



# CAN THIS BE TOSSED?

## A GUIDE TO KEEPING RECORDS

### PERMANENT RECORDS

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- Annual financial statements
- Articles of incorporation
- Company stocks and bonds and any related information
- Deeds
- Dividend registers
- General ledgers
- Contracts, changes and specifications
- Union (labor) contracts
- Minutes of meetings
- Note registers
- Patent records
- Pensions records
- Property records (including account ledgers, appraisals, plans, sales, and specifications)
- Tax returns (estate, gift and income)
- Title papers
- Audit reports
- Trademark records
- Warrants
- Year-end general journal entries

### TEN YEARS

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- Check registers
- Corporate contracts
- Franchise agreements
- Accounting journals
- Tax records
- Personal property tax returns
- Sales and use tax returns
- Voucher registers
- Workers' compensation records

### SEVEN YEARS

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- Accident reports
- Bank statements
- Checks
- Depreciations schedules
- Purchase invoices
- Sales invoices, slips and work records
- Payroll tax returns
- Social Security tax returns
- Uncollectible accounts records
- Vouchers
- Equipment
- Maintenance and repair records
- Mortgage records
- Paychecks
- Notes
- Options
- Plant acquisition records
- Correspondence
- Employee and vendor contracts
- Employment applications and contracts
- Fixed asset records
- Inventory records
- Invoices
- Leases
- Withholding & exemption certificates
- W-2 Forms
- Personnel files
- Unemployment claims

## FIVE YEARS

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- Bills of lading
- Cost accounting records
- Daily time reports
- Sales commission reports
- Fire damage reports
- Freight draft, bills and clients
- Shipping tickets
- Expense reports

## THREE YEARS

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- Bank deposit slips
- Bank reconciliations
- Budgets
- Delivery receipts
- Remittance statements
- Requisitions
- Surety bonds
- Travel records
- Insurance policies (after expiration)
- Petty cash records
- Purchase order copies
- Receiving reports
- Fidelity bonds
- Interim financial statements
- Garnishments

## ONE YEAR

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- Licenses (after termination)

### **NO QUESTION IS SILLY!**

If you ever have any questions as to when or if certain documents can be discarded, call us before you toss it. Storing old documents requires organization and takes up space, but the hassle caused by keeping records is much less than the hassle you could experience from disposing of records before their time. We can tell you which information is vital to your operations.

