

RECORDS RETENTION SCHEDULE:

PERMANENT:

Budget
AP Check Registers
Annual Financial Statements
Annual General Ledger
Journal Entries
Payroll Transactions Report/Payroll register
PERA Reports

10 YEARS:

CIP
Teamsters Pension reports

6 YEARS:

Asset Records - 6 years AFTER Disposal
Bank Statements/Reconciliation documents
AP/AR Billing Statements
AP - Voided, cancelled checks
AP - Vendor invoices, check stubs
POs
Journal entry support
Deposit books
Travel expenses/reimbursements
PR - Flex Plan records
PR - Quarterly tax returns
PR - Garnishments
W-2s
1099s

4 YEARS:

Investment Documents - 4 Years AFTER maturity

2 YEARS:

Transit Center deposit reports