



HCFB Document Retention and Destruction Policy

Accounting Records:

General Ledger and Financial Statements (year-end)	Permanently
Interim Financial Statements	1 Year
Cash receipts/disb. journals	7 Years
A/R Ledgers	7 Years (after filed return)
A/P Ledgers	7 Years (after filed return)
Payroll Records	7 Years
Billing Files	7 Years
Expense Reports	7 Years
Time Sheets	7 Years
Bank Statements	7 Years

Master File location

Administrative Records:

Partnership or corporate records	Permanently
Leases and contracts	7 Years (after expiration)
Insurance Documents	7 Years (after expiration)
Tax Returns	7 Years
Retirement Plan Documents	Permanently

Master File location

Personnel Records (non-employees):

Applications, resumes	7 Years (after termination)
Performance evaluations	7 Years (after termination)
Employment contracts	7 Years (after termination)
INS I-9 forms	7 Years (after termination)
Salary information	7 Years (after termination)
Injury incident reports	7 Years (after termination)

Master File location

Correspondence Files:

	3 Years
Tax Returns	7 Years
Medical Bills	7 Years
Forms 1099 Received	7 Years
Forms W-2 Received	7 Years
Retirement acct stmts	7 Years
Loan records	7 Years (after payoff)
Insurance policies	7 Years (after expiration)
Year end brokerage statements	7 Years
CD Statements	7 Years (after maturity)
Schedule K-1's	7 Years
House records	Permanent
Birth/Death certificates	Permanent
Marriage Certificates	Permanent
Medical records	Permanent
Wills	Permanent
Trust agreements	Permanent
Detailed list of financial assets held	Permanent
Alimony, Custody or Prenuptial Agreements	Permanent
Military papers	Permanent
Photos/video of valuables	Permanent while owned

Master File location

Note: Documents establishing basis of trade, business or investment assets, or taxpayer's principal residence should be retained for seven years beyond the date of the filing of the tax return for the year in which the asset was disposed.