

Rotary First Harvest Record Retention List

Type and Retention Period (years)

Accident reports and claims (settled cases)--- 7

Accounts payable ledgers and schedules--- 7

Accounts receivable ledgers and schedules--- 7

Audit reports of accountants--- permanently

Bank reconciliation--- 1

Capital stock and bond records; ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc.--- permanently

Cash books--- permanently

Chart of Accounts--- permanently

Checks (canceled but see exception below)--- 7

Checks; canceled for important payments, i.e. taxes, purchases of property, special contracts, etc.--- permanently

Contracts and leases (expired)--- 7

Contracts and leases still in effect--- permanently

Correspondence (routine) with customers and vendors--- 1

Correspondence (general)--- 3

Correspondence (legal and important matters only)--- permanently

Deeds, mortgages, and bills of sale--- permanently

Depreciation schedule--- permanently

Duplicate deposit slips--- 1

Employee personnel records (after termination)--- 3

Employment applications--- 3

Expense analyses and expense distribution schedules--- 7

Financial statements (end of yr. other months optional)--- permanently

General and private ledgers (and end of yr. trial balances)--- permanently

Insurance policies (expired)--- 3

Insurance records, current accident reports, claims, policies--- permanently

Internal audit reports--- 3

Internal reports (misc. 3

Inventories of products, materials, and supplies--- 7

Invoices to customers--- 7

Invoices from vendors--- 7

Journals--- permanently

Minute books of directors and stockholders--- permanently

Notes receivable ledgers and schedules--- 7

Option records (expired)--- 7

Payroll records and summaries, including payments to pensioners--- 7

Petty cash vouchers--- 3

Physical inventory tags--- 3

Plant cost ledgers--- 7

Property appraisals by outside appraisers--- permanently

Property records including costs, depreciation reserves, end of year trial balances, depreciation schedules, blueprints and plans--- permanently

Purchase orders (except purchasing dept copy)--- 1

Purchasing orders (purchasing dept copy)--- 7

Receiving sheets--- 1

Requisitions--- 1

Sales Records--- 7

Savings bond registration records of employees--- 3

Scrap and salvage records (inventories, sales etc)--- 7

Stenographers notebooks--- 1

Stock and bond certificates (canceled)--- 7

Subsidiary ledgers--- 7

Tax returns and worksheets, revenue agents reports and other documents relating to determination of income tax liability--- permanently

Time books--- 7

Trade mark registrations--- permanently

Voucher register and schedules--- 7

Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc.. for travel and entertainment expenses)--- permanently