

Record Retention

Ever Wonder How Long You Should Keep all that Paperwork in the Garage?

Here's a handy and quick record retention schedule:

Bank statements & deposit slips	6 years
Sales records & journals	6 years
Canceled checks, Paid vendor invoices	3 years
Employee payroll records	3 years
Copies of tax returns	7 years after liquidation of the business
Financial statements	7 years after liquidation of the business
Contracts & lease	7 years after liquidation of the business

(Call if you would a more comprehensive record retention schedule faxed or mailed to you)