

**RECORD RETENTION POLICY OF  
WALT WHITMAN CREW BOOSTERS, INC.**

Accident reports/claims (settled cases) 6 years

Accounts payable ledgers and schedules 6 years

Accounts receivable ledgers and schedules 6 years

Audit reports Permanently

Bank reconciliations 2 years

Bank statements 3 years

Checks (canceled-see exception below) 6 years

Contracts, mortgages, notes, and leases (expired) 6 years

Correspondence (routine) with customers and/or vendors 2 years

Depreciation schedules 6 years

Duplicate deposit slips 2 years

Expense analyses/expense distribution schedules 6 years

Financial statements (year-end, other optional) 6 years

General/private ledgers, year-end trial balance Permanently

Insurance policies (expired) 3 years

Insurance records, current accident reports, claims, policies, etc. 3 years

Notes receivable ledgers and schedules 6 years

Payroll records and summaries 6 years

Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, and plans 6 years

Sales records 6 years

Scrap and salvage records (inventories, sales, etc.) 6 years

Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability Permanently

Vouchers for payments to vendors employees, etc. (includes allowances and reimbursement of employees officers, etc., for travel and entertainment expenses) 6 years