

RECORD RETENTION SCHEDULE

Bank Statements and Reconciliations	3 years
Bequests	Permanent
By-Laws	Permanent
Canceled Checks and Deposit Slips	3 years
Contracts	20 years
Contribution Records	3 years
Deeds	Permanent
Financial Reports (Annual)	Permanent
Financial Reports (Interim)	3 years
General Ledgers (Annual)	Permanent
Journals	3 years
Organization Charter	Permanent
Paid Invoices	3 years
Personnel Files	3 years after date of Termination

PAYROLL RECORDS

W-4 Forms	4 years
I-9 Forms	3 years or 1 year after date of Termination (whichever is longer)
Undeliverable W-2s	4 years
Payroll registers	4 years
Tax Returns	6 years
Time Sheets	3 years