

## Records Retention Schedule and Policy

	<u>Retention Period</u>
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit reports	7 years
Bank reconciliations	2 years
Bank statements	2 years
Board minutes, agenda, etc.	3 years
Board bylaws, charter, constitution, etc.	Permanently
Chart of Accounts	Permanently
Checks (cancelled)	7 years
Contracts, mortgages, notes & leases	7 years (after expiration)
Correspondence (general)	2 years
Correspondence (routine/vendors)	2 years
Financial statements (year-end)	Permanently
Insurance records, claims, etc.	Permanently
Internal reports	3 years
Invoices (to customers/from vendors)	7 years
Payroll, attendance records	7 years
Personnel Files	7 years (after termination)
Retirement and pension records	7 years (after termination)
Tax returns, worksheets, all documents relating to returns	Permanently
Union Agreements	Permanently