

DATA SAFE

THE ULTIMATE GUIDE TO RECORDS RETENTION & DESTRUCTION



Spanning **seventy** years and **three** generations

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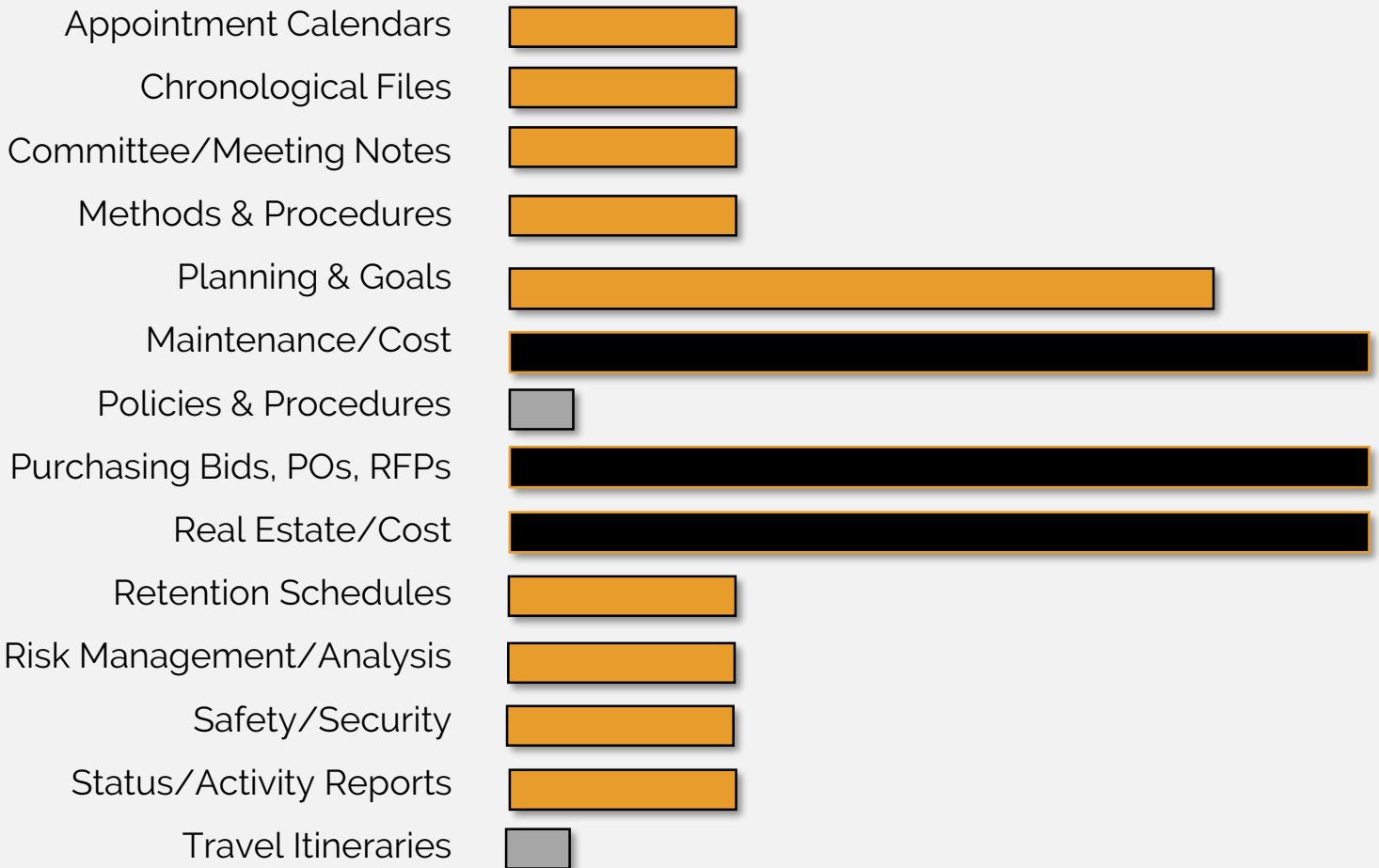


Keep for **6 years**:

Audits – External, Internal	Lines of Credit/Loans
Charts of Accounts	Payables
Checks – Canceled, Registers, Statements	Payroll Records
Fixed Assets – Depreciation, Inventories	Petty Cash
Fund Transfers	Procedures for Accounting
General Ledgers/Journals	Receivables

Administration

Years to keep:



Years to keep:



