

Reduce your chance of becoming an identity theft victim by properly shredding your personal and business documents. Southside is pleased to provide you with the following records retention suggestions for shredding your important documents.



**Personal Records
Retention Suggestions***

Bank statements/cancelled checks	6 Years
Birth certificates	Permanent
Canceled stock and bond certificates	7 Years
Correspondence – legal and important matters	Permanent
Credit card statements	6 Years
Custody agreements	Permanent
Death certificates	Permanent
Divorce papers	Permanent
Employment taxes for household employees	Permanent
Home and home improvements	7 Years
Insurance policies (expired)	4 Years
IRA contributions	Permanent
Marriage certificates	Permanent
Retirement and pension records	Permanent

**Business Records
Retention Suggestions****

AR ledgers	7 Years	Invoices to customers, from vendors	7 Years
GL final reports	Permanent	Journal vouchers	7 Years
Bank statements/cancelled checks	7 Years	Miscellaneous internal reports	3 Years
Cancelled checks for taxes	Permanent	Board Minutes	Permanent
Capital stock and bond records	Permanent	Notes receivable	7 Years
Contracts and leases expired	7 Years	Patents, Trademarks	Permanent
Deeds, mortgages, contracts and leases	Permanent	Payroll records, Time cards	7 Years
Depreciation schedules	Permanent	Personnel files (terminated)	7 Years
Employment applications	3 Years	Petty cash vouchers	3 Years
Employment taxes (records and returns)	Permanent	Physical inventory tags	3 Years
Financial statements – year end	Permanent	Purchase orders	7 Years
General Ledger	Permanent	Requisitions	1 Year
General correspondence	3 Years	Sales records	7 Years
Insurance policies (expired)	4 Years	Subsidiary GL ledgers	7 Years
Internal audit reports, working papers	3 Years	Tax returns and worksheets	Permanent

*Consult with your legal or financial advisor to confirm your specific needs.
**Consult with your legal, financial, HR department and records manager to confirm your specific needs and requirements.