

Accounting/Finances

Financial Records	Minimum Retention Period
Accounting General Ledger	One year + current
Audits (Inventory)	Until updated + one year
Audits (Financial)	Permanent
Bank Account Records	Six years + current
Bonded Indebtedness Records and Payments	Permanent
Budget Preparation Records and Budget Documents	Six years + current
Insurance Policies	Term of Policy
Payroll Records	Two years + current
Pledging Records	Three years + current
Purchasing Records	Two years + current

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