



Mierendorf and Co. P.C.  
CERTIFIED PUBLIC ACCOUNTANTS

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From: Mark Reed, Sue Cobb, and Scott Grypma

RE: **Record Retention Schedule for Businesses**

<b>Document</b>	<b>Suggested Retention</b>	<b>Document</b>	<b>Suggested Retention</b>
Accident reports (settled)	7	Depreciation schedules	7 AD
Articles of incorporation	P		
		Equipment leases (after expiration)	6
Bank reconciliations	3	Equipment repair records	3
Bank statements	7	Expense reports:	
Bills of lading	5	Departmental	5
Bonds (records of issuance)	P	Employee	5
Budgets	3		
		Fidelity bonds	3 AT
Capital stock:		Financial reports:	
Appl. for authorization and issuance	P	Audited	P
Certificates (canceled)	P	Annual	P
Ledger	P	Interim	3
Transfer records	P	Fire damage reports	6
Cash and charge sales slips	7	Franchise agreements	P
Check register	10	Freight draft, bills and claims	5
Commission reports	6	Garnishments	3 AT
Contracts:			
Corporate	20 AT	Insurance policies	P
Employee	7 AT	Inventory records	7 AD
Vendor	7	Invoices (issued or received)	7
Correspondence:		Invoices - fixed assets	7 AD
Accounting	5		
Credit and collection	7	Labor records:	
General	3	Applications (employees)	7 AT
Personnel	7 AT	Contracts	7 AT
Cost accounting records	5	Daily time reports	5
		Disability claims	7 AT
Deeds	P	Earnings records	7
Delivery receipts	5	Employee service records	7 AT
Dividend register	P	Pay checks	7

<b>Document</b>	<b>Suggested Retention</b>	<b>Document</b>	<b>Suggested Retention</b>
Labor records (con't):		Property records (con't):	
Personnel files	7 AT	Deeds and titles	P
Salary and wage rate changes	7 AT	Depreciation	7 AD
Salary receipts	7 AT	Plans and specifications	P
Time cards, tickets and clock records	5	Purchases	P
Unemployment claims	7 AT	Sales	P
Withholding exemption certificates	7 AT	Taxes	10
Workers' compensation reports	10	Purchase order copies	3
		Purchase invoices	7
Leases	7 AT		
Ledgers and journals:		Receiving reports	3
Accounts payable ledger	7	Remittance statements	3
Accounts receivable ledger	7	Requisitions	3
Cash journal	10		
Customer ledger	7	Sales invoices	7
General journal	10	Salesmen commission reports	7
General ledger	P	Securities (brokerage slips)	7 AD
Journal entries - year end	P	Shipping tickets	5
Payroll journal	10	Stockholder records (list of minutes, proxies, reports to stockholders)	P
Plant ledger	P	Surety bonds	3 AT
Purchases journal	10	Tax records (including worksheets, bills and statements, and agent's reports)	10
Royalty journal	10	Tax returns (copies):	
Sales journal	10	Estate	P
Stock ledger	P	Gift	P
Licenses	1 AT	Income	P
		Payroll	7
Maintenance and repair records:		Personal property	10
Buildings	7	Sales and Use	10
Machinery	5	Social security	7
Manufactured stock records	7	Title papers	P
Minute books	P	Trademark records	P
Mortgages	7 AT	Travel records (employees)	3
Notes (canceled)	7	Uncollectible accounts records	7
Note register	P	Union (labor) contracts	P
Options	7 AT		
		Vouchers (copies)	7
Patent records	P	Vouchers (register)	10
Pension records	P		
Petty cash records	3	Wage and rate records	7
Plant acquisition records	P	Warrants	P
Property records:		Withholding and exemption certificates	7 AT
Account ledgers	P	W-2 forms	7
Appraisals	P		
Damage reports	7		

**"P" means permanent, "AT" means after termination of the underlying asset, "AD" means after disposal of the underlying asset**