

RECORD RETENTION

Type of Record	Retention Period
Bank Statements	10 years
Business licenses	Until expired
Cash register tapes	10 years
Check registers	Keep permanently
Canceled checks	10 years
Financial Statements	Keep permanently
General Ledger	Keep permanently
General Journal	Keep permanently
Inventory records	10 years
Invoices (A/P)	10 years
Invoices (AIR)	10 years
Property, plant & equip. records	Keep permanently
Purchase orders -	10 years
Receiving reports	10 years
Tax returns	Keep permanently
Time cards or tickets	10 years
Travel expense records	10 years