

Type of Document ( <i>print or digital</i> )	Minimum Retention Requirement	Method of destruction
Accident reports and claims*	7 years	shred or delete
Accounts payable ledgers and schedules	7 years	shred or delete
Adoption/adopter information	Until death of donkey	shred or delete
Audit reports (from CPAs, accountants, etc.)	Permanently	N/A
Audit reports (internal)	3 years	shred or delete
Bank reconciliations	7 years	shred or delete
Bank statements	7 years	shred or delete
Bills of sale	Permanently	N/A
Checks (for important payments and purchases)	Permanently	N/A
Checks (cancelled)	7 years	shred or delete
Contracts, mortgages, notes and leases (expired)	7 years	shred or delete
Contracts, mortgages, notes and leases (still in effect)	Permanently	N/A
Corporate documents (incorporation, charters, by-laws, etc.)	Permanently	N/A
Correspondence (general)	2 years	recycle/scrap; delete
Correspondence (legal and important matters)	Permanently	N/A
Correspondence (with customers and vendors)	2 years	recycle/scrap; delete
Deeds and mortgages	Permanently	N/A
Depreciation schedules	Permanently	N/A
Duplicate deposit slips	2 years	shred or delete
Employment tax records*	7 years	shred or delete
Expense analyses/expense distribution schedules	7 years	shred or delete

Financial statements (year end)	Permanently	N/A
Insurance policies (expired)	3 years	shred or delete
Insurance records, current accident reports, claims, policies, etc.	Permanently	N/A
Investment trade confirmations	Permanently	N/A
Inventories of products, materials and supplies	7 years	recycle/scrap; delete
Invoices (to customers, from vendors)	7 years	shred or delete
Legal records and correspondence	Permanently	N/A
Minute books, bylaws and charter	Permanently	N/A
OSHA logs	5 years following the year to which they relate	shred or delete
Patents and related papers	Permanently	N/A
Payroll records and summaries*	7 years	shred or delete
Personnel files (active employees): applications, references; employment; separation**	Permanently	N/A
Personnel files (terminated employees): applications, references; employment; separation**	7 years	shred or delete
Personnel files (those not hired): applications, references**	7 years	shred or delete
Petty cash vouchers	3 years	shred or delete
Property records	Permanently	N/A
Property appraisals	Permanently	N/A
Retirement and pension records	Permanently	N/A
Savings bond registration	3 years	shred or delete
Stock and bond certificates (cancelled)	7 years	shred or delete
Tax returns and worksheets	Permanently	N/A
Tax withholding statements*	7 years	shred or delete

Timesheets*	7 years	shred or delete
Titles to owned property	Permanently unless/until resold	N/A
Trademark registrations and copyrights	Permanently	N/A
Travel and entertainment records	7 years	recycle/scrap; delete
<i>*Note: Access is restricted to those who have a need to know the information.</i>		
<i>**Certain employee records should be kept separate from an employee's personnel file to protect the privacy rights of employees and to insulate employers from liability. This includes the following types of records: medical; credit; immigration &amp; I-9 forms; documents related to complaints, grievances, investigations; information reflecting an employee's membership in a protected group, such as their voluntary self-identification of gender, ethnicity, or race, veteran's status or as an individual with a disability.</i>		