HANNIS T. BOURGEOIS
CPAs + BUSINESS ADVISORS

htbcpa.com
225.928.4770

RECORDS RETENTION SCHEDULE

The retention periods provided are intended as general guidelines only and may not be appropriate for every situation. Before destroying any tax, accounting, or other business records, consult with a qualified professional to ensure compliance with all applicable laws and regulations. These guidelines apply to both physical (paper) records and electronically stored information. Please contact a HTB professional for further guidance.

DOCUMENT	RENTENTION PERIOD
Audit reports	Permanently
Capital stock and bond records	Permanently
Charts of accounts	Permanently
Checks (canceled checks for important payments, special contracts, purchase of assets, payment of taxes, etc. Checks should be filed with the papers pertaining to the underlying transaction)	Permanently
Deeds, mortgages and bills of sale	Permanently
Depreciation schedules	Permanently
Financial statements *(year-end)*	Permanently
General ledgers, year-end trial balance	Permanently
General liability, professional liability, workers' comp, and other occurrence-based policies	Permanently
IRA/Keogh plan contributions, rollovers, transfers, and distributions	Permanently
Minute books of directors, stockholders, bylaws and charter	Permanently
Retirement plan records	Permanently
Tax returns, revenue agents' reports, and other documents relating to determination of income tax liability	Permanently
Trademark registration, patents and copyrights	Permanently
Accident reports/claims (settled cases)	7 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Cash books	7 years
Checks (canceled except those noted above)	7 years
Contracts and leases (expired)	7 years
Employee personnel records *(after termination)*	7 years
Expense reports	7 years
Insurance policies (expired)	7 years
Inventory records	7 years
Invoices to customers from vendors	7 years
Payroll records, W-2s, summaries, and tax returns	at least 7 years
Sales records	7 years
Time cards and daily reports	7 years
Safety records	at least 6 years
Bank statements + Deposit slips	at least 5 years
W-2 Forms	at least 4 years
Correspondence, general	4 years
Employee applications (non-hires)	4 years
Internal audit reports (miscellaneous)	4 years
Petty cash vouchers	3 years
Purchase orders	4 - 7 years
Trial balances (monthly)	3 years
Receiving sheets	at least 1 year