1904: Guidelines for Retention of Files & Records

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Section: Filing
Subject: Guidelines for Retention of Files & Records
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Policy Owner:

Policy

A. RECORDS RETENTION

Correspondence and record files are to be kept in a neat and orderly manner (See P&P 1900-1903 for specifics on files & filing). The file should be systematically reviewed to remove materials no longer required.

If space limitations make it necessary to transfer any records not currently in storage cases, store material in 12 X 15 inch file storage boxes or 15 X 24 bankers boxers for larger amounts. All can be obtained from Office Depot.

When storing items in boxes, label the box clearly in the upper right hand corner so the contents can be easily identified such as "Technician's Daily Report, Jan. 1996 - Dec. 1996."

If records placed in a storage box are not similar in description, write a "Table of Contents" on the outside of the storage box. Store the boxes in an approved, dry, and readily accessible location. Write a disposal date on each box or table of contents (See example below).

Example: N. Orl. Cancelled P.P.P. Agreements
1-97 to 12-97

Dispose of 1-03

Lk Mary Monthly M&S Inventory

1-96 to 12-96

Dispose of 1-00

All general correspondence should be purged annually at the end of the fiscal year. Because of government regulations and other factors, certain records must be retained for specific periods of time. Observe the following schedules when purging records:

Description of the Records	**Retention Time in Years**
Accounts Payable Registers	1 year
Age Trail Balance	7 years
Adjustment Journals	Service Center- 1 year; Corporate- 7 years*
Cash Receipt Books	3 years
Claims Files- after claims are settled and closed	10 years
Claims logs	1 year
Commission Sheets or Reports	7 years
Correspondence (Corporate/general) having no indicated further value	1 year
Credit Card Log	1 year
Deposit Reports & Cash Journals	Service Center-1 year; Corporate-7 years
Licenses and Permits	3 years
Month End Closing Reports (All Payroll related reports-7 years)	Service Center-1 year; Corporate-7 years
Monthly M&S Inventory	Service Center-1 year; Corporate-3 years
DOR (Daily)	1 year

Description of the Records	Retention Time in Years
OSHA Form 200	5 years
Payroll related documents and supporting data (Time Sheets, Worksheets, etc.)	7 years
Personnel & Training files (retain following termination)	7 years*
Pest & Lawn Agreements after account has been cancelled, paid, bad debted	5 years**
P & L - Service Center Statements	5 years
P & L - Year Ending (Dec.)	5 years
Service Invoices	7 years**
Technician's Daily Reports	7 years
Telephone Call Book	2 years
Termite customer's file after last paid renewal (includes reinspection tickets)	--**
Vehicle File Folder keep after vehicle turn-in	1 year
Statistical Reports keep in the respective locations	2 years
Statistical Reports - Region/Keep in Region	3 years

*Employment Eligibility Verification (I-9) must be kept one year after termination or three years after hire date, whichever is longer.

**Check with your state regulatory agency to confirm your state's requirement.

B. REGION RECORDS

Region will keep the following reports, by Service Center, a minimum of:

C. DISPOSAL OF CUSTOMER RECORDS AND REPORTS

For reasons of security, it is important that all reports showing customers' names be destroyed in such a manner that the information cannot be salvaged by anyone. The methods of destruction recommended are shredding, burning, or tearing and cutting into small pieces.

D. CONFIDENTIALITY OF CUSTOMER FILES

Customer files and complaint replies are never open for review to anyone other than authorized Company employees or unless directed by a court order. Any question regarding this should be directed to your immediate supervisor, or your Region Manager.

E. CORPORATE FILE RETENTION

Corporate departments will maintain files per the table below.

Department	Agency	Abbreviation	Documents/Files	Dispose After
HR	Equal Employment Opportunity Commission/Department of Labor.	EEOC	Terminated Employee Personnel files	7 Years
			Job Announcements	2 Years
			Not Hired	2 Years
			Family & Medical Leave- Length of Employment	Family & Medical Leave- Length of Employment +3 Years
			Salary History – Length of Employment	Salary History – Length of Employment +8 Years
			Current Employees	7 Years

