

## SUGGESTED RETENTION PERIOD FOR BRANCH RECORDS

ITEM	SUGGESTED RETENTION PERIOD	ITEM	SUGGESTED RETENTION PERIOD
Annual financial reports	P	IRS tax ID number	P
Audit reports	P	Invoices (issued or received)	7
Bank deposit slips	3	Leases	7
Bank reconciliation's	3	Ledgers and journals:	
Bank statements	7	Accounts payable ledger	7
Budgets	3	Accounts receivable ledger	7
Bylaws	P	Cash journal	P
Charter	P	Voucher journal	10
Check ledger	P	Minute books	P
Checks paid and canceled	7	Payroll records	7
Correspondence:		Personnel files, terminated	3
Accounting	5	Petty cash records	7
General	3	Purchase invoices	7
Legal	P	Tax correspondence	P
Deposit slip copies	3	Tax records (including worksheets, bills and statements, etc.)	P
Depreciation schedules	7	Income	P
Equipment leases (after expiration)	6	Personal property	P
Financial reports:		Travel records (employee, officer)	7
Audited P		Uncollectible accounts records	7
Annual P			
Interim 3			
IRS determination letter for nonprofit status of the branch	P		

### KEY

P means that the records are kept permanently. If the branch does not have a permanent headquarters in which its files may be stored, these records must be transferred from the outgoing officer to the incoming after each election.

3-10 means the number of years.

**Figure 3-3, Retention Period of Branch Records**