

Record Retention Schedule

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 destruction pick-up, please, call **LeMay Mobile Shredding** at: **877-898-0112** (Washington) or **503-347-1330** (Oregon).



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
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