Retention Table

Note to users: All information provided is of a general nature and is not intended to address the circumstances of any particular individual or entity. Although we endeavor to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future. Additionally, each state has its own recommendations and before any information is discarded you should check with your states recommended guidelines. No one should act upon such information without appropriate professional advice after a thorough examination of the facts of the particular situation.

Legend for Authority to Dispose:

AD – Administrative Decision

ASPR - Armed Services Procurement

CFR – Code of Federal Regulations

FLSA – Fair Labor Standards Act

ICC – Interstate Commerce Commission

SM – Industrial Security Manual, DD Form 441

OBS - Dispose when Obsolete

Legend for Retention Period:

AC – Dispose after Completion of Job or Contract

AE – Dispose Regulation after Expiration

AF – After End of Fiscal Year

AM – After Moving

AS – After Settlement

SUP - Dispose when Superseded

Type of Record	Period Years	Retention Authority
Accounting & Fiscal	T.	1
Accounts Payable Invoices	3	ASPR-STATE, FLSA
Accounts Payable Ledger	P	AD
Accounts Receivable Ledger	5	AD
Year End Balance Sheets	P	AD
Bank Deposits	3	AD
Bank Statements	3	AD
Bonds	P	AD
Capital Asset Record	3*	AD
Cash Receipt Records	7	AD
Check Register	P	AD
Check – Payroll	3	FLSA,STATE
Check – Voucher	3	FLSA,STATE
Cost Accounting Records	5	AD
Earnings Register	3	FLSA,STATE
Expense Reports	3	AD
Financial Statement, Year End	P	AD
Financial Statement, Monthly	2	AD
General Ledger Records	P	CFR
Year End Inventory Records	P	LIFO
Labor Cost Records	3	ASPR,CFR
Magnetic Tape & Tab Cards	1**	
Payroll Register	3	FLSA,STATE
Petty Cash Records	3	AD
Year End P&L Statements	Р	AD
Sales Commission Reports	3	AD
Travel Expense Reports	3	AD

Type of Record	Period Years	Retention Authority
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Administrative Records	T	
Audit Reports	10	AD
Year End Accounting Work Papers	3	AD
Classified Documents	T	1
Inventories, Reports, Receipts	10	AD
Correspondence, Executive	Р	AD
Correspondence, General	5	AD
Directives from Officers	Р	AD
Systems & Procedures Records	Р	AD
Communications		
Communications	Р	AD
Phone Directories	SUP	AD
Phone Installation Records	1	AD
Postal Records, Registered Mail & Insured	1 AF	AD, CFR
Mail Logs & Meter Records	174	7.5, 5
Fax Copies	1	AD
Telephone Records	3	AD
Contract Administration		
Contract Administration	Р	CFR
Contracts, Negotiated, Changes,	P	CFR
Specifications, Correspondence	P	AD
Customer Reports	<u> P</u>	AD
Corporate		
Annual Reports	Р	AD
Board Minutes	P	AD
Capital Stock Ledger	P	AD
Charters, Constitutions, Bylaws	P	AD
Contracts	20 AT	AD
Corporate Election Records	P	AD
Incorporation Records	P	AD
Licenses-Federal, State, Local	AT	AD
Stock Transfer & Stockholder	Р	AD
Legal	T _	1
Claims & Litigation Concerning Torts and	P	AD
Breach of Contracts Patents & Related Materials	P	AD
Faterits & Related Materials	F	AD
Manufacturing		
Bills of Materials	2	AD,ASPR
Drafting Records	Р	AD+
Drawings	2	AD,ASPR
Inspection Records	2	AD
Job Cards	7	AD
Lab Test Reports	Р	AD
Memos, Production	AC	AD
Inventory Cards	3	AD
Purchase Orders – Customers	3	AD
Product, Tooling, Design, Engineering		
Research, Experiment & Specs Records	20	Statute Limitations
Production Reports	3	AD
Quality Reports	1 AC	AD
Reliability Records	Р	AD
Stock Issuing Records	3 AT	AD,ASPR
Tool Control	3 AT	AD,ASPR

