRACTS & SALES INVOICES	3
AUDIT REPORTS	P	GENERAL	2	<u>RECEIVING & SHIPPING</u>	
GENERAL LEDGERS & JOURNALS	P	LICENSE, TRAFFIC & PURCHASE	6	EXPORT DECLARATIONS, FREIGHT BILLS	4
<u>CORPORATE RECORDS</u>		PRODUCTION	8	MANIFEST, SHIPPING & RECEIVING	4
MORTGAGES, NOTES & LEASES (EXPIRED)	8	LEGAL & TAX	P	REPORTS, WAYBILLS & BILLS OF LADING	4
BY-LAWS, CHARTER & MINUTE BOOKS	P	<u>INSURANCE</u>		<u>TAX</u>	
CASH BOOKS	P	POLICIES (ALL TYPES-EXPIRED)	4	TAX RETURNS & WORK PAPERS	P
CONTRACTS & AGREEMENTS	P	ACCIDENT REPORTS	6	FORM W-2 / EMPLOYER'S COPY	4
COPYRIGHTS & TRADEMARK REGISTRATIONS	P	FIRE INSPECTION REPORTS	6	FORM W-4	4
DEEDS & EASEMENTS	P	GROUP DISABILITY RECORDS	8	FORM 941	4
CAPITAL STOCK & BOND RECORDS	P	SAFETY REPORTS	8	FORMS 941E	4
CHECKS RE TAXES & CONTRACTS	P	CLAIMS (AFTER SETTLEMENT)	10	FORMS 990T	3
CHECKS OF PURCHASES OF ASSETS	P			ENVELOPE FOR GIVING	8
LABOR CONTRACTS	P				

VOLUMINOUS AND BULKY BUSINESS RECORDS SHOULD BE DESTROYED AS SOON AS THEY HAVE OUTLIVED THEIR USEFULNESS, USUALLY AFTER 3 OR 4 YEARS.