Life of the
Organization

Articles of Incorporation	Life of the Organization
Board of Directors Agendas	Life of the Organization
Board of Directors Committees	Life of the Organization
Board of Directors Minutes	Life of the Organization
Board of Directors Resolutions	Life of the Organization
By-Laws	Life of the Organization
Foundations/Charities	3
Internal Newsletters	3
News Releases/Statements	10
Organization	3
Policies	10
Speeches	2
Stock Certifications & Ledgers	10

Data Processing

Keep for **1 year**:

Network Information

Operations

Run Books

Software

Manuals/Documentation

Source Code

Systems Environment

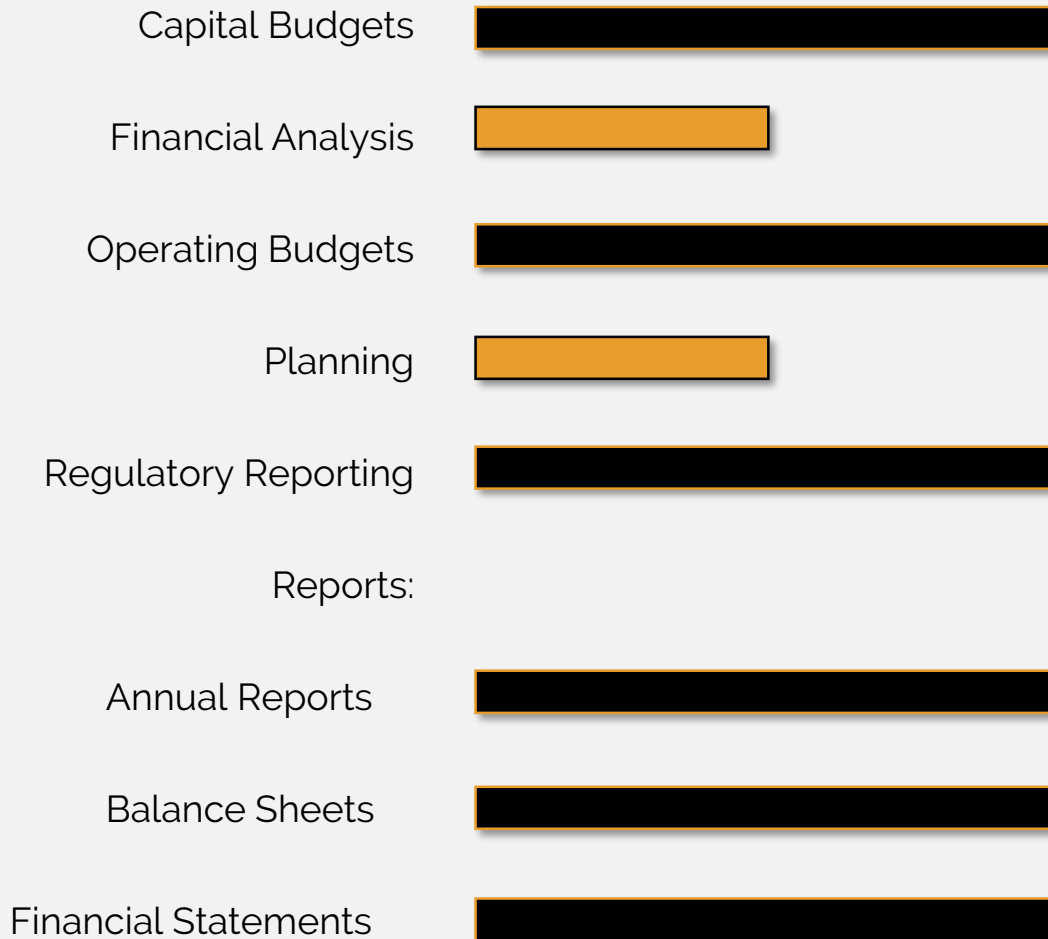
Telecommunications



No business can succeed in
any great degree without being
PROPERLY ORGANIZED.

