

## RECORDS RETENTION SCHEDULE

Accounts payable ledgers and schedules - 7 years  
A/R ledgers and schedules - 7 years  
Audit reports of accountants - Permanently  
Bank reconciliations - 1 year  
Cash books - Permanently  
Charts of accounts - Permanently  
Checks (canceled) - 7 years  
Contracts and leases (expired) - 7 years  
Correspondence - 3 years  
Deeds, mortgages and bills of sale - Permanently  
Depreciation schedules - Permanently  
Duplicate deposit slips - 1 year  
Employment applications - 3 years  
Expense analyses/distribution schedules - 7 years  
Financial statements - Permanently  
General and private ledgers - Permanently  
Insurance policies (expired) - 3 years  
Insurance records, current accident reports, claims, policies, etc. - Permanently  
Internal reports - 3 years  
Inventory lists - 7 years  
Invoices - 7 years  
Journals - Permanently  
Minute books for directors/stockholders - Permanently  
Option records (expired) - 7 years  
Payroll records and summaries - 7 years  
Personnel records (after termination) - 3 years  
Petty cash vouchers - 3 years  
Property records - Permanently  
Purchase orders - 7 years  
Receiving sheets - 1 year  
Requisitions - 1 year  
Sales records - 7 years  
Stenographer's notebooks - 1 year  
Stock and bond certificates (canceled) - Permanently  
Stockroom withdrawal forms - 1 year  
Subsidiary ledgers - 7 years  
Tax returns/worksheets and others relating to income tax liability - Permanently  
Time books - 7 years  
Trademark registrations - Permanently  
Voucher register and schedules - 7 years

THIS INFORMATION SET FORTH ABOVE IS NOT INTENDED TO BE A PRIMARY RESOURCE AND NO REPRESENTATIONS ARE MADE AS TO ITS COMPLETENESS OR ACCURACY. PLEASE CONSULT APPLICABLE STATE AND FEDERAL LAWS, AS WELL AS LEGAL COUNSEL, PRIOR TO IMPLEMENTING ANY COMPLIANCE OR DOCUMENT RETENTION PROGRAM.