WHAT TO KEEP

dmjps cpas + advisors

Record Retention Guidelines

ACCOUNTING RECORDS

Accountant's reports	Permanently
Bank statements, deposit slips	5 years
Cash receipt books or vouchers	7 years
Checks *(payroll and general)*	7 years
Check registers	7 years
Daily logs *(journals of receipts and charges)*	7 years
Expense reports	7 years
Financial statements *(year end)*	Permanently
General ledgers and journals	Permanently
Internal audit reports	4 years
Payment vouchers	7 years
Petty cash vouchers	4 years
Uncollectible accounts	4 years

CORPORATION CAPITAL RECORDS

Capital stock, bond and proxy records	Permanently
Deeds and easements	Permanently
Dividends paid	Permanently
Expired mortgages, notes, and leases	8 years
General and labor contracts	Permanently
Minute books for Directors and/or Stockholders	Permanently
Bylaws and Charter	Permanently
Stock redemptions	Permanently

CORRESPONDENCE

General correspondence	4 years
Legal and tax matters	Permanently

EMPLOYEE RECORDS

Employee I-9 forms*	4 years
Employee personnel records *(after termination)*	4 years
Employment applications for non hires	4 years
OSHA medical records**	30 years plus term of employment
OSHA training records	4 years from training date
Policy manual *(after revision)*	6 years
Vacations and other absences	4 years

INSURANCE

Accident and fire inspection reports	7 years
Claims after settlement	7 years
Expired policies	7 years
Group disability records	7 years
Malpractice insurance polices	6 years

PAYROLL

Employee demographics	7 years
Employee earnings	7 years
Payments and reports to government	7 years
Payroll tax returns and supporting info	Permanently
Record of payments to Annuity, Pension, Accident, Health, or other fringe benefit plans	7 years
Time cards/attendance sheets	4 years

PERSONAL RECORDS

Bank statements	7 years
Birth certificates	Permanently
Canceled checks *(generally)*	7 years
Cancelled checks *(for important payments, i.e. taxes, purchases of property, special contracts, etc.)*	Permanently
Closing statements, purchase and sales invoices, proof of payment insurance records and Form 2119	7 years
Contracts, mortgages, notes, leases *(expired)*	7 years
Contracts, mortgages, notes, leases *(still in effect)*	Permanently
Correspondence *(legal and important matters)*	Permanently
Credit card statements	7 years
Custody agreements	Permanently
Death certificates	Permanently
Deeds, mortgages, bills of sale	Permanently
Divorce papers	Permanently
Employment taxes for household employees *(records and returns)*	Permanently
Form K-1 from partnerships, trusts and S corporations	7 years

In order to preserve confidentiality when discarding old records, all documents should be destroyed. This guide is for original records.

WHAT TO KEEP

dmjps cpas + advisors

Record Retention Guidelines

PERSONAL RECORDS CONT'D

Home and home improvements	Permanently
Investment records: Option records *(expired)*, Stock and Bond certifi cates *(canceled)*	7 years
IRA contributions *(all)*	Permanently
Investment records: *Brokerage statements, mutual fund statements and Form(s) 1099*	*Permanently*
Marriage certificate	Permanently
Property appraisals by outside appraisers- Retirement and pension records, including Form(s) 1099	Permanently
Tax returns, forms W-2 and worksheets *IRA contributions (all) revenue agents report and other- Investment records: documents relating to determination of Brokerage statements, mutual fund income tax liability*	7 years

PURCHASING, SALES, AND RECEIVING

Inventory records	7 years
Purchase orders and requisitions	4 years
Sales contracts and invoices	4 years

TAX RECORDS

Depreciation schedules	Permanently
Excise tax returns and supporting info	Permanently
Income tax returns and supporting info	Permanently

MEDICAL/DENTAL RECORDS

Appointment books	4 years
Explanation of benefits (EOB)	7 years
Encounter forms	7 years
Immunization records	Permanently
Insurance claim forms	7 years
Malpractice insurance policies	6 years

Medical/dental records (adult)	7 years after the most recent encounter
Medical/dental records (minor)	Age of majority plus statute of limitations*
X-ray films	5 years
X-ray films (minor)	Age of majority plus statute of limitations*

** Age of majority is 18 years of age in North Carolina. The statutes run for three years past majority.*
*** OSHA medical records and I-9 forms should be kept separate from employee's personnel file.*

COMPUTERIZED RECORDS

Records must be maintained in a retrievable format according to these time guidelines. Additionally, documentation describing the application, procedures and controls utilized, as well as the detail information for the records, must be available.

LOSS OR DESTRUCTION OF RECORDS

To safeguard your records against loss from theft, fire or other disaster, you should consider keeping your most important records in a safe deposit box or other safe place outside your home. In addition, consider keeping copies of the most important records in a single, easily accessible location so that you can grab them if you have to leave your home in an emergency.

NORTH CAROLINA ESCHEATS AND ABANDONED PROPERTY LAW

Unclaimed tangible and intangible property must be forwarded to the state. Dormancy periods could be as long as 15 years, but most are 1-5 years depending upon the nature of the property.

This publication is intended to provide accurate and factual information on the issues covered. These general guidelines are based on information from the Internal Revenue Service and other federal and state agencies, as well as the rules followed by many businesses. These are only guidelines; therefore, judgment must be used. Voluminous and bulky business records should be destroyed as soon as they have outlived their usefulness, usually after 7 years.

The fi rm, its employees, and staff make no representation guarantee or warranty, express or implied, that this compilation is error-free or that the use of this directory will prevent differences of opinion or disputes, and assumes no liability whatsoever in connection with its use. The contents of this publication may be subject to change.