



e l o c p a n c o m

Permanently

- Tax Returns
- IRS Audit Reports
- Chart of Accounts
- Checks cancelled for important payments
- Contracts & Leases (in effect)
- Legal Correspondence
- Deeds, Mortgages, & Bills of Sale
- Capital Stock & Bond Records, Ledgers, Transfer Registers
- Minute Books of Directors & Stockholders, By-laws & Charter
- Depreciation Schedules
- Insurance Records, Current Accident Reports/Claims
- Divorce Papers
- Trade Mark Registrations
- Financial Statements (end of year)

1 year

- Correspondence (routine with customers)
- Duplicate Deposit Slips
- Stock Room Forms
- Purchase Orders/Receiving Sheets
- Requisitions

3 years

- Internal Audit Reports
- Internal Reports
- Insurance Policies (expired)
- Employment Applications
- Savings Bond Registration Records
- Employee Personnel Records (after termination)

7 years

- Accident Reports & Claims
- Accounts Payable Ledgers
- Accounts Receivable Ledgers
- Bank Rec and Statements
- Cash Books
- Contracts & Leases (expired)
- Expense Analysis & Expense Distribution
- General & Private Ledgers (end of year trial balances)
- Invoices to Customers / From Vendors
- Journals
- Notes Receivable Ledgers
- Option Records (expired)
- Payroll /Pension Records
- Petty Cash Vouchers
- Plant Cost Ledgers
- Property Analysis
- Sales Records
- Scrap & Salvage Records
- Subsidiary Ledgers
- Time Books
- Voucher Register
- Checks (cancelled)
- Vouchers for Payments to Vendors/Employees