RECORDS RETENTION SCHEDULE

PERMANENT FILES

Accounting
- Balance Sheets
- Canceled Dividend Checks
- Cash Book
- Cash Disbursement & Receipt Record
- Charts of Accounts
- Check Register
- Financial Statements
- General Ledger
- Investment—Sales/Purchases
- Journal Entries
- Profit/Loss Statements
- Subsidiary Ledger
- Trial Balance

Fixed Assets
- Depreciation Schedule
- Inventory Records
- Plans and Blueprints
- Plant Cost Ledger
- Property Appraisals
- Property Register
- Records for Property Subject to Depletion

Human Resources
- Pension Plan Agreement
- Personnel Files—Current Employees
- Profit Sharing Agreement

Legal
- Bill of Sale
- Business Permits
- Claims and Litigation
- Contracts
- Copyrights
- Correspondence—Legal
- Deeds/Titles
- Licenses
- Mortgages
- Patents
- Stock and Bond Record
- Trademarks—Registered

Corporate Records
- Amendments
- Annual Reports
- Articles of Incorporation
- Audit Reports—Public
- Board of Directors—Committee
- Board of Directors—Minute Book
- Bylaws
- Capital Stock Certificates
- Capital Stock Ledger
- Capital Stock Transactions
- Charter
- Contracts—After Termination
- Correspondence—General
- Dividend Register and Canceled Dividend Checks
- Election Records
- Financial Statements
- Organizational Charts
- Partnership Agreement
- Stockholders—Minute Book
- Stock Transfer Records

Payroll
- W-2 Forms

KEEP FOR 2 YEARS

Miscellaneous
- Vehicle Operating and Maintenance

KEEP FOR 3 YEARS

Accounting
- Bank Deposit Slips
- Budgets

Human Resources
- Employment Application—Not Hired
- Family & Medical Leave

Payroll
- Contractors—From Date of Completion of Contract
- Employee Tip Substantiation (As long as the contents there-of may become material in the administration of any Internal Revenue Law)

KEEP FOR 4 YEARS

Human Resources
- Sick Pay
- Vacation Files

Payroll
- Payroll Register
- Vacation/Sick Pay

Tax
- FUTA/FICA/Income Tax Withholding

Miscellaneous
- Title Papers
# RECORDS RETENTION SCHEDULE

## KEEP FOR 5 YEARS

**Accounting**
- Authorization—Accounting

**Corporate Records**
- Correspondence—Accounting

**Human Resources**
- Dental Benefits
- Garnishments
- Life Insurance Benefits
- Safety Reports

## KEEP FOR 6 YEARS

**Corporate Records**
- Audit—Internal

**Insurance**
- Fire Inspection Reports
- Insurance Appraisals
- Safety Records

**Payroll**
- Commission Reports—Salesperson

## KEEP FOR 7 YEARS

**Accounting**
- Accounts Payable Ledger
- Accounts Receivable Aging Reports
- Accounts Receivable Invoices
- Accounts Receivable Ledger
- Accounts Written-off
- Bank Reconciliations
- Bank Statements
- Cash Sales Slips
- Charge Slips
- Expense Reports
- Petty Cash Records
- Purchase Order
- Vendor Invoices
- Voucher Check Copies

**Corporate Records**
- Contributions

**Human Resources**
- Accident Reports—Settled
- Attendance Records
- Disability Benefits—After Expiration/Settlement
- Employee Medical History
- Medical Benefits
- Performance Record—After Termination
- Personnel Files—After Termination

**Insurance**
- Disability Insurance Claims Contract—After Termination

**Payroll**
- Checks—Payroll
- Time Reports

## KEEP FOR 10 YEARS

**Accounting**
- Canceled Checks

**Human Resources**
- Workers’ Compensation Benefits

**Insurance**
- Automobile Insurance Claims
- Expired Insurance Policies

**Legal**
- Leases—Canceled
- Notes Receivable—Canceled

**Payroll**
- Employee Withholding Exemption Certificates
- Payroll Records—After Termination

**Miscellaneous**
- Receiving Documents

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- **Cochranville, PA**
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- **Hanover, PA**
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*Source: AICPA Guide to Small Business Recordkeeping 2015. Content is for general purposes only. Consult sources for your particular business or industry for additional information.*