

GENERAL BUSINESS RECORDS

	Retention Period
Accident reports and claims (settled cases)	7 yrs.
Accounts payable ledgers and schedules	7 yrs.
Accounts receivable ledgers and schedules	7 yrs.
Audit reports of accountants	Permanently
Bank reconciliations	4 yrs.
Capital stock and bond records; ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc.	Permanently
Cash books	Permanently
Charts of accounts	Permanently
Checks (cancelled but see exception below)	7 yrs.
Checks (cancelled for important payments, i.e., taxes, purchases of property, special contracts, etc. (checks should be filed with the papers pertaining to the underlying transaction))	Permanently
Contracts and leases (expired)	Permanently
Contracts and leases still in effect.	Permanently
Correspondence (routine) with customers or vendors	1 yr.
Correspondence (general).	3 yrs.
Correspondence (legal and important matters only)	Permanently
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips.	4 yrs.
Employee personnel records (after termination)	7 yrs.
Employment applications.	4 yrs.
Expense analyses and expense distribution schedules	7 yrs.
Financial statements (annual)	Permanently
Financial statements (interim)	4 yrs.

	Retention Period
General and private ledgers (and end-of-year trial balances)	Permanently
Insurance policies (expired)	6 yrs.
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports (in some situations, longer retention periods may be desirable)	4 yrs.
Internal reports (miscellaneous)	4 yrs.
Inventories of products, materials, and supplies.	7 yrs.
Invoices to customers	7 yrs.
Invoices from vendors	7 yrs.
Journals	Permanently
Minute books for directors and stockholders, including by-laws and charters.	Permanently
Notes receivable ledgers and schedules.	7 yrs.
Option records (expired)	7 yrs.
Payroll records and summaries, including payments to pensioners	7 yrs.
Petty cash vouchers.	3 yrs.
Physical inventory tags	4 yrs.
Plant cost ledgers	7 yrs.
Property appraisals by outside appraisers	Permanently
Property records—including costs, depreciation reserves, end-of-year trial balances, depreciation schedules, blueprints and plans	Permanently
Purchase orders (except purchasing department copy).	1 yr.
Purchase orders (purchasing department copy).	7 yrs.
Receiving sheets	1 yr.
Requisitions	1 yr.
Sales records.	7 yrs.
Savings bond registration records of employees	6 yrs.

	Retention Period
Scrap and salvage records (inventories, sales, etc.)	7 yrs.
Stenographer's notebooks	1 yr.
Stock and bond certificates (cancelled)	Permanently
Stockroom withdrawal forms	1 yr.
Subsidiary ledgers.	7 yrs.
Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability	Permanently
Time books	7 yrs.
Trade mark registrations	Permanently
Voucher register and schedules	7 yrs.
Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc. for travel and entertainment expenses)	7 yrs.

HEALTH CARE RECORDS

Medicare/Medicaid	
Medicare and/or Medicaid payment claims	5 yrs.
Compliance Plan	
Audits.	7 yrs.
Employee training	7 yrs.
Reports of violation or potential violation.	7 yrs.
Notification of corrective action plan for billing error	7 yrs.
Self-disclosures	7 yrs.
Results of practice's auditing and monitoring efforts.	7 yrs.
Modifications to plan	Permanently
Employment Records	
Employment and payroll records relating to tax issues	7 yrs.
General employment, earning, work schedule and evaluation records.	4 yrs.

**HEALTH CARE RECORDS
(CONTINUED)**

**Retention
Period**

Employment Records (Continued)

Records of hiring, promotion,
demotion, lay off and rate of pay 4 yrs.

Employment applications
for those not hired 3 yrs.

Medical Records

Medical records (adults) 7 yrs.

Medical records (pediatrics) 25 yrs.

Diagnostic images 7 yrs.

Miscellaneous Patient Information

Encounter forms
(all financial information) 3 yrs.

Appointment books (on site) 1 yr.

Appointment books (off site) 4 yrs.

