

Non Profit Records Retention Schedule

Courtesy of



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It is important to hold onto your business records (which includes emails) only as long as they are useful or needed to meet legal requirements. Keep in mind you need to establish a records retention policy which takes into account state and federal regulations, as well as industry standards.

The retention periods shown here are intended as general guidelines only. Before destroying any business records it is advisable to seek legal counsel.

	Retention Period
Accident reports/claims (settled cases)	7 years
Accounts payable ledgers and schedules	10 years
Accounts receivable ledgers and schedules	10 years
Audit reports	Permanently
Bank statements	10 years
Bond records: statements of payments, issuance documents, loan agreements, reporting, etc	Permanently
Cash books	Permanently
Charts of accounts	Permanently
Checks (canceled checks for important payments, special contracts, purchase of assets, payment of taxes, etc. Checks should be filed with the papers pertaining to the underlying transaction)	Permanently
Checks (cancelled except those noted above)	10 years
Contracts and leases (expired)	10 years
Contracts and leases still in effect	Permanently
Correspondence, general	4 years
Correspondence, legal and important matters	Permanently
Correspondence, routine with customers/ vendors	2 years
Deeds, mortgages and bills of sale	Permanently
Depreciation schedules	Permanently
Donation records of endowment funds and of significant restricted funds.....	Permanently
Donation records, other.....	10 years
Duplicate deposit slips	10 years
Employee personnel records (after termination)	7 years
Employment applications	3 years
Financial statements (year-end, other months optional)	Permanently
Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, officers, etc, for travel reimbursement of employees, officers, etc, for travel and other expenses)	10 years
General ledgers, year-end trial balances	Permanently
Grant expense disbursements and agreements.....	10 years
Insurance records, current accident reports, claims, policies, etc	Permanently
Internal audit reports (miscellaneous)	3 years
Inventory records	10 years
Invoices to customers or from vendors	10 years
IRA and Keogh plan contributions, rollovers, transfers and distributions	Permanently
Journals	10 years
Minute books of directors, stockholders, bylaws and charter	Permanently
Payroll records, summaries and tax returns	10 years
Petty cash vouchers	3 years
Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, and plans	Permanently
Purchase orders	3 years
Safety records	6 years
Sales records	10 years
Subsidiary ledgers	10 years
Tax returns, revenue agents' reports, and other documents relating to determination of income tax liability	Permanently
Time cards and daily reports	10 years
Trademark registrations, patents and copyrights	Permanently
Voucher register and schedules	10 years
Vouchers for payments to vendors, employees, etc (includes allowances and reimbursement of employees, officers, etc, for travel and entertainment expenses)	10 years
Volunteer records.....	3 years