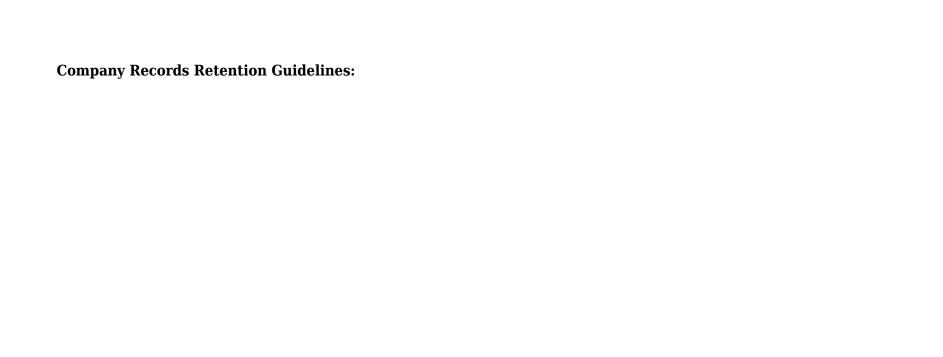


BUSINESS - GENERAL RECORDS RETENTION

YPE OF RECORD 1	TIME PERIOD TO RETAIN
ACCOUNTING RECORDS	
uditors' report/Annual financial statements	Permanently
iank statements and deposit slips	7 years
ancelled checks:	
Fixed assets	Permanently
Taxes (payroll related)	7 years
Taxes (income)	Permanently
General	7 years
Payroll	7 years
ash disbursements	Permanently
ish receipts journal	Permanently
hart of accounts	Permanently
eeds, mortgages, bills of sale	Permanently
lectronic payment records	7 years
mployee expenses reports	7 years
ixed asset record (invoices, cancelled checks, ermanently Depreciation schedules)	Permanently
reight bills and bills of lading	7 years
eneral Journal	Permanently
eneral ledger	Permanently
ventory listings and tags	7 years
voices: sales to customers/credit memos	7 years
stent/trademark and related papers	Permanently
syroll journal	7 years
roduction and sales reports	7 years
urchases	7 years
urchase journal	Permanently
urchase orders	7 years
les or work orders	7 years
absidiary ledgers (accounts receivable, accounts syable, equipment)	7 years
ime cards and daily time reports	7 years
raining manuals	Permanently
ial balance – year end	Permanently

Company Records Retention Guidelines

William E. Mitchell



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