

# RECOMMENDED RECORD RETENTION SCHEDULE

## ONE YEAR

Duplicate Deposit Slips  
Receiving Sheets  
Requisitions  
Routine Correspondence (vendors & customers)  
Stenographer's Notebooks  
Stockroom Withdrawal Forms

## SEVEN YEARS

Accident Reports & Claims (settled)  
Accounts Payable Ledgers & Schedules  
Accounts Receivable Ledgers & Schedules  
Bank Statements and Reconciliations  
Canceled Checks (see Permanent Retention)  
Contracts & Leases (expired)  
Employee Files (after termination)\*\*  
Expense Analysis & Distribution Schedules  
Inventories: Products, Materials & Supplies  
Invoices: Customer & Vendor  
Notes Receivable Ledgers & Schedules  
Option Records (expired)  
Payroll Records, Summaries including Pensioners  
Plant Cost Ledgers  
Purchase Orders (except purchasing dept. copy)  
Sales Records  
Scrap & Salvage Records (inventories, sales, etc.)  
Stock & Bond Certificates (canceled)  
Subsidiary Ledgers  
Time Books  
Voucher Register & Schedules  
Vouchers: Payments to Vendors & Employees  
(including allowances, travel  
reimbursement, entertainment)

**Please note:** Certain business entities may have specific industry requirements for document retention.

\*\*Specific rules apply. Inquire for details.

## THREE YEARS

General Correspondence  
Internal Audit Reports (sometimes longer is desirable)  
Internal Reports (miscellaneous)  
Petty Cash Vouchers  
Physical Inventory Tags  
Savings Bond Registration Records (employee)

## PERMANENTLY

Audit Report of Accountants  
Capital Stock & Bond Records:  
Ledgers, Transfer registers, stubs showing issues,  
record of interest coupons, options, etc.  
Cash Books  
Charts of Accounts  
Checks: Important payments, taxes, property purchase.  
File under transaction  
Contracts & Leases (in effect)  
Correspondence: Legal & Important Matters  
Deeds, Mortgages, Bill of Sale  
Depreciation Schedules  
Financial Statements (end of year)  
General & Private Ledgers (including trial balances)  
Insurance: Current Accident Reports, Claims, Policies  
Journals  
Minute Books for Directors & Stockholders  
(including by-laws & charters)  
Property Appraisal (by outside appraisers)  
Property Records (costs, depreciation reserves, end-of-year  
trial balances, depreciation schedules, blueprints, plans)  
Tax: Returns, Worksheets, Revenue agents' reports,  
income tax liability documents  
Trademark Registration

**HAWKINS | ASH**  
*Part of your business. Part of your life.* **CPAs**

WISCONSIN  
Green Bay | La Crosse | Manitowoc  
Marshfield | Medford | Mequon  
MINNESOTA  
Rochester | St. Charles | Winona

HawkinsAshCPAs.com | 800.658.9077