

DATA RETENTION POLICY SCHEDULE

Try Smartsheet for FREE

CATEGORY TYPE		CATEGORY OWNER	
CORPORATE RECORDS			
DATA TYPE	STORAGE LOCATION	RETENTION PERIOD	ACTION Delete or Archive
Corporate Records (board minutes, committee minutes, corporate seals, articles of incorporation, bylaws, annual reports, etc.)			
Licenses and Permits			
Intellectual Property			

CATEGORY TYPE		CATEGORY OWNER	
PROPERTY RECORDS			
DATA TYPE	STORAGE LOCATION	RETENTION PERIOD	ACTION Delete or Archive
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way			
Original Purchase/Sale/Lease Agreements			
Property Insurance Policies			

CATEGORY TYPE	CATEGORY OWNER		
TAX RECORDS			
DATA TYPE	STORAGE LOCATION	RETENTION PERIOD	ACTION Delete or Archive
Tax-Exemption Documents and Related Correspondence			
IRS Rulings			
Excise Tax Records			
Payroll Tax Records			
Tax Bills, Receipts, Statements			
Tax Returns: Income, Franchise, Property			
Tax Worksheet Packages: Originals			
Sales/Use Tax Records			
Annual Information Returns: Federal and State			
IRS or other Government Audit Records			

CATEGORY TYPE	CATEGORY OWNER		
ACCOUNTING AND FINANCE			
DATA TYPE	STORAGE LOCATION	RETENTION PERIOD	ACTION Delete or Archive
Accounts Payable ledgers and schedules			
Accounts Receivable ledgers and schedules			
Annual Audit Reports and Financial Statements			
Annual Audit Records, including work papers and other related documents			
Annual Plans and Budgets			
Bank Statements and Canceled Checks			
Employee Expense Reports			
General Ledgers Permanent			
Interim Financial Statements			
Notes Receivable ledgers and schedules			
Investment Records			
Credit card records (documents with credit card numbers)			

CATEGORY TYPE	CATEGORY OWNER		
CONTRACTS			
DATA TYPE	STORAGE LOCATION	RETENTION PERIOD	ACTION Delete or Archive
Contracts and Related Correspondence (including related proposals and other supporting documentation)			

CATEGORY TYPE	CATEGORY OWNER		
CORRESPONDENCE AND INTERNAL COMMUNICATIONS		<i>Correspondence and internal communication should be retained for the same period as the documents or project they relate to.</i>	
DATA TYPE	STORAGE LOCATION	RETENTION PERIOD	ACTION Delete or Archive
Correspondence and internal communication related to routine matters that have no significant lasting consequences.			
Correspondence and internal communication not related to routine matters or having no significant lasting consequences.			

CATEGORY TYPE	CATEGORY OWNER		
INSURANCE			
DATA TYPE	STORAGE LOCATION	RETENTION PERIOD	ACTION Delete or Archive
Annual Loss Summaries			
Audits and Adjustments			
Certificates Issued Claims Files (including correspondence, medical records, injury documentation, etc.)			
Group Insurance Plans: Active Employees			
Group Insurance Plans – Retirees			
Inspections			
Insurance Policies (including expired policies)			
Journal Entry Support Data			
Loss Runs			
Releases and Settlements			

CATEGORY TYPE	CATEGORY OWNER		
LEGAL FILES AND PAPERS			
DATA TYPE	STORAGE LOCATION	RETENTION PERIOD	ACTION Delete or Archive
Legal Memoranda and Opinions (including all subject matter files)			
Litigation Files			
Court Orders			
Requests for Departure from Records Retention Plan			

CATEGORY TYPE	CATEGORY OWNER		
PAYROLL DOCUMENTS			
DATA TYPE	STORAGE LOCATION	RETENTION PERIOD	ACTION Delete or Archive
Employee Deduction Authorizations			
Payroll Deductions			
W-2 and W-4 Forms			
Garnishments, Assignments, Attachments			
Labor Distribution Cost Records			
Payroll Registers			
Time Cards/Sheets			
Unclaimed Wage Records			
Pension Documents And Supporting Employee Data			
Retirement and Pension Records			

CATEGORY TYPE	CATEGORY OWNER		
PERSONNEL RECORDS			
DATA TYPE	STORAGE LOCATION	RETENTION PERIOD	ACTION Delete or Archive
Commissions/Bonuses/Incentives/Awards			
EEO- 1 /EEO-2: Employer Information Reports			
Employee Earnings Records			
Employee Handbooks			
Employee Medical Records			
Employee Personnel Records (including attendance, application forms, job/status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training records, and qualification records)			
Employment Contracts – Individual			
Employment Records: Correspondence with Employment Agencies and Advertisements for Job Openings			
Employment Records: All Non-Hired Applicants (including all applications and resumes: whether solicited or unsolicited, results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)			
Job Descriptions/Postings			
Personnel Counts			
I-9 Forms			

CATEGORY TYPE	CATEGORY OWNER		
OPERATIONAL DOCUMENTS AND RECORDS			
DATA TYPE	STORAGE LOCATION	RETENTION PERIOD	ACTION Delete or Archive
Project related			
Process related			

CATEGORY TYPE	CATEGORY OWNER		
MISCELLANEOUS			
DATA TYPE	STORAGE LOCATION	RETENTION PERIOD	ACTION Delete or Archive
Consultant Reports			
Material with Historical Value (pictures, publications, etc.)			
Policy and Procedures Manuals – Original			
Policy and Procedures Manuals: Copies			
Annual Reports			

CATEGORY TYPE	CATEGORY OWNER		
DATA TYPE	STORAGE LOCATION	RETENTION PERIOD	ACTION Delete or Archive

CATEGORY TYPE	CATEGORY OWNER		
DATA TYPE	STORAGE LOCATION	RETENTION PERIOD	ACTION Delete or Archive

CATEGORY TYPE	CATEGORY OWNER		
DATA TYPE	STORAGE LOCATION	RETENTION PERIOD	ACTION Delete or Archive

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.