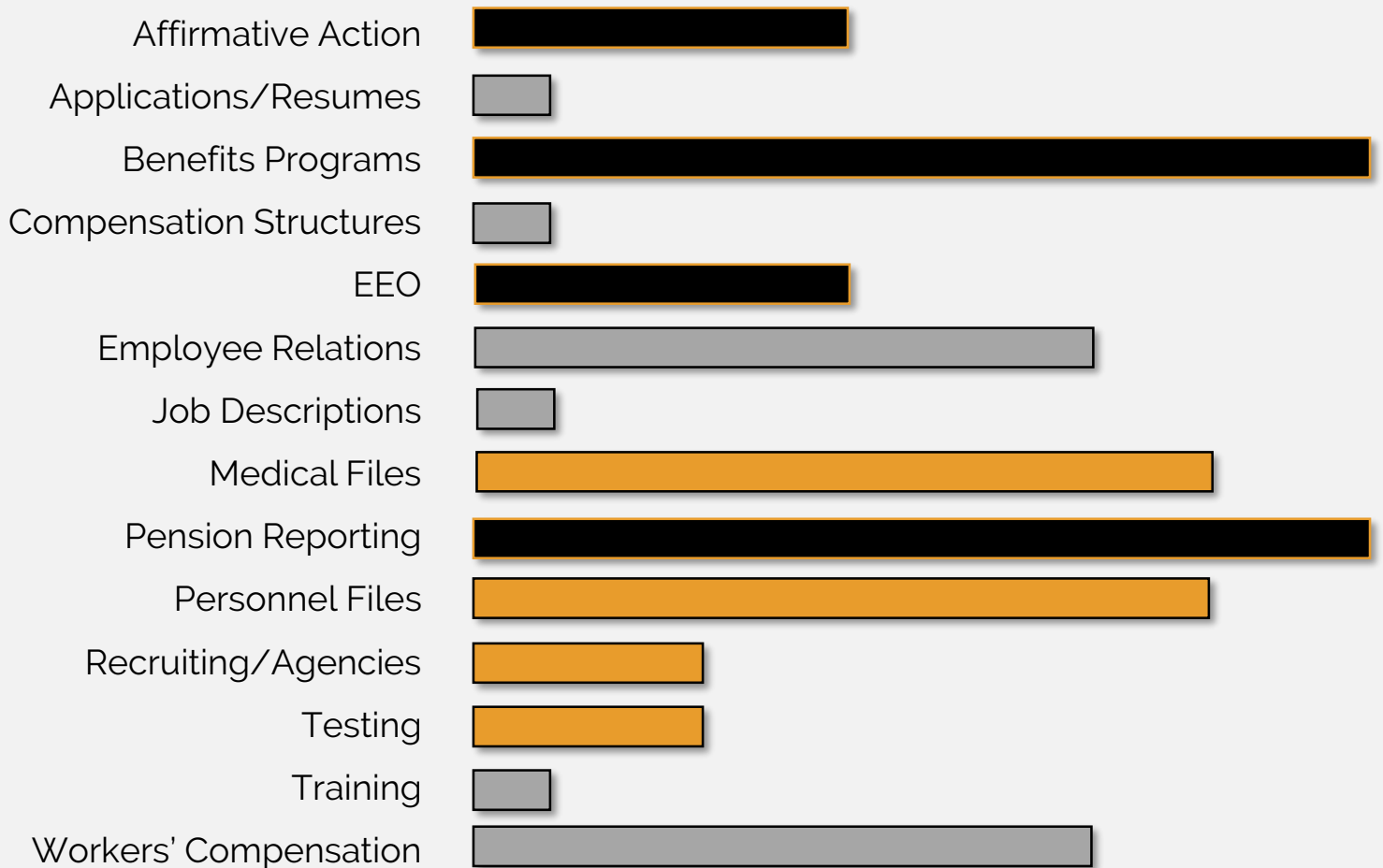
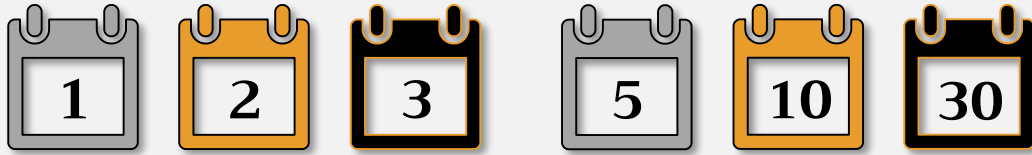
James Cash Penny
American Businessman

Years to keep:

