

RECORD RETENTION SCHEDULE

Accident Report-----	7 years
Accounts UN-collectable-----	7 years
Acquisitions-----	Permanent
Annual Reports-----	Permanent
Audit Reports-----	Permanent
Bank Reconciliation-----	6 years
Bank Statements-----	6 years
Bills of Lading-----	3 years
Bonds	
Canceled-----	Permanent
Sales or Transferred-----	Permanent
Surety-----	7 years
By-laws-----	Permanent
Cash Books-----	Permanent
Checks-Canceled-----	10 years
Payroll-----	7 years
Petty-Cash-----	7 years
Claims-Closed-----	10 years
Workers' Comp.-----	15 years
Contracts	
Customers-Government-----	Permanent
Customers-Non-Government-----	10 years
Correspondence	
General-----	5 years
Legal-----	10 years
Sales-----	3 years
Deed-----	Permanent
Dividend Records-----	Permanent
Easements-----	Permanent
Expense Records (Personnel)-----	10 years
Financial Statements-----	Permanent
Franchises-----	Permanent
Inventories	
Plant & Fixtures-----	Permanent
Property-----	Permanent
Invoices-Accounts Payable & Receivable-----	7 years

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Specialist in Relocation, Storage and Records Management

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Journal Entries-----	Permanent
Accounts Payable-----	Permanent
Accounts Receivable-----	Permanent
Ledgers	
Accounts Payable-----	Permanent
Accounts Receivable-----	10 years
General-----	Permanent
Minutes Books	
Directors-----	Permanent
Executive-----	Permanent
Stockholders-----	Permanent
Operating Reports-----	10 years
Pension & Retirement Plans-----	Permanent
Price Lists-----	Permanent
Profit & Loss Statements-----	Permanent
Proxies-----	10 years
Purchase Orders-----	6 years
Capital Expenditures-----	10 years
Registers	
Accounts Receivable-----	Permanent
Bond-----	Permanent
Voucher-----	10 years
Sales	
Bulletins-----	Permanent
Stock	
Capital-----	Permanent
Certificates-Cancelled-----	23 years
Stockholders Lists-----	Permanent
Taxes	
Excise-----	5 years
Income-Federal-----	Permanent
Income-State-----	Permanent
Property-----	Permanent
Social Security-----	Permanent
Withholding Certificates-----	10 years
Trial Balances-----	Permanent
Vouchers	
Capital Expenditures-----	Permanent
Payroll-----	15 years