



Church Training Center

Equipping Effective Church Leaders

Sample Document Retention Policy

	Retention Period		Retention Period
Accident Reports/Claims (Settled Cases)	7 years	Insurance Policies (Liability)	Permanently
Accounts Payable ledgers & schedules	7 years	Insurance Policies (auto, workers comp)	5 years
Accounts Receivable ledgers & schedules	7 years	Insurance records, current accident reports, claims, policies, etc	Permanently
Audit reports	Permanently	Internal Audit Reports	3 years
Bank reconciliations	3 years	Inventory records	7 years
Bank Statements	3 years	Invoices (to customers, from vendors)	7 years
Capital stock & bond records	Permanently	Council/Board minutes, Bylaws, & Charter	Permanently
Cash books	Permanently	Notes Receivable ledgers & schedule	7 years
Chart of Accounts	Permanently	Patents & related papers	Permanently
Checks (Canceled)	7 years	Payroll records & summaries	7 years
Checks (Canceled) for important transactions – taxes, purchase of property, special contracts. Etc (file with papers pertaining to transaction)	Permanently	Personnel files (terminated)	7 years
Contracts, mortgages, notes & leases (expired)	7 years	Petty Cash Vouchers	3 years
Contracts, mortgages, notes & leases (still in effect)	Permanently	Property appraisals by outside appraisers	Permanently
Correspondence (general)	2 years	Property records	Permanently
Correspondence (legal & important)	Permanently	Retirement & Pension Records	Permanently
Deeds, mortgages, & bills of sale	Permanently	Scrap & salvage records	7 years
Depreciation schedules	Permanently	Stock & Bond Certificates (canceled)	7 years
Duplicate Deposit Slips	3 years	Subsidiary Ledgers	7 years
Employment Applications	3 years	Tax returns & related paperwork	Permanently
Expense distribution schedules	7 years	Time Cards	7 years
Financial Statements (year-end, other optional)	Permanently	Trademark registration & copyright	Permanently
Garnishments	7 years	Training Manuals	Permanently
General/private ledgers, year-end trial balance	Permanently	Vouchers for payments	7 years
Journals	Permanently	Withholding tax statements	7 years