

RMHCDC Document Retention Policy

Description	Retention Period	Destruction Policy	
Accounting			
Accounts Payable/Receivable Journals	7 years	Shred or delete from files within a week of the retention period ending.	
Check Register	10 years	Shred or delete from files within a week of the retention period ending.	
Cancelled Checks	Permanently	N/A	
Bank Reconciliation & Deposit Slips	3 years	Shred or delete from files within a week of the retention period ending.	
Bank Statements	7 years	Shred or delete from files within a week of the retention period ending.	
General Ledgers	Permanently	N/A	
Inventory Records	7 years	Shred or delete from files within a week of the retention period ending.	
Invoices (Sales and Purchases)	7 years	Shred or delete from files within a week of the retention period ending.	
Journals (Payroll, Purch., Sales, Vouchers)	10 years	Shred or delete from files within a week of the retention period ending.	
Purchase Order Copies	3 years	Shred or delete from files within a week of the retention period ending.	

Corporate Records			
Annual Financial Reports	Permanently	N/A	
Applications for Authorization	Permanently	N/A	
Articles of Incorporation & Bylaws	Permanently	N/A	
Certificates (Cancelled)	Permanently	N/A	
Minute Books	Permanently	N/A	
Stock Ledger	Permanently	N/A	
Transfer Records	Permanently	N/A	
Personnel			
Personnel files-termination	7 years	Shred or delete from files within a week of the retention period ending.	
Withholding tax statements	7 years	Shred or delete from files within a week of the retention period ending.	
Tax Records			
Tax Returns	Permanently	N/A	
Payroll Tax Returns	7 years	Shred or delete from files within a week of the retention period ending.	
Personal Property Returns	10 years	Shred or delete from files within a week of the retention period ending.	
Sales & Use Tax Returns	10 years	Shred or delete from files within a week of the retention period ending.	
Tax Bills & Statements	Permanently	N/A	
Penalty & Interest Notices	Permanently	N/A	
Revenue Agents' Reports	Permanently	N/A	
Correspondence			
Legal and tax	Indefinitely	N/A	
Routine—Customer and vendors	3 years	Shred or delete from files within a week of the	

		retention period ending.	
General—Other	2 years	Shred or delete from files within a week of the retention period ending.	
Miscellaneous			
Insurance Policies (Expired)	3 years	Shred or delete from files within a week of the retention period ending.	
Leases (Expired)	7 years	Shred or delete from files within a week of the retention period ending.	
Partnership & Buyout Agreements	Permanently	N/A	
Petty Cash Records	3 years	Shred or delete from files within a week of the retention period ending.	