

## Appendix A: Retention Periods for Various Categories of Documents

Categories and subcategories	Retention period	Categories and subcategories	Retention period
Firm records		current clients	7 years
Accounting records		former clients	7 years
annual general ledger detail	7 years	Audit reports	
annual financial reports	7 years	current clients	7 years
bank statements and cancelled		former clients	7 years
checks	7 years	Bookkeeping and payroll files	7 years
depreciation schedules	7 years	Compiled or reviewed monthly and	
employee expense reports	7 years	quarterly financial statements	7 years
equipment records and invoices	5 years (after disposition)	Forecasts and projections	7 years
monthly financial reports	7 years	Litigation support files	3 years
payroll files and related reports	7 years	Pencil drafts	
vendors' invoices and paid bills	7 years	Financial statement reports	Destroy immediately
Form W-2 or 1099	7 years	Tax returns	Destroy immediately
Administrative records		Permanent files	
accident reports and claims (after an		current clients	Permanent
accident or settlement)	7 years (after)	former clients	7 years
CPE records	7 years (after term)	Reports with government agencies	
Client newsletters and alerts	7 years	current clients	7 years
Corporate documents, agreements,		former clients	7 years
annual reports, minutes, bylaws	Permanent	Special reports	7 years
Firm publications and promotional		Tax returns	
brochures	7 years	current clients	7 years
Insurance documents and policies	7 years (after term)	former clients	7 years
Leases and contracts	7 years (after term)	IRS audit files	
Personnel files (post-employment)	7 years (after term)	current clients	7 years
Retirement plans (Sec. 401(k) plan		former clients	7 years
information)	Permanent	Workpaper files	
Tax returns	Permanent	current clients (audit)	7 years
Work sheets and related backup documents		compilation and review	7 years
for tax returns	7 years	tax	7 years
Time and charges		estate and gift tax	Permanent
client billing statements	7 years	special reports	7 years
employee time sheets	7 years	forecasts and projections	7 years
direct charges sheets	7 years	valuations	7 years
accounts receivable reports	7 years	audit and review backup	7 years
work in progress reports	7 years	former clients (audit)	7 years
Tax exemption documents, including		compilation and review	7 years
application for exemptions	Permanent	tax	7 years
Shareholder documents, agreements and		special reports	7 years
contracts	Permanent	forecasts and projections	7 years
Client records		valuations	7 years
Annual financial statements		audit and review backup	7 years