



Records and Documents Retention Guidelines

Business Documents	Retention Period
Annual audited financial statements	Indefinitely
Annual plans and budgets	2 years
Bank statements and cancelled checks	7 years
Charitable contribution records	7 years
Contracts and related correspondence and documents	6 years after expiration or termination
Corporate records (articles of incorporation, bylaws, rules)	Indefinitely
Correspondence – general	1 year
Correspondence – legal and other important matters	Indefinitely
Financing documents, credit agreements, loan agreements, etc.	10 years after satisfaction or termination
General ledgers	10 years
Group insurance plans	Active employees (until plan is amended or terminated); retirees (indefinitely or until 6 years after death of last eligible participant)
Insurance claims files	10 years after claim is closed
Insurance policies and certificates	Indefinitely
Legal memoranda	5 years after close of matter
Litigation files	Indefinitely
Monthly financial statements	7 years
Paid vouchers	7 years
Pension documents and supporting employee data	Indefinitely
Regulatory filings and documents	Indefinitely
Tax returns	Indefinitely
Wage assignments, attachments, garnishments	3 years after payment or settlement

Patient Documents	Retention Period
EOBs (Explanation of Benefits)	7 years
Patient payment records	3 years after full payment
Patient (active) treatment records	Indefinitely
Patient (inactive) treatment records	Adult patients - 10 years from the date patient was last seen Minor patients – 7 years from the patient’s last treatment or 1 year past the patient’s 18th birthday (age 19), whichever is longer

Employee Documents	Retention Period
Continuing education certificates	3 complete license renewal periods
Employee earnings records	Indefinitely
Employee handbooks	Indefinitely
Employee exposure and medical records	Duration of employment plus 30 years
Employee Eligibility (I-9 form)	The later of: 3 years from hire date or 1 year after termination
Group insurance plans	Active employees (until plan is amended or terminated); retirees (indefinitely or until 6 years after death of last eligible participant)
Job Applications, resumes, interview notes	2 years for applicants and 4 years from termination for hired individuals
Job descriptions	3 years after superseded
Payroll	4 years after termination
Pension documents and supporting employee data	Indefinitely
Personnel records	4 years after termination
Wage assignments, attachments, garnishments	3 years after payment or settlement

Compliance Documents	Retention Period
Sterilizer monitoring results	12 months
Hazardous waste treatment/disposal/recycling records	5 years
Medical waste treatment/disposal records	3 years
HIPAA-related policies, procedures, and documentation of training and other actions	6 years
Controlled substances purchase records/ inventory log/ dispensing log	3 years
Employee Cal/OSHA training records	3 years
Injury and Illness Program <ul style="list-style-type: none"> Records of regular inspections Training records 	3 years Employers with less than 10 employees need only maintain inspection records until the hazard is corrected, and may maintain a log of instructions in lieu of separate training records
Exposure Control Program <ul style="list-style-type: none"> Training records Sharps Injury Log Housekeeping schedule 	<ul style="list-style-type: none"> 3 years 5 years No mandated retention period; recommend 1 year