

## PARKER & RIDDICK, CPAs

RECORDS RETENTION SCHEDULE	RETENTION PERIOD
Accident reports & claims (settled cases)	7 Years
Accounts payable ledgers and schedules	7 Years
Accounts receivable ledgers and schedules	7 Years
Audit reports of accountants	Permanently
Bank reconciliations	2 Years
Bank statements	3 Years
Capital stock and bond records (ledgers, transfer registers, etc.)	Permanently
Cash books	Permanently
Chart of accounts	Permanently
Checks (canceled - see exception below)	7 Years
Checks (canceled - important payments as taxes, property purchases, etc. file checks with papers pertaining to underlying transaction.)	Permanently
Contracts, mortgages, notes and leases (expired)	7 Years
Contracts, mortgages, notes and leases (still in effect)	Permanently
Correspondence (general)	3 Years
Correspondence (legal and important matters only)	Permanently
Correspondence (routine - with customers and/or vendors)	2 Years
Deeds, mortgages and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 Years
Employee personnel records (after termination)	7 Years
Employment applications (rejected)	3 Years
Expense analyses and distribution schedules	7 Years
Financial statements (year-end, other months optional)	Permanently
General Ledgers (and year-end trial balance)	Permanently
Insurance policies (expired)	3 Years

<b>RECORDS RETENTION SCHEDULE</b>	<b>RETENTION PERIOD</b>
Insurance records, current accident reports, claims, policies, etc.	Permanently
Inventories of products, materials and supplies	7 Years
Invoices to customers	7 Years
Invoices from vendors	7 Years
Journals	Permanently
Minute books of directors, stockholders including by-laws and charter	Permanently
Notes receivable ledgers and schedules	7 Years
Patents and related papers	Permanently
Payroll records and summaries (including pensioners)	7 Years
Personnel files (terminated)	7 Years
Petty cash vouchers	3 Years
Physical inventory tags	3 Years
Plant cost ledgers	7 Years
Property appraisals by outside appraisers	Permanently
Property records - including costs, depreciation reserves and schedules, blueprints and plans	Permanently
Purchase orders	1 Year
Purchase orders (purchasing department copy)	7 Years
Receiving sheets	1 Year
Retirement and pension records	Permanently
Requisitions	1 Year
Sales commission reports	7 Years
Sales tax returns	7 Years
Sales records	7 Years
Stock and bond certificates (canceled)	7 Years
Stockroom withdrawal forms	1 Year
Subsidiary ledgers	7 Years
Tax returns and worksheets	Permanently

<b>RECORDS RETENTION SCHEDULE</b>	<b>RETENTION PERIOD</b>
Time books/cards	7 Years
Trademark registrations and copyrights	Permanently
Training manuals	Permanently
Union agreements	Permanently
Voucher register and schedules	7 Years
Voucher for payment to vendors, employees, etc. (includes	7 Years
allowances and reimbursements of employees, officers)	
Withholding tax statements	7 Years

The Record Retention Schedule shown above provides time period guidance for keeping business records. Please contact Parker & Riddick, Certified Public Accountants, or legal counsel with questions specific to your business.

***The key to good record keeping is to be organized and consistent and to continually maintain your filing and storage systems.***

**PARKER & RIDDICK**  
**CERTIFIED PUBLIC ACCOUNTANTS**  
 ALLIED PLAZA  
 7777 Alvarado Road, Suite 202  
 La Mesa, CA 91941  
 (619) 464-4161 FAX: (619) 465-6289  
 E-mail: info@parkerriddick.com