

Record Retention Schedules

Copies of tax returns	Forever
Tax/legal correspondence	Forever
Audit reports	Forever
Contracts and leases	Forever
Real estate records	Forever
Corporate minutes and stock records	Forever
Bank statements	6 years
General ledger and journals	6 years
Sales records and journals	6 years
Employee expense records	3 years
Personal investment records	6 years after sales
IRA Records	6 years after withdrawals
Cancelled checks	3 years
Paid vendor invoices	3 years
Employee payroll records	3 years
Depreciation schedule	Tax life of asset plus 3 years