

Records Retention Reference Guide

	Years												Years											
	1	2	3	4	5	6	7	8	9	10	***		1	2	3	4	5	6	7	8	9	10	***	
<u>Accounting</u>																								
▪ Bank statements, deposit slips			→												→									
▪ Payroll (time card)			→																					
▪ Dividend checks (canceled)							→																	
▪ Expense reports							→																	
▪ Subsidiary ledgers										→														
▪ Checks										→														
▪ Monthly trial balances											→													
▪ Payroll (individual time report and earnings records)											→													
▪ Vouchers											→													
▪ Audit reports											→													
▪ General ledgers & journals											→													
<u>Corporate Records</u>																								
▪ Mortgages, notes & leases (expired)											→													
▪ Bylaws, charter & minute books												→												
▪ Cash books												→												
▪ Capital stock & bond records												→												
▪ Checks (taxes, property, & fulfillment of important contracts)												→												
▪ Contracts & agreements												→												
▪ Copyrights & trademark registrations												→												
▪ Deeds & easements												→												
▪ Labor contracts												→												
▪ Patents												→												
▪ Proxies												→												
▪ Retirement & pension records												→												
▪ Tax returns & working papers												→												
<u>Correspondence</u>																								
▪ General			→												→									
▪ License, traffic & purchase												→												
▪ Production												→												
▪ Legal & tax												→												
<u>Insurance</u>																								
▪ Policies (all expired)												→			→									
▪ Accident reports												→												
▪ Fire inspection reports												→												
▪ Group disability records												→												
▪ Safety reports												→												
▪ Claims (after settlement)												→												
<u>Personnel</u>																								
▪ Contracts (expired)												→												
▪ Daily time reports												→												
▪ Disability & sick benefits records												→												
▪ Personnel files (terminated)												→												
▪ Withholding tax statements												→												
<u>Purchasing & Sales</u>																								
▪ Purchase orders												→			→									
▪ Requisitions												→			→									
▪ Sales contracts												→			→									
▪ Sales invoices												→												
<u>Receiving & Shipping</u>																								
▪ Export declarations												→			→									
▪ Freight bills												→			→									
▪ Manifests												→			→									
▪ Shipping & receiving reports												→			→									
▪ Waybills & bills of lading												→			→									

*** Keep Indefinitely

**Inflation Adjusted
Retirement Plan Amounts**

	2012	2011	2010	2009	2008	2007	2006
1. 401(k) plan limitation on elective deferrals	\$17,000	\$16,500	\$16,500	\$16,500	\$15,500	\$15,500	\$15,000
2. Limitation on deductible contributions to defined contribution plans	50,000	49,000	49,000	49,000	46,000	45,000	44,000
3. Defined benefit plan limitation on annual benefit	200,000	195,000	195,000	195,000	185,000	180,000	175,000
4. Annual compensation limits	250,000	245,000	245,000	245,000	230,000	225,000	220,000
5. Limit on compensation deferred under SIMPLE Retirement Plan	11,500	11,500	11,500	11,500	10,500	10,500	10,000
6. Minimum compensation amount for SEP coverage	550	550	550	500	500	500	450
7. Earnings limitations used to define highly compensated employees	115,000	110,000	110,000	110,000	105,000	100,000	100,000