

**KEEP PERMANENTLY**

Audit reports of accountants  
 Capital stock and bond records  
 Cash books  
 Charts of accounts  
 Checks (cancelled for important payments, should be filed with papers pertaining to the underlying transaction)  
 Contracts and leases still in effect  
 Correspondence (legal and important matters only)  
 Deeds, mortgages, and bills of sale  
 Depreciation schedules  
 Financial statements (end-of-year, other months optional)  
 General and private ledgers (and end-of-year trial balances)  
 Insurance records (current accident reports, claims, policies, etc.)  
 Journals  
 Minute books of directors and stock-holders, including by-laws and charter  
 Property appraisals by outside appraisers  
 Property records (costs, end-of-year trial balances, depreciation schedules, blueprints and plans)  
 Tax returns and worksheets (all documents relating to determination of income tax liability)  
 Trade mark registrations

**KEEP FOR 3 YEARS**

Correspondence (general)  
 Employee personnel records (after termination)  
 Employment applications  
 Insurance policies (expired)  
 Internal audit reposts  
 Internal reports (miscellaneous)  
 Petty cash vouchers  
 Physical inventory tags  
 Savings bond registration records of employees

**KEEP FOR 7 YEARS**

Accident reports and claims (settled cases)  
 Accounts payable ledgers and schedules  
 Accounts receivable ledgers and schedules  
 Checks (cancelled, see exception in permanent section)  
 Contracts and leases (expired)  
 Expense analyses and expense distribution schedules  
 Inventories of products, materials, and supplies  
 Invoices to customers  
 Invoices from vendors  
 Notes receivable ledgers and schedules  
 Option records (expired)  
 Payroll records and summaries, including payments to pensioners  
 Plant cost ledgers  
 Purchase orders (purchasing department copy)  
 Sales records  
 Scrap and salvage records (inventories, sales, etc.)  
 Stock and bond certificates (cancelled)  
 Subsidiary ledgers  
 Time books  
 Voucher register and schedules  
 Vouchers for payments to vendors, employees, etc.

**KEEP FOR 1 YEAR**

Bank reconciliations  
 Correspondence (routine) with customers or vendors  
 Duplicate deposit slips  
 Purchase orders (except purchasing department copy)  
 Receiving sheets  
 Requisitions  
 Stockroom withdrawal forms

**M**ICHAEL T.  
**B**LISSMAN

724-836-5990

CPA &amp; Company, LLC