

RECORDS RETENTION CHART

<u>CATEGORY</u>	<u>MINIMUM PERIOD</u>	
	<u>PERSONAL</u>	<u>BUSINESS</u>
Bank Deposit Slips	Until Verified	7 Years
Bank Statements	3 Years	7 Years
Cancelled Checks	3 Years, 7 Years if tax related	7 Years
Cancelled Checks relating to purchase of property, certain contracts	Permanent	Permanent
Credit Card Receipts	Until Verified or Credit Card Statement, 7 Years if tax related	7 Years
Contracts, Legal Documents	Permanent	Permanent
Corporate Stock Records	N/A	Permanent
Depreciation Schedules	N/A	Life of Assets + 7 Years
Employment Records	N/A	Period of Employment + 7 Years
Employment Tax Returns	N/A	7 Years
Expense Records	N/A	7 Years
Financial Statements	N/A	Permanent
Home Improvement Records	Ownership Period + 7 Years	N/A
Inventory Records	N/A	7 Years
Investment Records	Ownership Period + 7 Years	Same
Journals, Ledgers, Corporate Minutes, etc.	N/A	Life of Business + 7 Years
Paid Invoices, Bills	Until Warranty expiration	7 Years
Real Estate Records	Sale of Property + 7 Years	Same
Retirement and Pension Records	Permanent	Permanent
Tax Returns	Permanent	Permanent
Vehicle Records	Until Vehicle is Sold	Sale of Vehicle + 7 Years

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