

**Record Retention**

1 Year	3 Years	6 Years	Forever
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**Employee Records**

Employment Applications			
Employee Time Cards			
Terminated Employee Records			
Accident Reports, Claims			
Employment Tax Records			
Payroll Records and Summaries			
Retirement and Pension Records			

**Real Estate, Equipment and other Property**

Property Appraisals by Outside Appraisers			
Property Records			
Mortgages, Bills of Sale			
Documents substantiating fixed asset additions			
Deeds			
Depreciation Schedules			

**Legal Documents and Insurance**

Insurance Policies (current)			
Insurance Policies (expired)			
Legal Records and Correspondence			
Minutes Books of Directors and Stockholders			
Contracts, Leases (current)			
Contracts, Leases (expired)			
Corporate Docs (incorporation, charter, by-laws, etc.)			
Trademark and Patent Registrations			
Accident Reports, Claims, Records, Policies			
Notes Payable / Receivable Agreements, Pay Records			

**Tax Records**

Tax Returns and Worksheets			
Audit Reports from CPAs/Accountants			
Proof of payments for all tax payments			
IRS Revenue Agents. Reports			
Sales & Use Tax Supporting Documents			

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Property Tax Supporting Documents	[Shaded]			
Texas Income (Franchise) Tax Supporting Documents	[Shaded]			
<b>Transaction Receipts</b>				
Goods Receipts (Bills of Lading, Delivery Receipts)	[Shaded]			
Petty Cash receipts/vouchers	[Shaded]			
Invoices to Customers	[Shaded]			
Travel and Entertainment Receipts and Records	[Shaded]			
Receipts for payments to Vendors, Employees, etc.	[Shaded]			
Receipts for payments for fixed assets	[Shaded]			
<b>Bookkeeping and Accounting Records</b>				
Customer / Vendor correspondence (general)	[Shaded]			
Purchasing Documents (Requisitions, Orders)	[Shaded]			
Physical Inventory count sheets	[Shaded]			
Accounts Payable Ledgers and Schedules	[Shaded]			
Accounts Receivable Ledgers and Schedules	[Shaded]			
Bank Statements and Reconciliations	[Shaded]			
Cancelled Checks	[Shaded]			
Cancelled Stock and Bond Certificates	[Shaded]			
Expense Analysis and Expense Distribution Schedules	[Shaded]			
Expired Option Records	[Shaded]			
Inventories of Products, Materials, Supplies	[Shaded]			
Product Cost Ledgers	[Shaded]			
Copies of Purchase Orders	[Shaded]			
Subsidiary Ledgers	[Shaded]			
Voucher Register, Schedules	[Shaded]			
Cash Books, Charts of Accounts	[Shaded]			
Financial Statements (Monthly)	[Shaded]			
Financial Statements (Year End)	[Shaded]			
General and Private Ledgers, Year End Trial Balances	[Shaded]			
Investment Trade Confirmations	[Shaded]			