

## Records Retention Schedule

Record Retention Period	Suggested
Accounts receivable and payable	3 years
Annual reports Permanently	
Articles of incorporation Permanently	
Auditors' reports Permanently	
Authorizations and appropriations for expenditures years	3
Bank deposit slips	3 years
Bank statements/reconciliations	7 years
Budgets	3 years
Cash disbursements journal Permanently	
Cash receipts journal Permanently	
Charts of accounts Permanently	
Checks (canceled), general	7 years
Checks (canceled) for important payments Permanently such as taxes, purchases of property, special contracts, and so forth. Checks should be filed with the papers pertaining to the underlying transaction.	
Claims and litigation files years	10
Bylaws Permanently	
Contracts (general)	10 years
Correspondence (general)	3 years
Correspondence (legal and important matters) Permanently	
Deposit slips	1 year
Expense reports	3 years
Financial statements (annual) Permanently	
General journal or ledger Permanently	
Income tax returns and canceled checks Permanently	

(federal, state, and local)	
Insurance policies (current), Permanently accident reports, claims, policies, and so forth	
Insurance policies (expired)	3 years
Invoices	3 years
Membership records	3 years
Minutes (board and committees with board authority) Permanently	
Minutes (committees without board authority) years	5
Petty cash vouchers	3 years
Rosters Permanently	