

### Sample Document Retention & Destruction Schedule

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
<b>General</b>	Correspondence	Compile and store current correspondence in appropriate subject files or in accordance with general corporate filing guidelines.	<b>Two Years.</b> This period may be increased or shortened depending upon importance to daily business activities.	Archive only correspondence important to business activities. Useless documents should be recycled or shredded.
<b>Financial</b>	Accounts payable ledgers and schedules	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Archive with financial records and shred after three years of storage.
	Accounts receivable ledgers and schedules	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Archive with financial records and shred after three years of storage.
	Annual information returns (IRS Forms 990)	Federal law requires that the three most recent years returns be kept in the organization headquarters and be made available for public inspection	<b>Permanent.</b> Store with financial records.	Archive with financial records at the end of the retention period.
	Audit reports	Compile and file records on an annual basis.	<b>Permanent.</b> Store with financial records.	Archive with financial records at the end of the retention period.
	Banking statements and reconciliations	Compile and file records on an annual basis.	<b>Three Years.</b> Store with financial records.	Shred at the end of the retention period.
	Cash books	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Chart of accounts	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Cancelled checks	For important payments, i.e., taxes, purchases of property, special contracts, etc., checks should be filed with the papers pertaining to the underlying transaction. Otherwise, compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Depreciation schedules	Compile and file records on an annual basis.	<b>Six Years.</b> Store with financial records.	Shred at the end of the retention period.

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	Duplicate deposit slips	Compile and file records on an annual basis.	<b>Six Years.</b> Store with financial records.	Shred at the end of the retention period.
	Expenses analyses and distribution schedules	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Financial statements (year-end, other optional)	Compile and file records on an annual basis.	<b>Permanent.</b> Store with financial records.	Archive with financial records at the end of the retention period.
	General/private ledgers, year-end trial balances	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Journal entries	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Notes receivable ledgers and schedules	Compile and file records on an annual basis	<b>Permanent.</b> Store with financial records.	Archive with financial records at the end of the retention period.
	Payroll records and summaries	Compile and file records on an annual basis	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Petty cash vouchers	Compile and file records on an annual basis	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Property records including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, and plans	Compile and file records on an annual basis	<b>Permanent.</b> Store with financial records.	Archive with financial records at the end of the retention period.
	Purchase orders	Compile and file records on an annual basis	<b>One Year.</b> Store with financial records.	Shred at the end of the retention period.
	Requisitions	Compile and file records on an annual basis	<b>One Year.</b> Store with financial records.	Shred at the end of the retention period.
	Tax returns, worksheets, and revenue agents' reports	Compile and file records on an annual basis	<b>Permanent.</b> Store with financial records.	Archive with financial records at the end of the retention period.
	Time cards	Compile and file records on an annual basis	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.

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	Vouchers (invoices) for payments to vendors, employees, etc. (includes allowances and reimbursements of employees, officers, and consultants for travel and entertainment expenses.	Compile and file records on an annual basis	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Withholding tax statements	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
<b>Governance</b>	Board of Directors minutes, notes and reports from all years.	Compile and file records on an annual basis.	<b>Permanent.</b> Store with other corporate records.	Archive with financial records at the end of the retention period.
	Governing documents including articles of incorporation, bylaws, amendments, membership and other related documents	File documents with other corporate records.	<b>Permanent.</b> Store with other corporate records.	Archive with corporate records at the end of the retention period.
<b>Grants</b>	Proposals, original contract agreements, supporting data, accounting documents, financials, subrecipient policy reports, time cards invoices for payments to subawardees, subaward agreements, procurement documents, A-133 audits and related correspondence	Compile and file records on an annual basis.	<b>Three Years.</b> Store with other grant records.	Archive with grant records for three years at the end of the retention period following the filing of the closing report and acceptance by the funding agency.
<b>Human</b>	Employment	Compile and file	<b>Three Years.</b> Store	Shred at the end of the retention

