



The following suggested guidelines come from research and 20 plus years of field work with over 150 churches and ministry organizations.

General guidelines for record retention:

	3 years	7 years	Permanently
Accounts payable/receivable	X		
Bank reconciliations	X		
Invoices (after payment)	X		
Monthly financial reports	X		
Budgets	X		
Insurance policies, reports	X		
Leases (after termination)	X		
Service contracts (after termination)	X		
Payable & receivable ledgers		X	
Cancelled checks		X	
Donor contribution receipts		X	
Journals		X	
Sales invoices		X	
Correspondence		X	
Audit reports			X
Checks used for important payments, such as taxes, property, etc.			X
End-of-year financial statements			X
Tax and information returns			X
Articles of Incorporation			X
IRS examinations			X
Committee minutes			X
Tax exemption letter			X
Insurance records			X