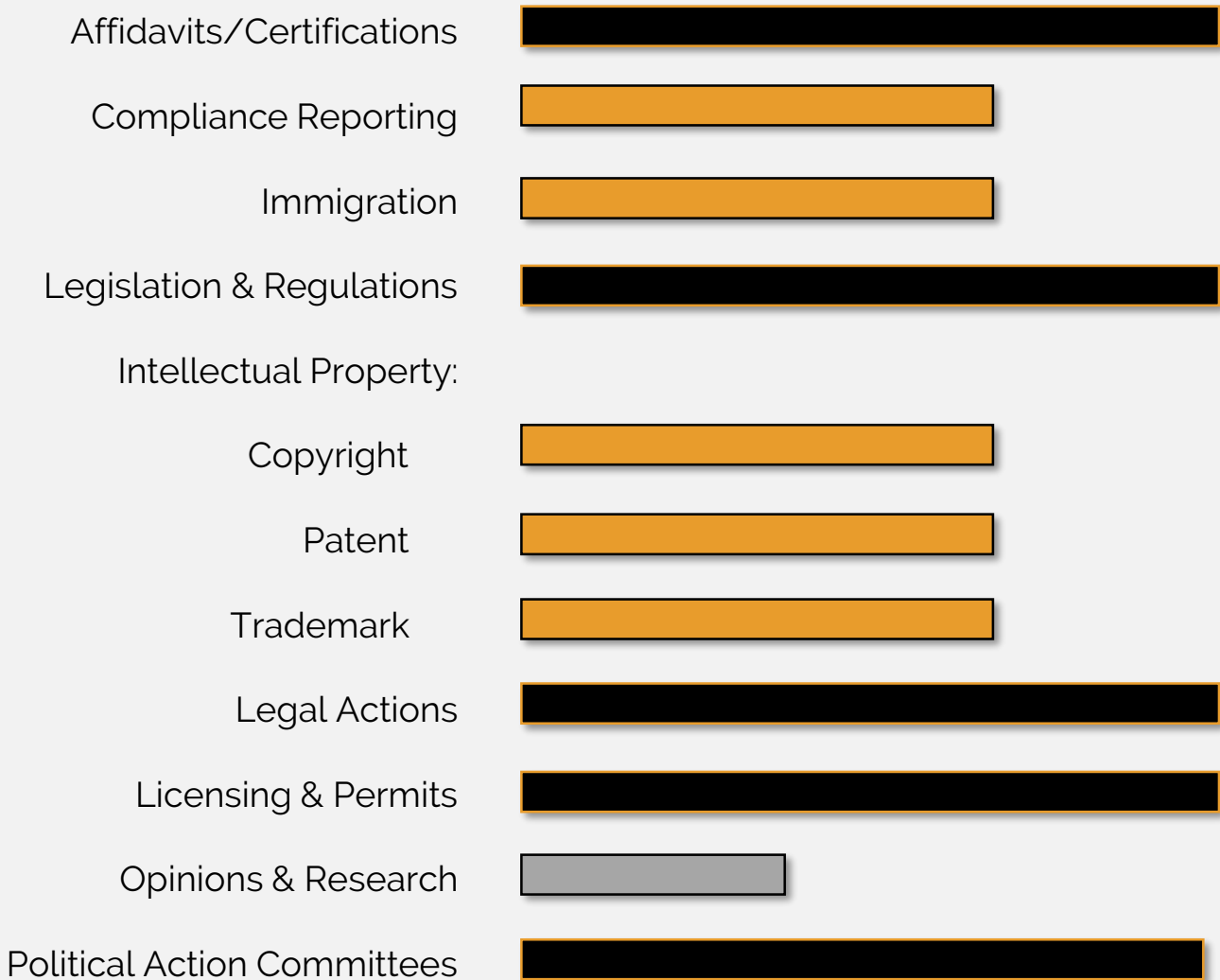


Human Resources

Years to keep:



Years to keep:




Marketing & Sales

Years to keep:



Advertising Copy 

Grants 

Job Files 

Mailings 

Market Research/Trends 

Product/Service:

Development 

Specification 

Promotions/Campaigns 

Sales Statistics 

Sponsorships 

Surveys 



Keep for **6 years**:

Audits

Local

State

Federal

Returns

Local

State

Federal

Work Papers/Data

More Information

Please Note:

This document contains an overview of generally accepted "best practices" for retaining important business records. **For more details and industry-specific guidelines, please contact DataSafe.**

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It is always recommended that you check with Federal, State, and Local laws, as well as the governing board of your industry, for the most current regulations and guidelines. Here are a few links that you may also find helpful.

[Federal Trade Commission Disposal Rule](#)
[Federal Trade Commission: Financial Industry Safeguards Rule](#)
[California Tax Service Center](#)

Disclaimer: This document is for informational purposes only and not a substitute for legal advice.

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