

RECOMMENDED RETENTION PERIOD FOR TAX AND BUSINESS RECORDS
(Assuming Appropriate Tax Returns Filed Timely)

ITEM	CAN DISCARD AFTER:
Filed Tax Returns	Never
Audit Reports	Never
Corporate Stock Records and Minutes	Never
Correspondence & Memos Affecting Tax Returns	Never
Contracts and Leases	Never
Real Estate Documents	Never
Canceled Checks	6 Years
Depreciation Schedules	6 Years After Depreciation Life
Bank Statements	6 Years
General Ledger and Journals	6 Years
Vendor Invoices	6 Years
Sales Records and Journals	6 Years
Employee Expense Records	6 Years
Individual Retirement Account and Pension Plan Records	6 Years after Final Withdrawal
Investment Records	6 Years after Affected Sale
Payroll Records	6 Years
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