

# GUIDELINES FOR RECORDS RETENTION

When your business records reach the end of their retention life it is necessary and good business practice to properly dispose of them. Secure paper shredding and media destruction ensures that your

confidential information doesn't fall into the wrong hands, and creates an audit trail. A good retention and destruction plan helps keep you compliant with data privacy laws — and avoids financial penalties and unfavorable publicity.

## RECORD RETENTION LEGEND

After completion of job or contract . . . . . AC	After disposal . . . . . AD
After settlement . . . . . AS	After expiration. . . . . AE
After trip . . . . . ATR	After termination . . . . . AT
Permanently . . . . . P	When obsolete . . . . . OBS
	When superseded . . . . . SUP

### ACCOUNTING AND FISCAL

Accounts Payable Invoices.....	3
Accounts Payable Ledger .....	P
Accounts Receivable Ledger .....	3
Balance Sheet .....	P
Bank Deposit Books and Slips .....	3
Bank Statements and Reconciliations .....	3
Bonds and Records .....	P
Budgets and Cost Files .....	3
Capital Asset Record .....	3 AD
Cash Receipt Journals.....	7
Check Register.....	P
Checks – Cancelled, Payroll.....	2
Checks – Cancelled, Voucher.....	3
Cost Accounting Records .....	5
Earnings Register.....	3
Estimates, Projections.....	7
Expense Reports – Employee.....	3
Financial Statements – Periodic .....	2
Financial Statements – Certified .....	P
General Ledger.....	P
Labor Cost Records.....	3
Note Ledgers.....	P
Payroll Register.....	3
Petty Cash Records .....	3
Profit and Loss Statements .....	P

### ADMINISTRATIVE

Audit Reports – Public and Government.....	10
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Audit Reports – Internal.....	3
Audit Work Papers- Internal.....	3
Classified Documents: Control, Inventories, Reports .....	10
Correspondence – Executive.....	P
Correspondence – General Office .....	5
Directives from Offices .....	P
Forms Control .....	P (1 copy)
Systems and Procedures	
Records (Record Copy) .....	P

### COMMUNICATIONS

Bulletins – Communications .....	P
Messenger Records.....	1
Postage Reports,	
Stamp Requisitions.....	1
Postal Records – Registered and Insured, Mail Log, Meter Records .....	1
Telecommunications Copies .....	2
Telephone Records - Installation, Location, Rental Charges, Moves.....	P

### CONTRACT ADMINISTRATION

Contracts Negotiated, plus Bailments, Changes, Specifications, Procedures, Correspondence .....	P
Reports -Relating to Distribution, Revision, Form and Format.....	P

### CORPORATE

Annual Reports .....	P
Bonds – Surety.....	3 AE
Capital Stock Ledger .....	P
Charters, Constitution, Bylaws.....	P
Contracts .....	20 AT
Election Records – Corporate.....	P

Incorporation Records.....	P
Licenses – Federal, State, Local.....	AT

### LEGAL

Claims and Litigation or Torts and Breach of Contract .....	P
Copyrights.....	P
Law Records – Federal, State, Local .....	SUP
Patents and Related Data .....	P
Trademarks .....	P

### MANUFACTURING

Bill of Material.....	2
Drafting Records.....	SUP
Drawings, Tracings – Original.....	P
Inspection Records .....	2
Laboratory Test Reports.....	P
Product Development: Design, Engineering, Research, Tooling, Specifications.....	20
Productions Reports.....	3
Quality Control Reports .....	1
Reliability Reports .....	P
Stores Issue Records .....	3
Tool Control .....	3
Work Orders.....	3

### OFFICE SUPPLIES AND SERVICES

Inventories .....	1
Office Equipment Records .....	6
Request for Service .....	1
Requisitions – Supplies .....	1



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TURN FOR MORE

## PERSONNEL

Accident Reports, Injury Claims, Settlements .....	30 AS
Applications, Changes, Terminations .....	5
Attendance Records .....	7
Employee Activities .....	5 AT
Employee Contracts .....	5 AT
Fidelity Bonds .....	3 AT
File – Individual Employee .....	5 AT
Garnishments .....	3 AS
Health and Safety Bulletins.....	P
Injury Frequency Charts.....	P
Insurance Records, Group – Employee .....	10 AT
Job Descriptions .....	3 SUP
Rating Cards .....	3 SUP
Time Cards .....	3
Training Manuals .....	P
Union (Collective Bargaining) Agreements .....	5 AT

## PLANT AND PROPERTY

Depreciation Schedules.....	P
Inventory Records .....	P
Maintenance and Repair – Buildings.....	10
Maintenance and Repair – Machinery .....	5
Plant Account Cards, Equipment Records, Historical Folders .....	P
Property Deeds .....	P
Purchase or Lease Records – Plant ....	P
Space Allocation Records .....	2 AT

## PROCUREMENT, PURCHASING

Acknowledgements .....	AC
Bids, Awards .....	3 AT
Contracts .....	3 AT
Price Lists.....	OBS
Purchase Orders.....	3 AE
Purchase Requisitions.....	1
Quotations .....	1

## PRINTING AND DUPLICATING

Copies Produced Charts, Technical Publications.....	1 or OBS
Negatives.....	5
Photographs.....	1 or OBS

## PRODUCTS, SERVICES, MARKETING

Correspondence .....	3
Credit Rating and Classifications ....	10
Development Studies .....	P
Presentations and Proposals .....	P
Price Lists, Catalogs.....	OBS
Prospect Lists .....	OBS
Surveys .....	P

## PUBLIC RELATIONS & ADVERTISING

Advertising Activity Reports .....	5
Community Affairs Records .....	P
Contracts – Advertising.....	3 AT
Employee Activities and Presentations .....	P
Exhibits, Releases, Handouts.....	3
Internal Publications (Record Copy) .....	P
Layouts .....	1
Manuscripts.....	1
Public Information Activity.....	7

Research Presentations .....	P
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## TAXATION

Annuity or Deferred Payment Plan ...	P
Depreciation Schedules.....	P
Dividend Register .....	P
Employee Withholding.....	5
Excise Exemption Certificates .....	4
Excise Reports.....	4
Inventory Reports .....	P
Tax Bills and Statements .....	P
Tax Returns .....	P

## SECURITY

Classified Material Violations.....	P
Courier Authorization .....	1 mo ATR
Employee Case Files .....	5 AT
Employee Clearance Lists.....	SUP
Fire Prevention Programs .....	P
Protection – Guards Badge Lists, Protective Devices.....	5
Subcontractor Clearance.....	2 AT
Visitor Clearance .....	2

## TRAFFIC AND TRANSPORTATION

Aircraft Operating and Maintenance .....	P
Bills of Lading, Waybills .....	3
Delivery Reports .....	3
Freight Bills .....	6
Freight Claims.....	6
Household Moves .....	6
Rates and Tariffs .....	SUP
Receiving Documents.....	5
Shipping and Related Documents ....	6
Vehicle Operating and Maintenance .....	2

Arkansas Records Management provides turn-key, one-stop records management and storage. We manage and store paper records, electronic storage media and other items for customers anywhere in Arkansas.

Our staff eats, sleeps, and breathes files, indexed fields, retention schedules, and audit trails. As records and rules become more and more complex, the task of properly managing your firm's documents is a key and often overwhelming task — and we are there to help.

- **Records management**
- **Regular and large format scanning**
- **Secure NAID Certified paper shredding, your place or ours**
- **Secure NAID Certified hard drive and media shredding, your place or ours**
- **Data storage**
- **Specialty services**



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