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<b>Resources</b>	applications	records on an annual basis.	with other human resources records.	period.
	Personnel files (current)	Compile and file records on an annual basis.	<b>One Year.</b> Store with other human resources records	Shred at the end of the retention period.
	Personnel files (from date of termination)	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with other human resources records.	Shred at the end of the retention period.
	Retirement and pension records	Compile and file records on an annual basis.	<b>Permanent.</b> Store with other human resources records.	Archive with human resources records at the end of the retention period.
	Records of pension paid to employees or beneficiaries (after final payment)	Compile and file records on an annual basis.	<b>Six Years.</b> Store with other human resources records.	Shred at the end of the retention period.
	Insurance policies (expired)	Compile and file records on an annual basis.	<b>Three Years.</b> Store with other human resources records.	Shred at the end of the retention period.
	Insurance records, current accident reports, claims	Compile and file records on an annual basis.	<b>Permanent.</b> Store with other human resources records.	Archive with human resources records at the end of the retention period.
	Garnishments	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with other human resources records.	Shred at the end of the retention period.
	Payroll information (from the date of the last entry)	Compile and file records on an annual basis.	<b>Three Years.</b> Store with other human resources records.	Shred at the end of the retention period.
	Family and medical records	Compile and file records on an annual basis.	<b>Three Years.</b> Store with other human resources records.	Shred at the end of the retention period.
	Form I-9s	Compile and file records on an annual basis.	<b>Three Years.</b> Store with other human resources records.	Shred at the end of the retention period.
<b>Legal</b>	Business associate agreements and other HIPAA related documents	Compile and file records on an annual basis.	<b>Six Years.</b> Store with other relative legal records.	Shred at the end of the retention period.
	Correspondence (provided no ongoing/outstanding issues)	Compile and file records on an annual basis.	<b>Five Years.</b> Store with other relative legal records.	Shred at the end of the retention period.
	Deeds, mortgages, bills of sale and relative	Compile and file records on an annual basis.	<b>Permanent.</b> Store with other legal records.	Archive with legal records at the end of the retention period.

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	correspondence			
	Commercial contracts and related documentation	Compile and file records on an annual basis.	<b>Six Years.</b> Store with other relative legal records.	Shred at the end of the retention period.
	Government contracts and related documentation	Compile and file records on an annual basis.	<b>Three Years.</b> Store with other relative legal records.	Shred at the end of the retention period.
	Financing documents, credit agreements and loan commitments	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with other relative legal records.	Review at the end of the retention period to determine if documents should be archived or shredded.
	Litigation files	Compile and file records on an annual basis.	<b>Permanent.</b> Store with other legal records.	Archive with legal records at the end of the retention period, as some precedence could be established that could govern how certain issues are conducted presently and/or in the future.
	Trademarks and copyright materials	Compile and file records on an annual basis.	<b>Permanent.</b> Store with other legal records.	Archive with legal records at the end of the retention period.
<b>Marketing</b>	Annual reports, brochures, newsletters (limited copies), and PSAs	Compile and file records on an annual basis.	<b>One Year.</b> Store with other marketing materials.	Archive with marketing materials at the end of the retention period.
	Magazines (limited copies)	Compile and file records on an annual basis.	<b>Two Years.</b> Store with other marketing materials.	Archive with marketing materials at the end of the retention period.
	Photographs and/or corporate videos with identified or identifiable people, places and/or events. No current photos and/or videos will be collected that do not have HIPAA clearance – must have a signed release	Compile and file records on an annual basis.	<b>As needed.</b> Store with other marketing materials.	Archive only desired marketing materials at the end of the retention period.
	Releases, authorizations and/or permission-granting documents	Compile and file records on an annual basis.	<b>As needed.</b> Store with other marketing materials.	Archive only desired marketing materials at the end of the retention period.

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<b>Operations</b>	Inventories of products, materials and supplies	Compile and file records as inventories are performed.	<b>Three Years.</b> Store with other operations documents.	Discard at the end of the retention period
	Property insurance policies/records	Compile and file records on an annual basis.	<b>Permanent.</b> Store with other operations documents.	Archive with marketing materials at the end of the retention period.
	Records relating to each occupational injury or illness, including annual summary and other OSHA forms.		<b>Five Years.</b> Store with other operations documents.	Shred at the end of the retention period.
<b>Rehabilitation/ Workforce Development</b>	Case Records – Funded	Compile and file records on an annual basis.	Retained as required by the funding source. Store with other case files.	Shred at the end of the retention period.
	Case Records— Self-funded	Compile and file records on an annual basis.	<b>Six Years.</b> HIPAA Regulations	Shred at the end of the retention period.