

## Records Retention Guide

(Note: Retention periods start after records expire. This guide is intended as a starting point only.  
Consult your legal advisor for more a more detailed plan.)

### Medical Records

- ❖ Adult patient charts ..... 10 years following visit
- ❖ Diagnostic images ..... Permanently with chart
- ❖ Medical correspondence ..... Permanently with chart
- ❖ Minor patient charts ..... Reaching majority plus limitations

### Accounting & Financial Records

- ❖ Auditors' reports ..... Permanently
- ❖ Accounts payable ledger ..... Permanently
- ❖ Accounts receivable ledger ..... 2 to 6 years
- ❖ Bank debt deduction ..... 7 years
- ❖ Bank deposit slips, reconciliations, statements ..... 4 years
- ❖ Bank statements with cancelled checks ..... 6 years
- ❖ Contracts of purchases and sales ..... 4 years
- ❖ Depreciation records ..... 4 years
- ❖ Deeds, mortgages, and Bills of Sale ..... Permanently
- ❖ Financial statements ..... Permanently
- ❖ General ledgers ..... Permanently
- ❖ Invoices – sales ..... 4 years
- ❖ Invoices – purchases ..... 4 years
- ❖ Invoices – paid ..... 6 years
- ❖ Income tax returns ..... Permanently

### Business Records

- ❖ Articles – legal, accounting, incorporation, etc. .... Permanently
- ❖ Contracts and agreements ..... Permanently
- ❖ Minutes ..... Permanently
- ❖ Stock and Bond records ..... Permanently
- ❖ Trademark registrations, patents and copyrights ..... Permanently

### Personnel Records

- ❖ Accident reports and injury claims ..... 7 years
- ❖ Benefit plans ..... 4 years
- ❖ Building plans ..... Permanently
- ❖ COBRA records ..... 3 years
- ❖ Insurance Policies ..... Permanently
- ❖ OSHA medical ..... 30 years
- ❖ OSHA training files ..... 3 years
- ❖ Payroll journal ..... 6 years
- ❖ Personnel related files ..... 6 years
- ❖ Time cards ..... 4 years