

**SUGGESTED RETENTION SCHEDULE  
FOR BUSINESS RECORDS**

The Retention Schedule shown was determined by a nationwide survey of record retention schedules. Recommended by leading authorities on records storage and by the practices of businesses with established procedures, this schedule reflects current business thinking.

A word of caution: Although much study has gone into the preparation of this schedule, the retention periods shown are not offered as final authority, but as guideposts against which to check your company's needs. Statutes of limitations for your State, as well as regulations of government agencies pertaining to your business must be considered. Also, there may be very good reasons to keep records longer than legally required, for historical or reference purposes.

For retention requirements established by Federal laws and regulations, see the current "Guide to Record Retention Requirements" published annually in the Federal Register which can be obtained at nominal cost from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

**KEY:**

- "P" = permanently
- "O" = optional
- Number = number of years

Accounting and Fiscal

Accounts, charged off.....	7
Accounts payable ledger.....	P
Accounts receivable .....	10
Accounts receivable ledger .....	10
Balance sheets .....	P
Bank deposit record.....	7
Bank reconciliation papers.....	7
Bank statements .....	7

Bill's collectible .....	7
Bills of sale of registered books.....	3
Bill stubs .....	7
Bonds cancelled.....	3
Bonds registered.....	P
Bonds, sales or transfer .....	P
Budget work sheets .....	2
Total stock bills of sale.....	P
Capital stock certificates .....	P
Capital stock ledger.....	P
Capital stock transfer records.....	P
Cash books .....	P
Cash receipts & disbursement records .....	P
Cash sales slips .....	3
Cash slips.....	3
Charge slips .....	10
Check records .....	7
Check register .....	P
Checks, dividend.....	6
Checks, expense .....	9
Checks, paid & cancelled .....	9
Checks, payroll.....	7
Checks, voucher .....	6
Checks, warrants .....	P
Correspondence, accounting.....	5
Correspondence, credit & collection.....	7
Cost account records .....	7
Customer ledger.....	P
Donations .....	7
Drafts paid .....	8
Earnings register .....	3
Entertainment, gifts & gratuities.....	3
Estimates, projections.....	7
Expense reports, departmental .....	5
Expense reports, employee.....	7
Financial statements, certified .....	P
Financial statements, periodic .....	P
Fixed capital records.....	P
General cash book.....	P
General journal.....	P
General journal supporting papers.....	P
General ledger .....	P
Notes, cancelled.....	10
Note ledgers .....	P

<b>SUGGESTED RETENTION SCHEDULE FOR BUSINESS RECORDS (continued)</b>
--

**KEY:**

"P" = permanently

"O" = optional

Number = number of years

Payroll register .....	7
Petty cash records .....	4
Plant ledger .....	P
Profit and loss statements .....	P
Property asset summary .....	10
Royalty ledger .....	P
Salesman commission reports .....	6
Stock ledger .....	P
Tabulating cards & magnetic tape .....	1

Traveling auditor reports .....	15
Trial balance, accounts receivable .....	3
Trial balance sheets .....	P
Uncollectible accounts .....	7
Work papers, rough .....	2

Administrative

Audit reports, internal .....	6
Audit reports, public & government .....	P
Audit work papers, internal .....	6
Classified documents: control,	
Inventories, reports .....	5
Correspondence, accounting .....	5
Correspondence, advertising .....	3