

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA

Record Retention Policy

Approved: April 29, 2009

POLICY

All documents produced as a result of conducting the affairs of the Chapter shall be properly stored and safeguarded in order that a complete and accurate record of business transactions is readily available at all times. Recognizing that no valid reason exists to retain all documents for an indefinite period of time, certain documents may be disposed of when their retention will not serve a useful purpose. Therefore, documents may be disposed of in accordance with the record retention which is attached and is a part of this policy.

PURPOSE

This policy is intended to organize and standardize the Chapter's practices with regard to the retention and destruction, when appropriate, of Chapter documents.

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RETENTION SCHEDULE

ACCOUNTING	YEARS	BUDGET	YEARS
Accounts Payable Ledger	7	Authorizations	7
Accounts Receivable Ledger	7	Statistical Analysis of Expense	7
Audit Reports	P		
Balance Sheets	P	CORPORATE PAPERS	
Bills, Paid	7	Articles of Incorporation	P
Cash Books	P	Charter	P
Cash Disbursements	P	Constitution & Bylaws	P
Cash Payroll	P	Documents with Register	P
Cash Receipts	P	Minute Books	P
Cash Register	10		
Check Stubs	7	CORRESPONDENCE	
Checks, Cancelled	7	General	2
Checks, Payroll	7		
Checks, Petty Cash	7	INSURANCE	
Correspondence	5	Accident	8
Memos, Credit	7	Fidelity	8
Memos, Debit	7	Fire	8
Expense Records	7	Hospital	7
Financial Statements	P	Inspection Certificates	7
Invoices	7	Liability	8
Journals & Ledgers	P	Workmen's Compensation	10
Notes Paid	P		
Operating Statements	P	INVENTORY	
Payroll Journals	10	Inventory Control	7
Petty Cash Reports	7	Plant & Fixtures	P
Trial Balances	P		
Accounts Payable	7	LEGAL	
Accounts Receivable	7	Contracts	10
General Ledger	P	Customers (non-government)	10
Voucher Register (Journal)	P	Government	4
		Employees	P
ADVERTISING		Royalties	P
Contracts	5	Claims & Litigation Files	10
Correspondence	2	Copyright, patent and trademark	P
Drawing & Artwork	2		
		PERSONNEL	
BANK DEPOSIT		Applications	1
Signature Authorized	P	Earning Records	P
Statements	7	Employment releases	P
Deposit Books	3	Employee Contracts	10
Deposit Slips	3	Garnishments	10
Reconcilements	3	Government Reports	6

PERSONNEL, cont'd	YEARS
Insurance, Hospital	7
Payroll Analysis	7
Pensions	P
Service Records	P
Time Cards	5
Wage Rate Changes	8
PROPERTY	
Inventories	P
Depreciation Records	P
PUBLIC RELATIONS	
Annual Reports	P
PURCHASING	
Correspondence	5
Invoices	7
Purchase Orders	7
SALES	
Purchase Journal/Register	7
Accounts Receivable Register	7
Correspondence	5
Customer Orders	7
Invoices	7
Remittance Statements	2
Sales Journal/Register	7
Summaries of Expense	7
TAXES	
Income	P
Property	P
Sales	P
Social Security	P
Withholding Certificates	P
Payroll Tax Returns	4