



Depression and Bipolar
Support Alliance

Record Retention Schedule

Record

Number of years

Accounting

Accounts receivable reports	3 years
Accounts payable reports	3 years
Auditors' reports/work papers	Permanent
Bank deposit slips	3 years
Bank statements, reconciliations	7 years
Budgets	3 years
Cancelled checks	7 years
Cash disbursements journal	Permanent
Cash receipts journal	Permanent
Depreciation records	Permanent
Employee expense reports	3 years
Volunteer expense reports	3 years
Independent contractor expense reports	3 years
Employee payroll records (W-2, W-4, annual earnings records, etc.)	6 years
Financial statements (annual)	Permanent
Financial statements (interim/internal)	Permanent
General journal or ledger	Permanent
Chart of accounts	Permanent
Inventory lists	Permanent
Invoices	3 years
Payroll journal	4 years
Petty cash vouchers	3 years
Cancelled Stock and Bond Certificates	6 years
Expired Contracts & Leases	6 years
Payment Request to vendors, employees, etc.	6 years
Travel and entertainment records	6 years



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Corporate Records

Annual Report (State of Illinois)	Permanent
Constitution	Permanent
Bylaws	Permanent
Articles of incorporation and any amendments	Permanent
IRS Determination Letter	Permanent
Contracts, sales (UCC)	4 years
Contracts, generally	10 years
Contract, government	4 years
Minutes (board executive session)	Permanent
Minutes (board and committees with board authority)	Permanent
Minutes (committees without board authority)	5 years
Qualifications to do business	Permanent

Insurance

Accident reports	6 years
Insurance claims	6 years
Insurance policies	Permanent

Miscellaneous Legal

Claims and litigation files	10 years
Copyright, patent and trademark registrations	Permanent

Personnel

Applications and Job Advertisements/Postings	1 year from date the records was made or the personnel action was taken, whichever is later
INS Form I-9 and Employment Eligibility Verification Form	3 years after date of hire or 1 year after date of employee's termination - whichever is later
Employee earnings/payroll records	6 years



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Time cards/sheets and/or work schedules	4 years
Personnel files	Duration of an employee's employment plus 3 years
Employment contracts	10 years
Garnishments	10 years
Government reports	6 years
Health and/or Welfare benefit plans	6 years from the date of the expiration/termination of the plan
Pension, profit-sharing plans	Permanent
Records reflecting the benefits that are or may become due to any employee and name and address of each such employee	As long as any possibility exists that such records may be relevant to a determination of benefits entitlement
Records reflecting eligibility and benefit determination	6 years from the date of the determination
Log and summary of occupational injuries and illnesses (OSHA)	5 years
Employee medical records	Duration of employment plus 30 years
Employee exposure records (OSHA)	30 years
Analyses using exposures or medical records (OSHA)	30 years
<u>Taxes</u>	
Income tax returns and cancelled checks (federal, state and local)	Permanent
Payroll tax returns	4 years
Sales and use tax returns	10 years
<u>General</u>	
Supporting correspondence and notes re patents, copyrights, licenses, agreements, bills of sale, permits, liabilities, etc.	Greater of "life of principal document which it supports" or 3 years
Correspondences to constituents	3 years