

# LAND SHARK SHREDDING

## Record Retention Guide

How long should you keep records? Before destroying any records, you should check with your attorney, CPA or tax advisor. This retention schedule is a general guideline only. To schedule a document shredding pick-up, please, call **Land Shark Shredding: (270) 793-0880 or 1-877-53-SHRED(74733)**

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|--|---------|
| Accident reports/claims (settled cases)                            | 7 years |
| Accounts payable: invoices, ledgers, and schedules                 | 4 years |
| Bank reconciliations   | 4 years |
| Bank statements  | 4 years |
| Bills of lading  | 3 years |
| Budgets - projections  | 2 years |
| Checks (canceled - see exception below)                            | 4 years |
| Contracts, mortgages, notes and leases (expired)                   | 4 years |
| Correspondence (general)   | 2 years |
| Correspondence (routine) with customers and/or vendors             | 2 years |
| Duplicate deposit slips  | 2 years |
| Employee expense records   | 3 years |
| Employment applications  | 2 years |
| Expense analysis/expense distribution schedules                    | 4 years |
| Expense reports  | 4 years |
| Freight bills  | 3 years |
| Insurance policies (expired)                                       | 3 years |
| Internal audit reports (longer retention periods may be desirable) | 3 years |
| Internal reports (miscellaneous)                                   | 3 years |
| Inventories of products, materials and supplies                    | 4 years |
| Notes receivable ledgers and schedules                             | 4 years |
| Option records (expired)   | 7 years |
| Payroll records and summaries                                      | 7 years |
| Personnel files (terminated)                                       | 7 years |
| Petty cash vouchers  | 3 years |
| Plant cost ledgers   | 4 years |

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|--|---------|
| Plant cost ledgers   | 4 years |
| Purchase invoices  | 4 years |
| Purchase orders (except purchasing department copy)  | 1 year  |
| Purchase orders (purchasing department copy)   | 4 years |
| Receiving sheets   | 1 year  |
| Requisitions   | 1 year  |
| Sales Commission reports   | 3 years |
| Sales invoices   | 4 years |
| Sales records  | 4 years |
| Scrap and salvage records (inventories, sales, etc.)                                       | 4 years |
| Stenographers' notebooks   | 1 year  |
| Stockroom withdrawal forms   | 1 year  |
| Subsidiary ledgers   | 4 years |
| System records   | 4 years |
| Time books/cards   | 7 years |
| Voucher register and schedules   | 4 years |
| Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursements) | 4 years |
| Withholding tax statements   | 7 years |

**Please, share this form with your friends and associates to help them.**



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