Lab requisitions (on site) 2 yrs.

Lab requisitions (off site) 3 yrs.

X-ray requisition log (on site) 2 yrs.

X-ray requisition log (off site) 5 yrs.

Telephone message pads 1 month

Sign-in sheets 5 yrs.

OSHA Records

Annual Summary
Supplementary Record 5 yrs.

Form 2000 log 6 yrs.

Records of monitoring
environmental hazards 30 yrs.

Pension Records

Employee benefits and
plan description materials 6 yrs.

Tax records Permanently

HIPAA

Policies and accompanying documents . . . 6 yrs.

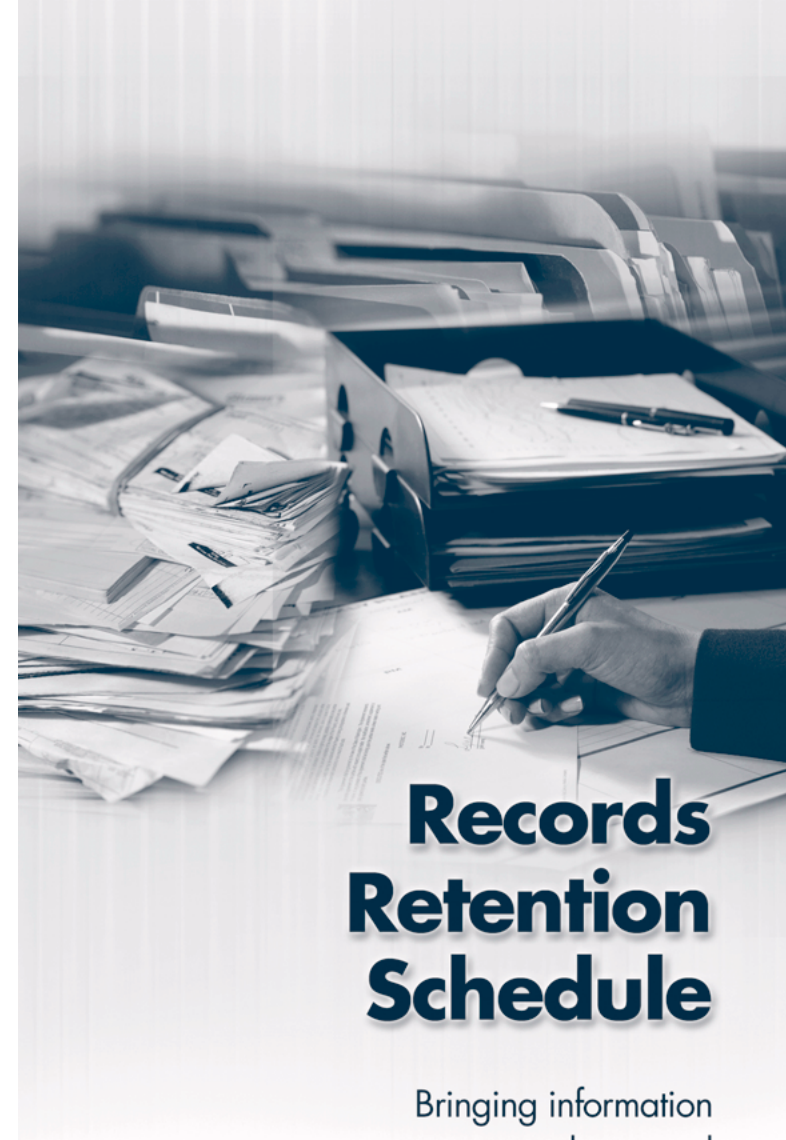
General Practice

Board meeting minutes Permanently

Accounts payable records 7 yrs.

Staff meeting minutes 7 yrs.

DISCLAIMER: These recommendations on Document Retention are strictly general guidelines and should not be solely relied upon. Please contact us for specific advice. (2006)



**Records
Retention
Schedule**

Bringing information
storage under control

Independent Member



Firms In Principal Cities Worldwide