

Record Retention Schedules

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| Copies of tax returns | Forever |
| Tax/Legal Correspondence | Forever |
| Audits Reports | Forever |
| Contracts & leases | Forever |
| Real Estate records | Forever |
| Corporate minutes and Stock records | Forever |
| Bank Statements | 6 years |
| General ledgers & journals | 6 years |
| Sales records & journals | 6 years |
| Employee expense records | 3 years |
| Canceled checks | 3 years |
| Paid vendor invoices | 3 years |
| Employee payroll records | 3 years |
| Depreciation schedules | Tax life of asset plus 3 years |
| Personal Investment records | 6 years after sales |
| IRA records | 6 years after withdrawals |