

FINANCE DEPARTMENT

CATEGORY	DOCUMENT TYPE	Retention Period	
Accounts Payable	Accounts Payable Invoices	7 years	
	Accounts Payable Ledgers	7 years	
	Amortization Records	Permanently	
	Cash Disbursements	7 years	
	Credit Card Statements	7 years	
	Debit Advices	7 years	
	Donations	7 years	
	Expense Reports	7 years	
	Petty Cash Records	7 years	
	Property Taxes	Permanently	
	Purchase Requisitions/Orders?	7 years	
	Royalty Payments	7 years after expiration of the contract	
	Royalty statements	7 years after expiration of the contract	
	Travel Expenses	7 years	
	Vouchers	7 years	
	Workers Compensation Insurance Payments	Permanently	
	1099's	The longer of (i) 7 years or as long as required to compute the relevant tax which will be incurred in a subsequent year, plus 7 years from when the return for such subsequent year is (a) due or (b) filed, whichever is later	
	Accounts Receivable	Accounts Receivable	7 years
		Accounts Receivable Ledgers	7 years
		Cash Receipts	7 years
Cash Sales Slips		7 years	
Collection Notices		7 years	
Collection Records		7 years	
Uncollected Accounts		Until collected or deemed uncollectible	
Customer invoices		7 years	
Customer statements		7 years	
Credit Reference Request		6 mos.	
Bank credit reference request		1 year	
Request for Credit or Debit		3 years	
Discount form		1 year	
Joint Check Agreement		As long as active customer or Job	
Personal Guarantee		As long as active customer	
Lien waivers	6 mos. to 1 year		
Adjustments	3 years		

Appendix A

	Credit Applications	As long as an Active Customer
	Customer Credit Approval and Verification	As long as an active customer
	Customer Credit Files	As long as an Active Customer
	Aging Reports	7 years
<i>Banking</i>	Bank Deposits	3 years
	Bank Reconciliations	10 years
	Bank Statements	10 years
	Check Registers	7 years
	Check Stubs	7 years
	Checks, Canceled	10 years
	Deposit Slips	3 years
	Wire Transfer confirms	3 years
	Checks, Cancelled with Important Papers	Permanently
<i>Capital Property</i>	Acquisitions	Permanently
	Depreciation Schedules	Permanently
	Fixed Assets	Permanently
	Material Transfer Files	7 years
	Mortgage Payments	Duration of Ownership of Property plus 7 years
	Plant Ledgers	Permanently
	Property Detail Records	Permanently
	Personal Property, Sold	Permanently
	Titles and registrations	Permanently
	Equipment leases*	7 years beyond term of lease
	Equipment financing (loans)*	Permanently
	Mining Claims	Permanently
<i>General Accounting</i>	Account ledgers	10 years
	Accounting Procedures	10 years
	Balance Sheets	10 years
	Chart of Accounts	10 years
	Cash Flow Documents	10 years
	General Ledger, annual	10 years
	General Ledger, monthly	10 years
	Journal Entries	10 years
	Journals	10 years
	Ledgers, subsidiary	10 years
	Trial Balances	10 years
	Employment Taxes	10 years
	Monthly closing documents	10 years
	Audit work papers	10 years
	Financial statements	Permanently
<i>General Finance</i>	Audit Reports, External	Permanently
	Audit Reports, Internal	Permanently
	Balance Sheets	Permanently
	Budget Work papers*	10 years
	Budgets*	10 years
	Financial Plan*	Permanently
	Financial Statements*	Permanently
	Forecasts*	10 years
	Loan Agreements*	Permanently

Appendix A

	Lease documents*	7 years beyond term of the lease
	Fixed Asset Depreciation Schedules	Permanently
	Sales Tax Returns	See Tax Guide
Investments	Notes, Canceled*	7 years after termination
	Notes, Outstanding*	7 years after termination
	Notes, Paid*	7 years after termination
Payroll	Garnishment Accounting	4 years
	Garnishment Orders	4 years
	Payroll Checks	4 years
	Payroll History	4 years
	Payroll Records	4 years
	Payroll Registers	4 years
	Time cards	4 years
	Governmental filings	4 years
	Payroll taxes	4 years
	Attendance Records	4 years
	Earnings Records	4 years
	Form W-4	4 years
	Pay rates	4 years
	Payroll Deductions	4 years
	Payroll Information	4 years
	Bonuses	4 years
	Incentive Plan	7 years
	Call out Records	4 years
	Overtime List	4 years
	Employee Vacation	4 years
	Unemployment Insurance Payments	4 years
Other Documents	Production reports	7 years
	Agreements	Permanently
	Contracts	Permanently
	Motor Vehicle Records	2 yrs after sale/disposal
	Runzheimer Plan	7 years
	Water Rights	Permanently
	Zoning Records	Permanently

