

Dolinka VanNoord & Company, PLLC
Certified Public Accountants
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RECORD RETENTION SCHEDULE

Accident Reports/Claims (settled cases).....	7 years	Minute Books of Directors Stockholders, Bylaws, and Charter.....	Permanently
Accounts Payable Ledgers and Schedules.....	7 years	Notes Receivable Ledgers and Schedules.....	7 years
Account Receivable Ledgers and Schedules.....	7 years	Option Records (expire).....	7 years
Audit Reports.....	Permanently	Patents and Related Papers.....	Permanently
Bank Reconciliations.....	2 years	Payroll Records and Summaries..	7 years
Bank Statement.....	3 years	Personnel Files (terminated).....	7 years
Capital Sock and Bonds Records Ledgers, Transfer Registers, Stubs showing Issues, Record of Interest Coupons, Options, etc.	Permanently	Petty Cash Vouchers.....	3 years
Cash Books.....	Permanently	Physical Inventory Tags.....	3 years
Chart of Accounts.....	Permanently	Plant Cost Ledgers.....	7 years
Checks (cancelled for Important Payments, ie., Taxes, Purchases of Property, Special Contracts, etc. Checks should be filed with the papers pertaining to the underlying transaction).....	Permanently	Property Appraisals by Outside Appraisers.....	Permanently
Contracts, Mortgages, Notes, and Leases (expired).....	7 years	Property Records, including Costs, Depreciation Reserves, Year-End Trial Balances, Depreciation Schedules, Blueprints, & Plans..	Permanently
(still in effect).....	Permanently	Purchase Orders (Purchasing Department Copy)...	7 years
Correspondence (general).....	2 years	Receiving Sheets.....	7 years
Correspondence (legal & important matters only).....	Permanently	Retirement and Pension Records	Permanently
Correspondence (routine) with Customers and/or Vendors.....	2 years	Requisitions.....	1 year
		Sales Commission Reports.....	3 years
		Sales Records.....	7 years

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Deeds, Mortgages, and Bills of Sale	Permanently	Scrap and Salvage Records (Inventories, Sales, ect.).....	7 years
Depreciation Schedules	Permanently	Stenographers' Notebooks	1 year
Duplicate Deposit Slips	2 years	Stock and bond Certificates (cancelled).....	7 years
Employment Applications	3 years	Stockroom Withdrawl Forms	1 year
Expense Analysis/Expense Distribution Schedules	7 years	Subsidiary Ledgers	7 years
Financial Statements (year end, other optional).....	Permanently	Tax Returns and Worksheets, Revenue Agent's Reports, and Other Documents relating to determination of Income Tax Liability.....	Permanently
Garnishments	7 years	Time Books/Cards	7 years
General/Private Ledgers, Year-End Trial Balance	Permanently	Trademark Registrations and Copyrights	Permanently
Insurance Policies (expired).....	3 years	Training Manuals	Permanently
Insurance Record, Current Accident Reports, Claims, Policies, etc.	Permanently	Union Agreements	Permanently
Internal Audit Reports (longer retention periods may be desirable).....	3 years	Voucher Register and Schedules	7 years
Internal Reports (miscellaneous).....	3 years	Voucher for Payments to Vendors, Employees, etc. (includes Allowances and Reimbursement of Employees, Officers, etc. for Travel & Entertainment Expenses)	7 years
Inventories of Products, Materials and Supplies	7 years	Withholding Tax Statements	7 years
Invoices (to customers, from vendors)	7 years		
JournalsA22	Permanently		
Magnetic Tape and Tab Cards	1 year		