

Suggested Retention Period for Branch Records

KEY

P

means that the records are kept permanently. If the branch does not have a permanent headquarters in which its files may be stored, these records must be transferred from the outgoing officer to the incoming after each election.

3-10

means the number of years.

Item	Suggested Retention Period
Annual financial reports	P
Audit reports	P
Bank deposit slips	3
Bank reconciliations	3
Bank statements	7
Budgets	3
Bylaws	P
Charter	P
Check ledger	P
Checks paid and canceled	7
Correspondence:	
Accounting	5
General	3
Legal	P
Deposit slip copies	3
Depreciation schedules	7
Equipment leases (after expiration)	6
Financial reports:	
Audited	P
Annual	P
Interim	3
IRS determination letter for nonprofit status of the branch	P

Item	Suggested Retention Period
IRS tax ID number	P
Invoices (issued or received)	7
Leases	7
Ledgers and journals:	
Accounts payable ledger	7
Accounts receivable ledger	7
Cash journal	P
Voucher journal	10
Minute books	P
Payroll records	7
Personnel files, terminated	3
Petty cash records	7
Purchase invoices	7
Tax correspondence	P
Tax records (including worksheets, bills and statements, etc.)	P
Income	P
Personal property	P
Travel records (employee, officer)	7
Uncollectible accounts records	7