

Company Name Here

Financial Record Storage Chart

| Record Type | How Long? |
|---|--------------|
| Income tax reports, protests, court briefs, appeal | Indefinitely |
| Annual financial statements | Indefinitely |
| Monthly financial statements | 3 years |
| Books of account, such as the general ledger | Indefinitely |
| Subledgers | 3 years |
| Canceled, payroll and dividend checks | 6 years |
| Income tax payment checks | Indefinitely |
| Bank reconciliations, voided checks, check stubs and register tapes | 6 years |
| Sales records such as invoices, monthly statements, remittance advisories, shipping papers, bills of lading and customers' purchase orders | 6 years |
| Purchase records, including purchase orders and payment vouchers | 6 years |
| Travel and entertainment records, including account books, diaries and expense statements and receipts | 6 years |
| Documents substantiating fixed-asset additions, depreciation policies and salvage values assigned to assets | Indefinitely |
| Personnel and payroll records, such as payments and reports to taxing authorities, including federal income tax withholding, FICA contributions, unemployment taxes and workers' compensation insurance | 6 years |
| Corporate documents, including certificates of incorporation, corporate charter, constitution and bylaws, deeds and easements, stock, stock transfer records, minutes of board of director meetings, retirement and pension records, labor contracts and license, patent, trademark and registration applications | Indefinitely |