Department	Agency	Abbreviation	Documents/Files	Dispose After
	Non Disclosure Agreements (NDA)		5 Years from Termination of agreement	5 Years from Termination of agreement
Payroll	Equal Employment Opportunity Commission	EEOC, ADEA, & USDL	All Payroll related reports for entire term of employment	7 Years
	Age Discrimination in Employment Act		Checks	7 Years
	United States Department of Labor		Vacation/Sick Pay	7 Years
			Time Reports	7 Years
			Payroll Records	7 Years
			Payroll Register	7 Years
			Employee Withholding Exemption Certificates	7 Years
			Commission Reports (Salesperson)	7 Years
			Vacation Files	7 Years
			W-2 Forms	Permanent
Accounting	Generally Accepted Accounting Principles	GAAP & CPA	Deposit reports & cash journals	7 Years
	Certified Public Accountant		P & L year ending (Dec.)	7 Years
			Accounts Written-off	7 Years

Department	Agency	Abbreviation	Documents/Files	Dispose After
			Authorization	7 Years
			Audit	7 Years
			Bank Reconciliations	7 Years
			Bank Statements	7 Years
			Bank Deposit Slips	7 Years
			Budgets	7 Years
			Balance Sheets	Permanent
			Cancelled Dividend Checks	Permanent
			Charts of Accounts	Permanent
	Generally Accepted Accounting Principles		Check Register	Permanent
	Certified Public Accountant		Financial Statements	Permanent
	Generally Accepted Accounting Principles		Investment - Sales/Purchases	Permanent
	Certified Public Accountant	GAAP & CPA	Journal Entries	Permanent
			Profit/Loss Statements	Permanent
			Annual Reports	Permanent
			Audit Reports – Public	Permanent
			Financial Statements	Permanent
			Depreciation Schedule	Permanent

Department	Agency	Abbreviation	Documents/Files	Dispose After
			Inventory Records	Permanent
			Mutual Savings Bank Bad Debt Reserve	Permanent
			Financial Institution Loan Loss Reserves	Permanent
AP	Generally Accepted Accounting Principles	GAAP & CPA	Accounts Payable Ledger	7 Years
	Certified Public Accountant		Expense Reports	7 Years
			Voucher Check Copies	7 Years
			Vendor Invoices	7 Years
			Cash Book	Permanent
			Cash Disbursement & Receipt Record	Permanent
AR				
	Generally Accepted Accounting Principles	GAAP & CPA	Accounts Receivable Aging Reports	7 Years
	Certified Public Accountant		Accounts Receivable Ledger	7 Years
			Accounts Receivable Invoices	7 Years
			Credit Card Log	7 Years
General Ledger	Generally Accepted Accounting Principles	GAAP & CPA	Canceled Checks	10 Years
	Certified Public Accountant		Cash Sales Slips	7 Years

Department	Agency	Abbreviation	Documents/Files	Dispose After
			Charge Slips	Permanent
			General Ledger	Permanent
Risk Management	Occupational Safety and Health Administration	OSHA	OSHA	5 Years
			Expired Insurance Policies	10 Years
			Fire Inspection Reports	6 Years
			Insurance Appraisals	6 Years
			Safety Records	6 Years
			Foreign Insurance Policies	3 Years
			Workers' Compensation Benefits	10 Years
			Annual Summary	5 Years
			OSHA 300 Log	5 Years
			OSHA 301 Incident Report	5 Years
			Claim Files	10 Years
			Safety Records	6 Years
			Leases/Canceled	10 Years
			Claims log	1 Year
	N/A	N/A	Automobile Insurance Claims	10 Years

Department	Agency	Abbreviation	Documents/Files	Dispose After
			Expired Insurance Policies	10 Years
Facilities	N/A	N/A	Plant Cost Ledger	Permanent
			Property Appraisals	Permanent
			Property Register	Permanent
			Disability Insurance Claims - After Termination	7 Years (When Applicable)
IT	N/A	N/A	Contracts	6 Years
Learning & Development	N/A	N/A	Licenses and Permits	3 Years
			Personnel & Training files	7 Years
			Save A/P Vouchers for License Fees	7 Years
Marketing	N/A	N/A	Keep Contracts	6 Years
Fleet			Vehicle Operating and Maintenance	2 Years
			Title Papers	Permanent
Purchasing	N/A	N/A	Manual Purchase Orders	7 Years (Corp) & 1 Years (SC)
			M&S Reports	3 Years at Corporate
			M&S Reports -SVC	1 Year
			Patents	Permanent

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