



RECORD RETENTION SCHEDULE

DOCUMENT | INFO

HOW LONG

General Ledger Core Financial Records	7 Yrs
Accounts Payable + Receivable Ledgers Supports Tax + Audit Purposes	7 Yrs
Bank Statements Keep With Canceled Checks	7 Yrs
Canceled Checks Especially For Important Payments e.g. Taxes	7 Yrs
Credit Card Statements Match To Tax or Legal Backup	3-7 Yrs
Federal Tax Returns + Workpapers Covers Audit Scenarios	7 Yrs
California Tax Returns FTB Guidance	4 Yrs
W2s + 1099s + Payroll Tax Filings IRS Guidance	7 Yrs
Sales + Use Tax Returns	7 Yrs
Depreciation Schedules Tied To Fixed Asset Documentation	Life of Asset + 7 Yrs
Expired Contracts + Agreements	7 yrs
Terminated Employee Records	7 Yrs
Payroll Records Time Sheets + Wage Rates + Benefits	7 Yrs
I9 Forms	3 Yrs After Hire 1 Yr After Termination
Expired Insurance Policies	7 Yrs
Software Licenses + Agreements	Life of Contract + 3 Yrs
System Backup Logs Varies By Risk Profile	1 Yr

Permanent Document Retention



Audit Reports | From External Auditors

Articles Of Incorporation + Bylaws | Foundational Documents

Board + Shareholder Meeting Minutes

Deeds + Titles + Property Records | Keep Even After Sale For Tax + Legal Purposes