

A SUGGESTED RECORD RETENTION SCHEDULE

CUSTOMER RECORD FILES

Agent of Record Letter	permanent
Applications	see daily reports
Appraisals	until superseded
Binders	until superseded by policy
Customer Data Sheet, Personal Lines	5 year after loss of account
Claim Reports	until superseded by draft
Declarations Page, Personal Lines	5 policy period past expiration
*Declarations Page,	
Commercial Lines	5 policy periods past expiration
Expiration Slips	until superseded
Expiration Slips, Policies Not Taken	1 year after not taken
Fact Finder, Commercial Accounts	until superseded
Fire Rate Make up	until superseded
Loss Drafts	permanent
Modification Letters	until 1 year after superseded
Recommendations	until 1 year after loss of account
Survey Reports	until 1 year after superseded
Transmittal Letters	do not retain

*Occurrence and Products Liability policies with unlimited tail—permanent

ACCOUNTING AND FINANCIAL RECORDS

Account Payable Invoices	3 years
Account Payable Ledger	10 years
Account Receivable Invoices	2 year
Account Receivable Ledgers	10 years
Audit Reports	permanent
Audit Working Papers	3 years
Balance Sheets	permanent
Bank Deposits	3 years
Bank Statements	3 years
Budgets	3 years
Cash Receipt Record	7 years
Check Register	permanent
Checks, Payroll	3-8 years
Checks, Voucher	5-8 years
Cost Accounting Records	5 years
Depreciation Schedules	permanent
Dividend Register	permanent
Employee Withholding Records	4 years
Expense Reports	3-6 years
Financial Statements, Certified	permanent
General Ledger Records	permanent
Note Register	permanent
Payroll Register	3-8 years
Petty Cash Records	3 years
Profit and Loss Statements	permanent
Producers' Commission Reports	3 years
Travel Expense Reports	3 years
Tax Bills and Statements	permanent
Tax Returns	permanent
Trial Balances	3-6 years

CORPORATION/PARTNERSHIP RECORDS

Annual Reports	permanent
Buy and Sell Agreements	until superseded
Capital Stock Ledger	permanent
Charter, Constitution, Bylaws	permanent
Contracts	20 years after termination
Corporation Election Records	permanent
Incorporation Records	permanent
Licenses	until superseded
Minutes of Stockholders' Meetings	permanent

Partnership Agreement permanent
Property Deeds permanent
Purchase or Lease Agreements permanent
Stock Transfer Records permanent

PERSONNEL RECORDS

Accident Reports, Injury
Claims, Settlements 30 years after settlement
Annuity or Deferred Compensation Plans permanent
Applications for Employment Not Acted Upon do not retain
Applications for Employment of
Persons Hired 6 years after termination
Attendance Records 7 years
Employee Activity File 2 years or until superseded
Employee Contracts 6 years after termination
Group Insurance Records permanent
Health and Safety Bulletins permanent
Job Descriptions until superseded
OSHA Form 100 5 years following end
of calendar year
OSHA Form 101 (or equivalent) 5 years following end
of calendar year
OSHA Form 102 5 years following end
of calendar year
Solicitor Agreements 6 years after termination
Terminations 6 years
Time Cards 3 years

AGENCY/COMPANY FILES

Agency Contract permanent
Contingency Agreement permanent
Correspondence variable
Initial Letter of Appointment permanent
Prohibited Lists until 1 year after superseded
Underwriting Guidelines and
Instructions until 1 year after superseded

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