BUSINESS ORGANIZATION DEPARTMENT

CATEGORY	DOCUMENT TYPE	Retention Period
Corporation		
	Board of Directors Meeting Minutes*	Permanently
	Board of Directors Meeting Notices	Permanently
	Voting Records	Permanently
	SRPMIC Resolutions	Permanently
	Trade mark registrations	Permanently
General	Merger and Acquisition	Permanently

ADMINISTRATION DEPARTMENT

CATEGORY	DOCUMENT TYPE	Retention Period
General Executive Documents	Table of Authorization (Policy Document)	Permanently or until changed
	Calendar Books	3 years
	Communications/Memos	3 years
	Telephone Calls	3 years
	Strategic Plans	Permanently
Property/Facilities	Lease Abstracts	7 years beyond term of lease
	Maintenance Records	3 years (tort liability)
	Office Improvements	Permanently
	Office Layout	Permanently
Records Management	Forms Management Records	Until superseded
	Record Destruction Records	Until superseded
	Records Inventory	Until superseded
Other Documents	Alarm Codes	Permanently
	Keys to office list	Permanently
	Building pass card list	Permanently
	All industry association agreements	If contract, then 7 years beyond term. Otherwise, 3 years
	DIRECTV agreement	Until expired
	Office stationary price list-Docuprint solutions	Current only

HUMAN RESOURCES WORKSHEET

CATEGORY	DOCUMENT TYPE	Retention Period
Benefits	Disability Records	Active EE + 3 yrs
	Education Assistance Forms	Active EE + 7 yrs
	Employee Benefits Paid	1 year
	Employee Relocation Records	Active EE + 7 yrs
	Family Medical Leave Records	Active EE + 3 yrs
	Health Benefits	Plan life + 2 yrs
	401(k) Plan Vesting Files	Current Participant + 2 yr
	Pension Plans	Forever
	401(k)/Profit Sharing Plans	Plan life + 7yrs
	Retirement Benefits Admin	Plan life + 7yrs
	Retirement Plan Docs	Plan life + 7yrs
	Benefits Provider Contracts	Contract life + 5 yrs
	Benefits Plan Performance Reports	Plan life + 5 yrs
	401(k) 5500s	4 yrs
	Health/Welfare 5500s	4 yrs
General	Employee Manuals	Until revised
	Job Descriptions	5 years
	Labor Union Contract info	7 years after end of contract
Personnel Actions	Applications, Hired	Active EE + 7 yrs
	Applications, Rejected	1 yr on site
	Demotion Records	Active EE + 7 yrs
	Education Records	Active EE + 7 yrs
	Employee Evaluations	Active EE + 7 yrs
	Employment Actions	Active EE + 7 yrs
	Employment Eligibility Form I-9	Later of 3 yrs after hire or 1 yr after termination
	Employment History, Current	Active EE + 7 yrs
	Employment History, Previous	Active EE + 7 yrs
	Hiring Records	1 yr on site
	Job Announcements	2 yrs
	Layoff Records	7 yrs
	Personnel Files, Active	While Active EE
	Personnel Files, Terminated	7 years after term date
Salary Administration	Promotion Records	Active EE + 7 yrs
	Termination Records	Active EE + 7 yrs
Salary Administration	Salary Surveys	3 yrs
	Salary Structure	5 – 10 yrs
Other Documents	Unsolicited Applications	Destroyed immediately
	HR policies	Policy life + 5 yrs
	Org charts	10 yrs
	EEOC Complaints	7 yrs. after final resolution (see legal department for additional information)

Appendix A

	Other outside challenges	7 yrs. after final resolution (see legal department for additional information)
	Employment litigation	7 yrs. after final resolution (see legal department for additional information)
	Drug Test Application/Results	7 yrs. after term date
	Letters of Engagement & Agreements with Consultants	7 years after end of contract

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