



**Dent Baker  
& COMPANY, LLP**  
Certified Public Accountants



Accountants &  
business advisors

THE AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

THE ALABAMA SOCIETY OF  
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**Record Retention Schedule: This suggested retention period is noted after the type of record. These figures represent the number of years for retaining records. "P" means the records should be retained permanently. "AT" means after termination, and "AD" means after the disposal of the underlying asset.**

<b>Accident reports (settled)</b>	7	<b>Insurance policies (after exp)</b>	7	<b>Petty cash records</b>	3
<b>Annual financial reports</b>	P	<b>Inventory records</b>	7 AD	<b>Plant acquisition records</b>	7AD
<b>Articles of Incorporation</b>	P	<b>Invoices (issued or received)</b>	7	<b>Property records:</b>	
<b>Audit reports</b>	P	<b>Invoices – fixed assets</b>	7AD	Account ledgers	P
<b>Bank deposit slips</b>	7	<b>Labor records:</b>		Appraisals	P
<b>Bank reconciliations</b>	7	Applications (employees)	7AT	Damage reports	7
<b>Bank statements</b>	7	Contracts	7AT	Deeds and titles	P
<b>Bills of lading</b>	5	Daily time reports	7	Depreciation	7AD
<b>Bonds</b>		Disability claims	7AT	Plans and specifications	P
(records of issuance)	P	Earnings records	7	Purchases	P
<b>Budgets</b>	3	Employee eligibility		Sales	P
<b>Capital Stocks:</b>		Verification	3AT	Taxes	10
Applications for authorization		Employee service records	7AT	<b>Purchase order copies</b>	7
And issuance	P	Pay checks	7	<b>Purchase invoices</b>	7
Certificates (cancelled)	P	Personnel files	7AT	<b>Receiving reports</b>	3
Ledger	P	Salary and wage changes	7AT	<b>Remittance statements</b>	7
Transfer records	P	Salary receipts	7AT	<b>Requisitions</b>	3
<b>Check Register</b>	10	Time cards, tickets & clock		<b>Sales Invoices</b>	7
<b>Checks (paid and cancelled)</b>	7 AD	records	7	<b>Sales slips (cash &amp; charge)</b>	7
<b>Commission reports</b>	7	Unemployment claims	7AT	<b>Salesman commission</b>	
<b>Contracts:</b>		Worker's comp. reports	10	reports	7
Corporate	20 AT	<b>Leases</b>	P	<b>Securities (brokerage slips)</b>	7AD
Employee	7 AT	<b>Ledgers and journals:</b>		<b>Shipping tickets</b>	7
Vendor	7	Accounts payable ledger	7	<b>Stockholder records</b>	P
<b>Correspondence:</b>		Accounts receivable ledger	7	<b>Surety bonds</b>	3AT
Accounting	5	Cash journal	10	<b>Tax records (worksheets,</b>	
Credit and collection	7	Customer ledger	7	<b>bills &amp; agents' reports)</b>	10
General	3	General journal	10	<b>Tax returns (copies):</b>	
Personnel	7 AT	General ledger	P	Corporate franchise	P
<b>Cost Accounting Records</b>	5	Journal entries- YE	P	Estate	P
<b>Deeds</b>	P	Payroll journal	10	Gift	P
<b>Delivery receipts</b>	3	Plant ledger	P	Income	P
<b>Deposit slip copies</b>	7	Purchase journal	10	Payroll	7
<b>Dividend Register</b>	P	Sales journal	10	Personal property	10
<b>Depreciation schedules</b>	7 AD	Stock ledger	P	Sales & use	10
<b>Equipment Leases:</b>		Voucher journal	10	Social Security	7
(After exp)	6	<b>Licenses</b>	1AT	<b>Title papers</b>	P
<b>Equipment repair records</b>	7	<b>Maintenance records:</b>		<b>Trademark records</b>	P
<b>Expense Reports</b>	7	Building or Machinery	7	<b>Travel records (employee)</b>	7
<b>Financial Reports:</b>		<b>Manufacturing stock records</b>	7	<b>Uncollectible accounts</b>	
Audits & Annual	P	Minutes books	P	Records	7
Interim	3	<b>Mortgages</b>	7AT	<b>Union (labor) Contracts P</b>	8
<b>Fire damage reports</b>	7	<b>Notes (cancelled)</b>	7	<b>Vouchers (copies)</b>	7
<b>Fixed asset records</b>	7 AD	<b>Notes register</b>	P	<b>Voucher register</b>	10
<b>Franchise agreements</b>	10 AT	<b>Options</b>	7 AT	<b>Wage rate record</b>	7
<b>Freight draft, bills, claims</b>	5	<b>Patient records</b>	P	<b>Warrants</b>	P
<b>Garnishments</b>	3 AT	<b>Pension records</b>	P	<b>W-2 Forms</b>	7