

Sample Retention Schedule ABC Association

File Name	Current File	Storage
Annual Reports	2 years	Permanently
Articles of Incorporation	Permanently	
As-Built Specification Plans	Permanently	
Assessment Information	1 year	7 years
Assessment Status	1 year	7 years
Bank Reconciliations	1 year	1 year
Budget	1 year	Permanently
Cancelled Checks and Bank Statements	1 year	7 years
Cash Disbursements Journal	1 year	Permanently
Cash Receipts Journal	1 year	Permanently
Certificate of Insurance	1 year	7 years
Committee Reports	1 year	3 years
Contracts	1 year	7 years
Correspondence: General Matters	1 year	3 years
Correspondence: Legal and Contract	1 year	Permanently
Declaration	Permanently	
Deeds	Permanently	
Duplicate Deposit Tickets	1 year	1 year
Employee Applications	1 year	1 year
Employee Files	1 year	7 years
Federal Income Tax Returns	3 Years	Permanently
Monthly Financial Statements	1 year	7 years
General ledgers	1 year	Permanently
General Journals	1 year	Permanently
State and Federal Identification Numbers	Permanently	
Insurance Policies	1 year	7 years
Open Insurance Claims	Until Settled	
Settled Insurance Claims	1 year	7 years
Investment Statements and Closed Passbooks	1 year	7 years
Supply Invoices	1 year	7 years
Unexpired Leases		Until Expired
Expired Leases	7 years	
Open Legal Files	Until Closed	
Closed legal Files	1 year	Permanently
Mailing lists	1 year	
Management Notices	1 year	3 years
Board Meeting Minutes	1 year	Permanently
Newsletters	1 year	3 years
Payroll Records	1 year	7 years
Plat of Survey	Permanently	
Proposals	1 year	7 years
Purchase Orders	1 year	1 year
Real Estate Taxes	1 year	7 years
Right of First Refusal Letters	1 year	Permanently
Rules and Regulations	Permanently	
State Income Tax Returns	3 years	Permanently
State and Federal Unemployment Taxes	3 years	Permanently
Unexpired Warranties		Until Expired
Expired Warranties	7 years	
State and Federal Withholding Taxes	3 years	Permanently