

## RECORD RETENTION SCHEDULE

| DOCUMENT   | RETENTION PERIOD |                |                |                                  |
|--|------------------|----------------|----------------|----------------------------------|
|  | 1 year           | 3 years        | 7 years        | Permanently                      |
| Accounts Payable-Ledgers & Schedules   |                  |                | ✓              |                                  |
| Accounts Receivable-Ledgers & Schedules  |                  |                | ✓              |                                  |
| Auditors' reports  |                  |                |                | ✓                                |
| Bank reconciliations   |                  | ✓              |                |                                  |
| Bank Statements  |                  |                | ✓              |                                  |
| Capital stock and bond records: ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc. |                  |                |                | ✓                                |
| Cash Books   |                  |                |                | ✓                                |
| Cancelled cheques  |                  |                | ✓              | ✓<br>(for important payments)    |
| Contracts and leases   |                  |                | ✓<br>(expired) | ✓<br>(still in effect)           |
| Correspondence with customers or vendor  | ✓<br>(routine)   | ✓<br>(general) |                | ✓<br>(legal & important matters) |
| Deeds, mortgages, and bills of sale  |                  |                |                | ✓                                |
| Depreciation schedules   |                  |                |                | ✓                                |
| Duplicate deposit slips  |                  | ✓              |                |                                  |
| Employee personnel records (after termination)   |                  |                | ✓              |                                  |

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| Employment application  |                  | ✓       |                |             |
| Estate and gift tax return information  |                  |         |                | ✓           |
| Financial Statements (end of year)  |                  |         |                | ✓           |
| Garnishments  |                  |         | ✓              |             |
| General ledgers   |                  |         |                | ✓           |
| Insurance records, current accident reports, claims, policies, etc.                 |                  |         | ✓<br>(expired) | ✓           |
| Inventories of products, materials and supplies                                     |                  |         | ✓              |             |
| Invoices to customers and from vendors  |                  |         | ✓              |             |
| Journals  |                  |         |                | ✓           |
| Minute books of directors, stockholders and committees including bylaws and charter |                  |         |                | ✓           |
| Notes receivable ledgers and schedules  |                  |         | ✓              |             |
| Payroll records, summaries and returns (including payments to pensioners)           |                  |         | ✓              |             |
| Petty cash vouchers   |                  | ✓       |                |             |
| Physical inventory tags   |                  | ✓       |                |             |

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| Property appraisals by outside appraisers   |                  |         |                              | ✓           |
| Property records including costs, depreciation reserves and schedules, blueprints and plans                               |                  |         |                              | ✓           |
| Purchase orders   | ✓                |         | ✓<br>(purchasing dept. copy) |             |
| Receiving sheets  | ✓                |         |                              |             |
| Retirement and pension records  |                  |         |                              | ✓           |
| Requisitions  | ✓                |         |                              |             |
| Sales commission reports  |                  | ✓       |                              |             |
| Sales records   |                  |         | ✓                            |             |
| General Consumption Tax (GCT) returns   |                  |         | ✓                            |             |
| Scrap and salvage records (inventories, sales, etc.)  |                  |         | ✓                            |             |
| Stock and bond certification (cancelled)  |                  |         | ✓                            |             |
| Subsidiary ledgers  |                  |         | ✓                            |             |
| Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability |                  |         |                              | ✓           |
| Trade mark registration   |                  |         |                              | ✓           |

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| Training manuals  |                  |         | ✓       | ✓           |
| Union agreements  |                  |         |         | ✓           |
| Voucher register and schedules  |                  |         | ✓       |             |
| Voucher for payment to vendors, employees, etc<br>(includes allowance and reimbursement of employees<br>& officers for travel and entertainment expenses) |                  |         | ✓       |             |
| Withholding tax statements  |                  |         | ✓       |             |