

RECORD RETENTION STANDARDS
Recommended by The Presbytery of Los Ranchos

<u>TYPE OF RECORDS</u>	<u>RETENTION</u>
Accidents Reports	4 years
Accounting Records:	
Cash Receipts- Deposit slips & Contribution records	4 years (Current Plus 3 prior)
Cash Disbursements -Paid bills, cancelled checks	4 years (Current Plus 3 prior)
Bank Statements	4 years (Current Plus 3 prior)
General Ledger	Permanent
Building Records:	
Lien records	2 years after lien paid
Building Plans, Architect plans, Drawings, Prints	Permanent
Land and Assets Purchases	Permanent
Insurance:	
Property, Liability, Employee Group, Workers Comp.	Permanent
Legal:	
Documents such as active leases, contracts and agreements	To be maintained as long as in force
Corporate Minutes, incorporation papers, bylaws	Permanent
Personnel:	
Payroll - time cards, individual earnings records, individual employee personnel files, W-2's and payroll tax returns and employment contracts	As long as employed and 7 years after termination
Purchase of Assets:	As long as asset is owned
Year End Reports:	
Annual Denominational and historical Congregational reports	Keep a single report for each year for historical purposes
Presbytery Reports	5 years



**SUMMARY OF RECORDKEEPING
AND RETENTION
REQUIREMENTS FOR
CALIFORNIA EMPLOYERS**

Records That Must Be Retained	Retention Requirements
<p>Personnel or employment records including job applications, resumes, job descriptions, tests, physicals, job applications, disciplinary notices, performance reviews, job openings, selections for training, promotions, transfers, layoffs, terminations, etc.</p>	<p>Keep for a minimum of 2 years after records or files were initially created or received, or after an employment action has been taken (FEHA). Note: Under federal law, employment records must be preserved for at least 1 year from the date they are made or from the date of the personnel action involved.</p>
<p>Employment eligibility verification (I-9 forms)</p>	<p>Keep for 3 years after the date of employment begins or 1 year after termination of employment ends, <i>whichever is later</i>.</p>
<p>Payroll and employee wage records including names and addresses of all employees, the ages of any minors employed, time records of daily hours worked, wages paid, etc.</p>	<p>Various time requirements from 1-3 years depending on applicable state or federal law. Generally, keep for a minimum of 3 years.</p>
<p>Employment of minors (work permits or certificates)</p>	<p>Keep for a minimum of 3 years.</p>
<p>Employee's W-4 (withholding exemption certificate)</p>	<p>Keep for as long as it is in effect plus 4 years.</p>
<p>Unemployment insurance records</p>	<p>Keep for a minimum of 4 years after the date the tax is due or paid, <i>whichever is later</i>.</p>
<p>Social Security and Medicare records (FICA)</p>	<p>Keep for a minimum of 4 years after the date the tax is due or paid, <i>whichever is</i></p>