Type of Record	Period Years	Retention Authority			
Work Orders	3	AD			
Work Status Reports	AC	AD			
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Office Supplies & Services					
Office Equipment Records	6 AF	AD			
Page and all					
Personnel Accident Reports, Injury Claims, Settlements	30 AS	AFR,INS,STATE			
Applications, Changes & Terminations	5	AD,ASPR,CFR			
Attendance Records	7	AD,ASFR,CFR			
Employee Activity Files	2 or SUP	AD			
Employee Activity Files Employee Contracts	6 AT	AD			
Fidelity Bonds	3 AT	AD			
Garnishment	5	AD			
Health & Safety Bulletins	P	AD			
Injury Frequency Charts	P	CFR			
Insurance Records, Employees	11 AT	INS			
Job Descriptions	2 or SUP	CFR			
Rating Cards	2 or SUP	CFR			
Time Cards	3	AD			
Training Manuals	P	AD			
Union Agreements	3	Walsh-Healy Act			
Official Agreements	ا ا	Waisii-Healy Act			
Plant & Property Records					
Depreciation Schedules	Р	AD			
Inventory Records	P	AD			
Maintenance & Repair – Building	10	AD			
Maintenance & Repair – Machinery	5	AD			
Plant Account Cards, Equipment	P	CFR,AD			
Property Deeds	P	AD			
Purchase or Lease Records of Plant Facility	Р	AD			
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Procurement, Purchasing		_			
Acknowledgements	AC	AD			
Bid, Awards	3 AT	CFR			
Contracts	3 AT	AD			
Price Lists	OBS	AD			
Purchase Orders, Requisitions	3 AT	CFR			
Quotations	1	AD			
Products Sorvices Marketing					
Products, Services, Marketing Correspondence	3	AD			
Credit Ratings & Classifications	7	AD			
Development Studies	P	AD			
Presentation & Proposals	P	AD			
	OBS	AD			
Price Lists, Catalogs	P	AD			
Surveys Type of Record	Period Years	Retention Authority			
Type of Necord	i cilou i cais	Recention Authority			
Public Relations & Advertising					
Advertising Activity Reports	5	AD			
Community Affairs Records	Р	AD			
Contracts for Advertising	3 AT	AD			
Employee Activities, Presentations	P	AD			
Exhibits, Releases, Handouts	4-Feb	AD			
Layouts	1	AD			
Public Information Activity	7	AD			

Type of Record	Period Years	Retention Authority
Socurity		
Security Classified Material Violations	Р	AD
	1 month ATR	AD
Courier Authorizations	SUP	ISM
Employee Clearance Lists		
Employee Case Files	5	AD
Fire Prevention Programs	P	AD
Protection – Guars, Badge, Lists, Protective	5	AD
Devices	<u> </u>	
Subcontractor Clearances	2 AT	AD
Visitor Clearance	2	ISM
Towardow		
Taxation	T .	1055
Employee Withholding	4	CFR
Excise Exemption Certificates	4	CFR
Excise Reports (Manufacturing)	4	CFR
Year End Inventory Reports	Р	CFR
Tax Bills and Statements	Р	AD
Tax Returns	Р	AD
Traffic & Transportation		
Aircraft Operating & Maintenance	Р	CFR
Bills of Lading, Waybills	2	ICC,FLSA
Employee Travel	1 AF	AD
Freight Bills	3	ICC
Freight Claims	2	ICC
Motor Operating & Maintenance	2	AD
Rates and Tariffs	SUP	AD
Receiving Documents	10-Feb	AD,CFR
Shipping & Related Documents	10-Feb	AD,CFR
*After Disposed	1	,

^{*}After Disposed
**Normally P-Permanent Contracts
+Govt R&D